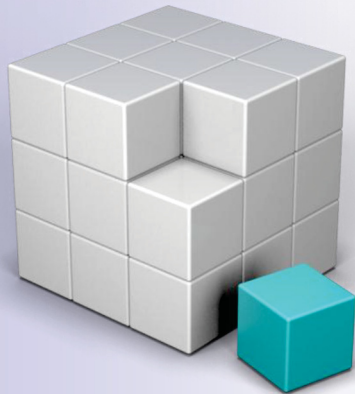


# Integrating SharePoint with a System of Record



## ■ System of Record

- Fully compliant with US DoD 5015.2 or ICS Module 2

## ■ SharePoint

- Not Records-Compliant

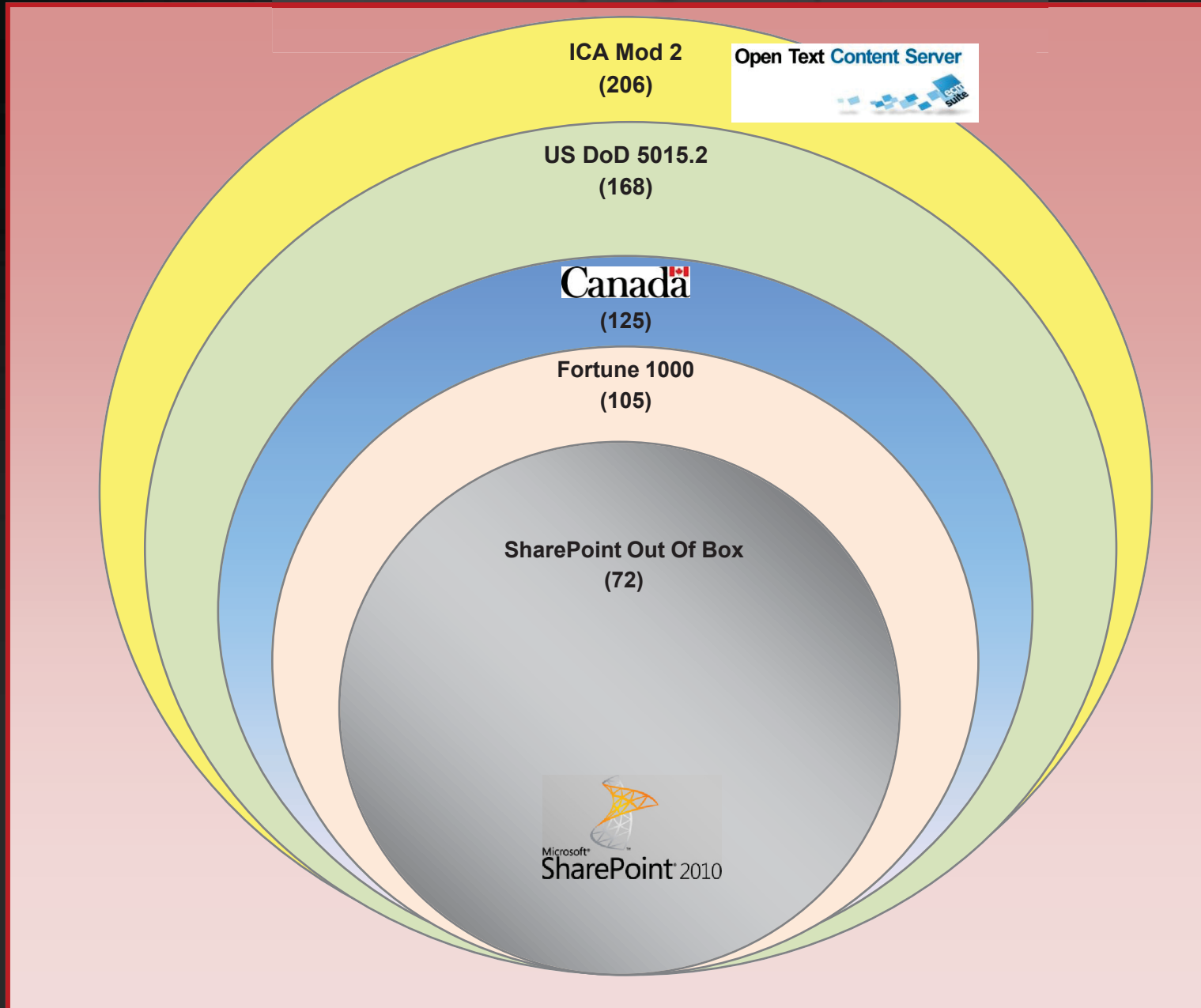
## ■ Intent

- Create in SharePoint
- Store as records in System of Record

## Open Text Content Server



# Recordkeeping Comparison



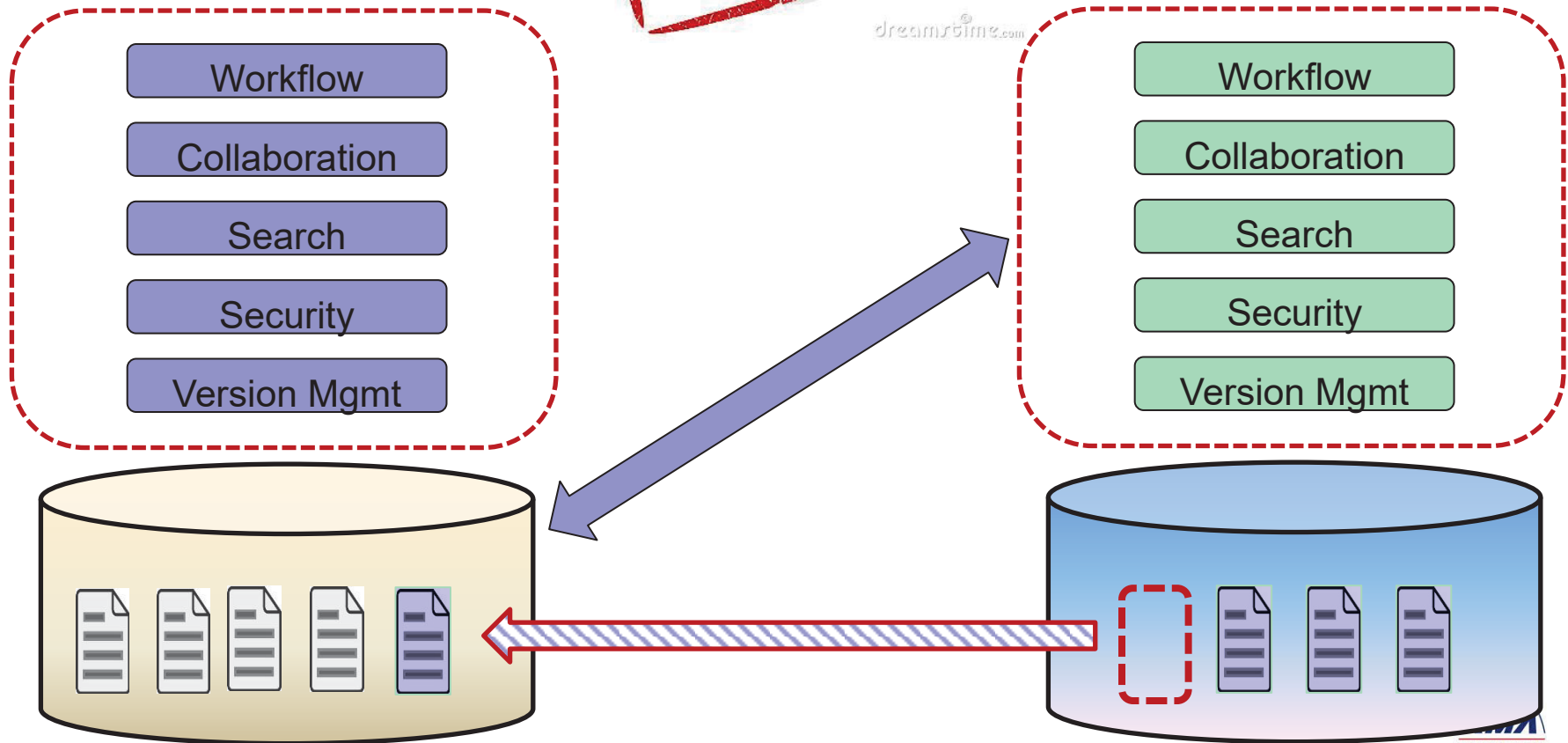
# Flow will be a *Torrent*

*Preserve the 85% Classification Accuracy*

Open Text **Content Server**



**IMPORTANT**



# For RecordKeeping Integration we Must;

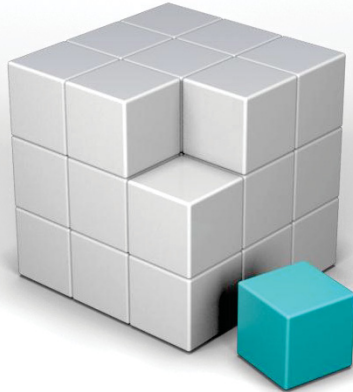
1. Archive the Records
  - 5%** of all Email
  - 95%** of all documents created
