

## Archive Retention Cockpit (ARC) for SAP®

### Manage Retention and Disposition of Archived Data and Documents

#### Need for Retention Management

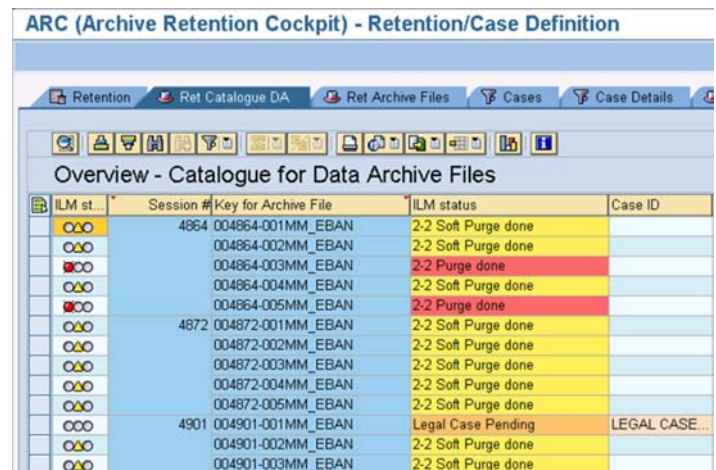
Is your business at risk managing retention and disposition of data and documents?

Are meeting compliance requirements leaving you frustrated and your company vulnerable?

Increased regulatory requirements have legions of legal and records retention people clamoring for a way to manage the volumes of data and documents inherent in doing business. Companies are being forced to retain business records in a compliant mode, safe from alteration or deletion, for specified periods of time and after that, dispose of them. Records kept longer than the defined retention period may become a legal liability, not to mention incur spiraling storage costs and develop into a data management burden. A recent Supreme Court decision (Arthur Andersen LLP v. United States, No. 04-368) involving business record destruction has endorsed the notion that a formal record retention policy which is in accordance with regulations and is strictly followed clears a business from the liability of expired records.

#### Challenges

Although Data Archiving and ArchiveLink provide an excellent framework for controlled, unified storage of data, there are no out-of-the-box capabilities for applying corporate record retention policies to this data set. Nor do they specify when and how to dispose of records from the archived files.



ILM st...	Session #	Key for Archive File	ILM status	Case ID
○○○	4864	004864-001MM_EBAN	2-2 Soft Purge done	
○○○		004864-002MM_EBAN	2-2 Soft Purge done	
○○○		004864-003MM_EBAN	2-2 Purge done	
○○○		004864-004MM_EBAN	2-2 Soft Purge done	
○○○		004864-005MM_EBAN	2-2 Purge done	
○○○	4872	004872-001MM_EBAN	2-2 Soft Purge done	
○○○		004872-002MM_EBAN	2-2 Soft Purge done	
○○○		004872-003MM_EBAN	2-2 Soft Purge done	
○○○		004872-004MM_EBAN	2-2 Soft Purge done	
○○○		004872-005MM_EBAN	2-2 Soft Purge done	
○○○	4901	004901-001MM_EBAN	Legal Case Pending	LEGAL CASE...
○○○		004901-002MM_EBAN	2-2 Soft Purge done	
○○○		004901-003MM_EBAN	2-2 Soft Purge done	

For business documents stored using ArchiveLink, SAP provides a mechanism for defining static retention periods for a combination of SAP object and document types (transaction: OAC3). This definition may be misleading as this field only defines the residence period of the link table entries after which they could be archived using data archiving; however, the documents are not being removed from the archive system. In other words, this is a technical tool for cleaning up the link table entries and it does not address the policy-driven disposition of the original document.

The application of relevant company retention policies for data stored using Data Archiving and ArchiveLink, together with document disposition, is not sufficient. Information Lifecycle Management (ILM) processes also need to be able to selectively hold certain records that may be related to pending litigation or audits. This is commonly referred to as a "legal hold order".

Disposing of records which fall under hold orders leaves you vulnerable to the legal ramifications of violating judicial mandates. And the technical structure of data archiving files makes such selective holding very complex.

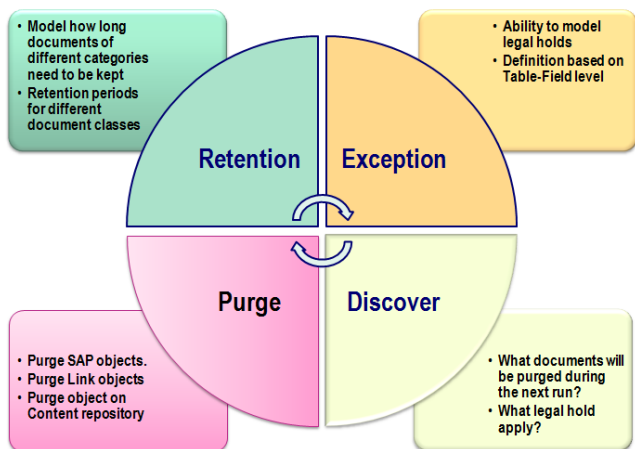
## Solution

Dolphin developed the Archive Retention Cockpit (ARC) to provide a portal to manage the retention and end-of-life disposition of documents and data in SAP. It is compliance-driven; an application totally based on SAP and supports any ArchiveLink certified repository.

Your legal department may have already taken the first important step by formulating an enterprise-wide record retention policy. From an IT perspective, you may have taken another important step by

implementing standard SAP data archiving and ArchiveLink-based storage for incoming/outgoing business documents. This brings business critical process data and documents into a controlled framework where lifecycle management policies can be implemented.

A primary advantage of ARC is that search and discovery are made easy; users can find records based on a variety of criteria including open hold orders all within SAP. In fact, legal hold order management automatically excludes records from destruction due to pending litigation or audit. There is also support



for structured (Data Archiving) and unstructured (ArchiveLink) archived data.

### ARC Features:

- Time and event disposition
- ILM state model display
- Disposition workflow integration
- Comprehensive logging
- Configurable customization screens
- Integration to external RMS
- Biometric identification

## Implementation

Implementation of the ArchiveLink Retention Cockpit begins with a requirements-gathering workshop and analysis of current record retention for SAP documents and data. Based on the workshop, specific recommendations are made as to what SAP archived data and document types can be mapped to your corporate record retention schedule. During the ARC implementation, this mapping is realized by customizing specific retention classes, restriction sets, disposition jobs and workflows. The ARC solution allows you to expand the managed record sets to other SAP business and data archiving objects as you develop and enhance your retention policies.

## About Dolphin

Dolphin makes crucial business operations such as data management, data archiving, accounts payable, accounts receivable and order management run better and smarter for organizations using SAP solutions. Focused on improving business performance through Information Lifecycle Management and Business Process Management, Dolphin produces the right solution for each customer, faster, through its unmatched experience in SAP technologies and its proven best practices, tools and SAP add-on applications. Dolphin solutions improve business and IT performance, lower total cost of ownership and deliver high return on investment.

The company was founded in 1995 and has offices in Philadelphia, PA and San Jose, CA. Dolphin solutions are implemented across North America and around the world.

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