

Automate the Review, Update and Disposition of Your Business-Critical Documents

Document life cycle management to efficiently manage all your time-sensitive content.

Central to today's business practices is the requirement to update and retain a range of documents to comply with industry regulations. However, many organizations don't have an efficient, auditable process for periodic document reviews and updates. In addition, they often save too many documents, including duplicate or obsolete documents. Let Xerox® DocuShare® for document life cycle management help your employees easily access and review the most up-to-date content, stay compliant, and improve business process efficiencies.

STREAMLINE DOCUMENT REVIEW AND DISTRIBUTION WHILE COMPLYING WITH RETENTION REGULATIONS

Organizations in industries such as government, legal, healthcare, education and manufacturing would benefit from a system that automates time-sensitive events such as periodic reviews, distribution and expiration of compliance-related documentation. It is also important to protect document information by controlling access and retaining only required content.

Implementing a system that automates the review, management and disposition of crucial documents will help to ensure



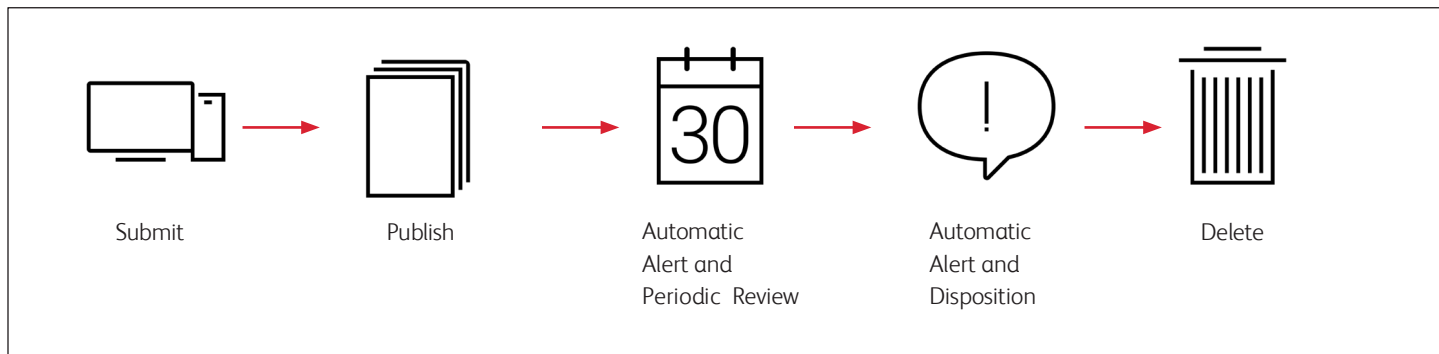
that the documents are protected and retrieved by the appropriate employees. With retention policies automatically enforced, your business can more easily comply with current laws and regulations.

With Xerox® DocuShare Lifecycle Manager, you can efficiently manage documents from the moment they are created or updated to the time they are no longer needed and are destroyed. DocuShare Lifecycle Manager automates critical time-based events such as document aging and related actions like date-based reviews and expirations. Now you can automatically enforce and manage document lifecycle events including release, periodic review and document retention.

DOCUSHARE LIFECYCLE MANAGEMENT ENABLES ORGANIZATIONS TO:

- Automate retention and periodic review of content to ensure it is current and compliant.
- Automate timed-based events such as publication or expiration.
- Change the state or visibility of content based on specific dates.
- Ensure that users focus on needed, current content.
- Extend the scalability and optimize the performance of your content management system.

Ensure your employees access up-to-date documents.



STAY COMPLIANT WITH INDUSTRY REGULATIONS

Xerox DocuShare for content lifecycle management enables records retention that supports compliance with Sarbanes Oxley, SEC, JCAHO, HIPAA, MoReq, ISO 15489 and other regulations.

For instance, the U.S. Securities and Exchange Commission's Rule 17a-4 specifies retention periods of three or more years for specific types of financial records. DocuShare can accurately track documents against specific requirements, and ensure proper reviews are conducted and retention requirements are met prior to removal of records from the system.

CAPTURE PAPER DOCUMENTS FOR EASIER LIFECYCLE MANAGEMENT

In many manual, paper-based processes, documents are stored in multiple places and are difficult to locate. By electronically capturing and storing all your documents, you assure that information is stored in a single repository allowing you to automate document lifecycle events. With DocuShare capture features, you can take advantage of one-button scanning from Xerox® multifunction printers, document capture using mobile devices, and high-volume intake of legacy paper documents.

AUTOMATE THE ENTIRE LIFECYCLE OF YOUR DOCUMENTS AND OTHER CONTENT

DocuShare for lifecycle management enables you to easily manage, monitor, and disposition the documents and content that are required by your business. You manage all your time-sensitive content by creating policies. A policy helps to enforce aging requirements on content by sending email notifications to employees of approaching due dates for document review. In addition to email notifications, you can use policies to trigger workflows. For example, workflows can automate document deletion for content that no longer needs to be retained, or document routing through a review and approval process.

You can create policies for a single collection of documents or several document collections. Policies run at defined time intervals and act on content that meets the criteria you specified.

Simplify and streamline document lifecycle management by automating key steps in the process.

Find out more at: xerox.com/ecm