2. Hit **85% Classification Accuracy** on all documents
3. Archive **as a Record**
  - Classified against File Plan
4. Distinguish **Case** Records vs **Subject** Records
5. **Clean up** any SP Duplicates



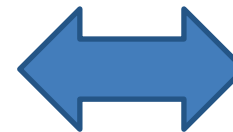


# Two Possibilities

<b>Manage Records in Both SP and CS</b>	<b>Move records from SP to CS</b>
SP does not manage records!	CS Fully Compliant
Duplicate File Plans in Each system	RM Declaration in CS only
Different Declare/Monitoring in each	RM Administration in CS only
Duplicate RM Administration in Each	



Open Text **Content Server**



AGA

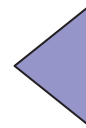
# INTRODUCTION

TO

## *APPLICATION GOVERNANCE AND ARCHIVING*

# Abbreviations Used

- Microsoft SharePoint 2010
  - SP
- OpenText Content Server
  - CS (**C**ontent Server)
  - EL (**E**nterprise **L**ibrary)
- OpenText **A**pplication **G**overnance and **A**rchiving for SharePoint
  - AGA
- Archive
  - Move



Means “OpenText”

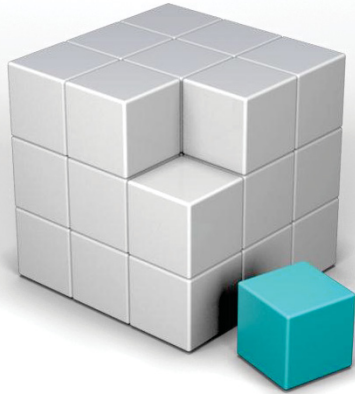




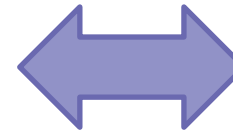
# Recordkeeping Compliance Means;

## *Four Elements*

1. Documents that Should be managed as records are managed as records
  - **Qualification**
2. Declared as records in a managed system
  - **Declaration**
3. Classified correctly against retention schedule
  - **Classification** accuracy 90%+
- Records destroyed according to retention schedule
  - **Disposition**



Open Text Content Server



AGA

# IMPORTANT AGA TENANTS

# Similar ECM Platforms

*But Very Different!*

Open Text **Content Server**



Workflow

Collaboration

Search

Security

Version Mgmt



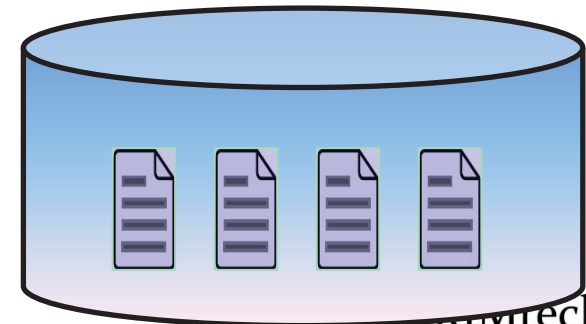
Workflow

Collaboration

Search

Security

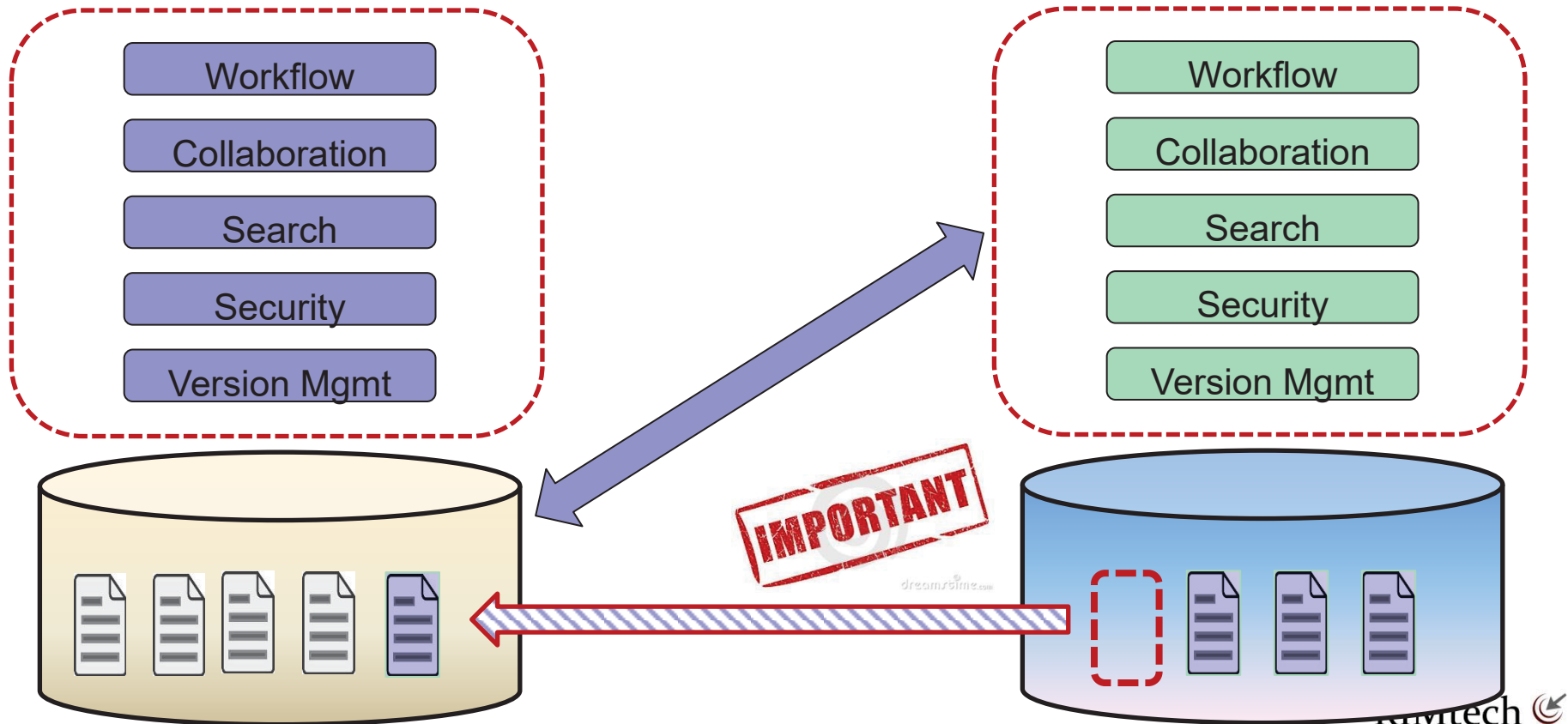
Version Mgmt



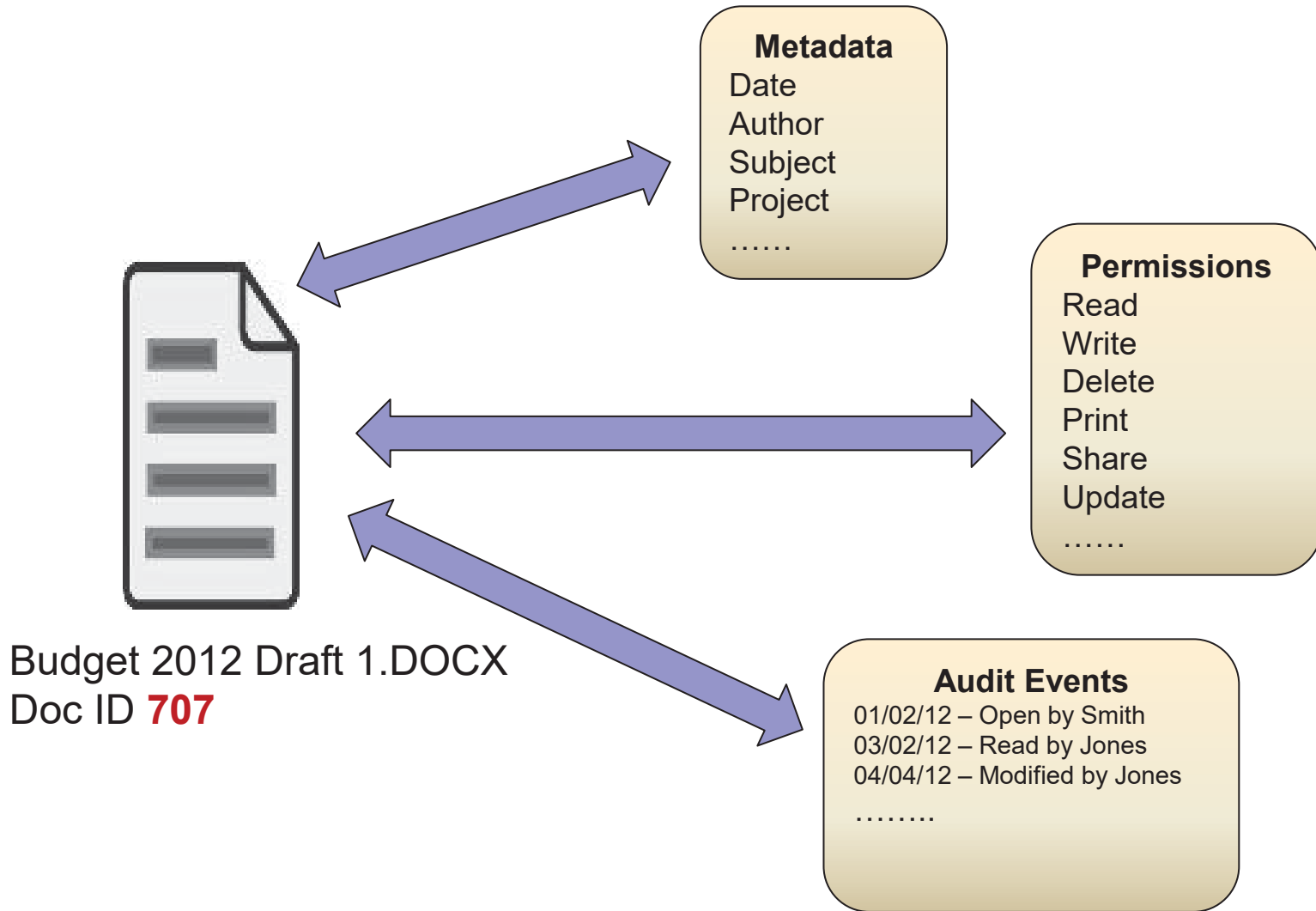
# AGA

*Stay in SP, Work on CS & SP Docs*

Open Text **Content Server**



# A Document in an ECM System *Has a LOT of Baggage!*



Budget 2012 Draft 1.DOCX  
Doc ID **707**



# Document Elements

Element	Notes
<b>Document ID</b>	Each document is assigned a unique Document ID for life, to distinguish it from all other documents in the system. The original filename (e.g. Budget 2012 Draft 1) is stored as a metadata field that can be searched, however the document is now identified by its ID, not the original filename.
<b>Metadata</b>	Fields of descriptive data are assigned to the document, such as <i>Author, Date, Subject, Project Name</i> , etc. Some metadata fields are assigned internally by the system and are not normally seen by the user. Metadata fields can vary among different documents. Metadata can be searched by users.
<b>Permissions</b>	Defines what users can do to a particular document, such as Read it, Edit it, Delete it, etc
<b>Audit Events</b>	A detailed recorded history of activities carried out on a document. For example, who read the document and when, who edited it and when, etc.

# Document Versions

## *Major and Minor*

(6) Versions of Document 707

Major Versions



Version 1.0



Version 2.0



Version 3.0



Version 4.0

Minor Versions



Version 2.1



Version 2.2



# Declaration Timing

## *(3) Possibilities*

### ■ **Declare in SharePoint Before Archiving**

- If the Qualify, Classification, and Declaration have already been done in SharePoint, then you can simply configure AGA to carry it through to Content Server, by preserving the document's records-related metadata fields.

### ■ **Declare During Archiving**

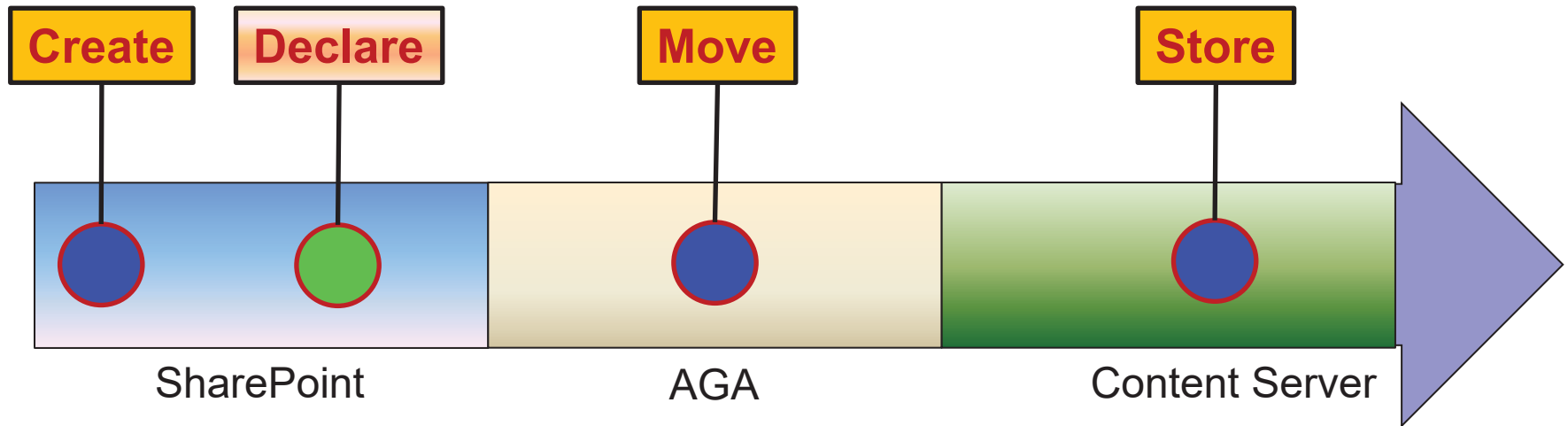
- Identify those SharePoint documents that you need to declare as records, classify them, then move them to Content Server as declared records.

### ■ **Declare After Archiving**

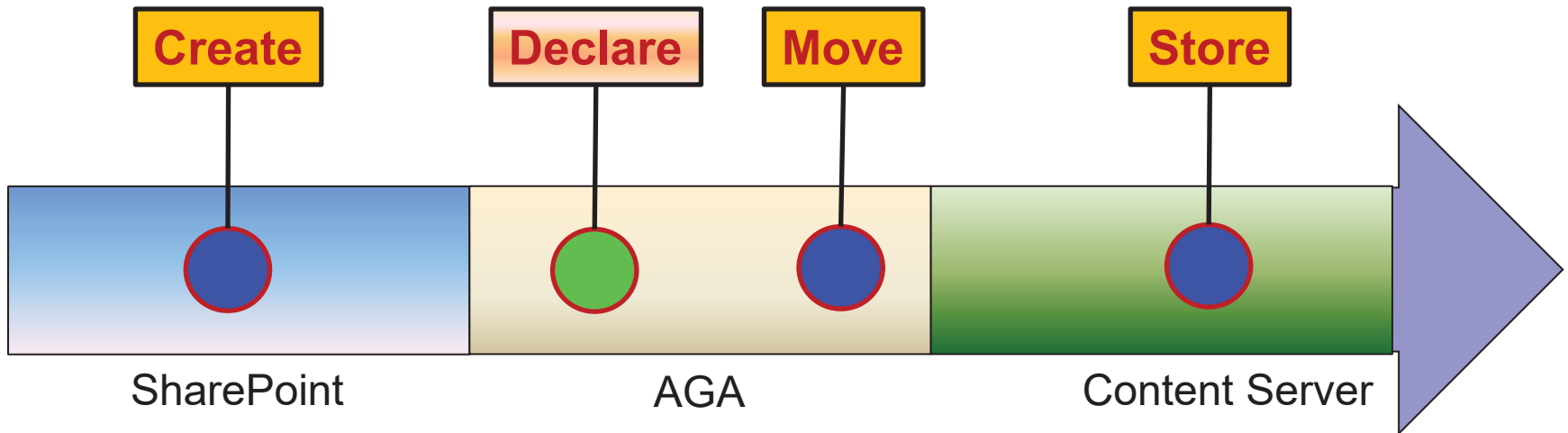
- Move from SharePoint to Content Server as non-records. Ignore recordkeeping, and leave it up to a Content Server user or process to later identify, classify, and declare the documents as records within Content Server.



# Declaration Timing



**OR**



# Declaration Timing

## ■ Ensure SharePoint documents are Qualified

- Ensure SharePoint documents are appropriately qualified, i.e. the end users, or the AGA archiving process you define, are aware of which documents should be identified as records.

## ■ Declare Records During Archiving

- Documents that are qualified as records are declared as records by the time they reach Content Server. Either you declare them inside SharePoint and follow through by archiving them as records in Content Server, or you declare the documents as records at the time you archive them in Content Server.

## ■ Achieve Classification Accuracy

- If you establish for example a 90% minimum accuracy threshold, 90 out of every 100 documents you move to Content Server must be verified to be correctly classified.

There is no practical way to correct classification errors after they occur, due to the sheer level of effort. Therefore classification accuracy has to be achieved during (or before) declaration.

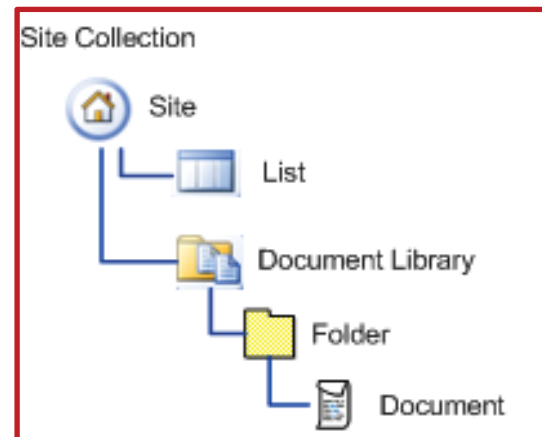
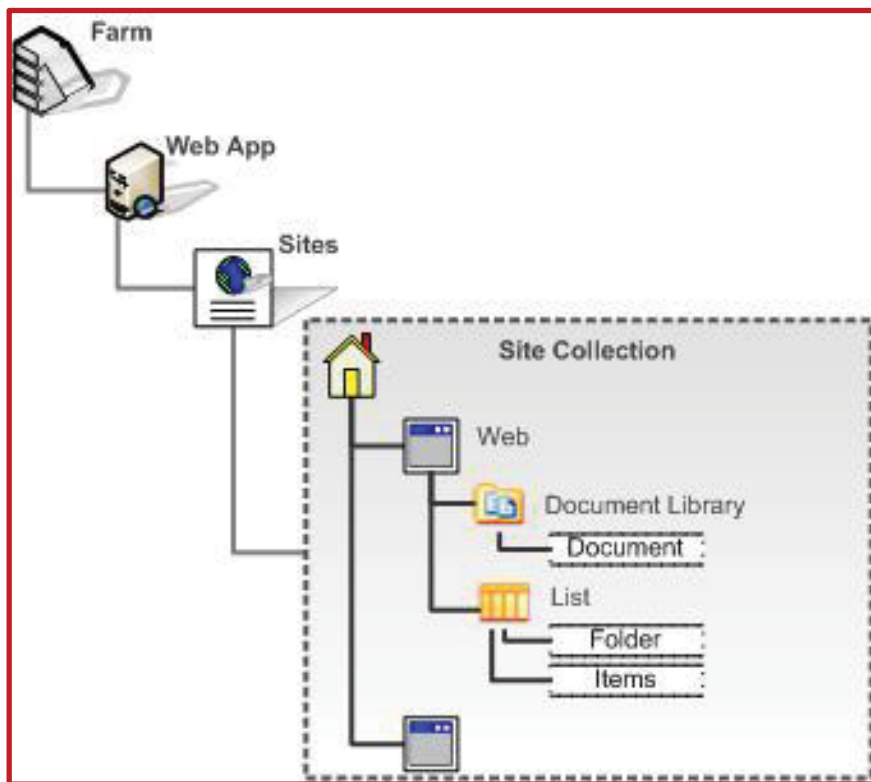




Understanding AGA

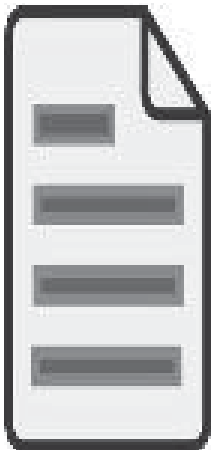
# KEY SHAREPOINT CONCEPTS

# SharePoint Site Hierarchy



# Document Type Concept

## Document Type *Contracts*



### Metadata

Date  
Author  
Subject  
Project  
Security  
*Contractor*  
*Start Date*  
*End Date*

## Document Type *Travel*



### Metadata

Date  
Author  
Subject  
Project  
Security  
*Airline*  
*Depart Date*  
*Ticket #*

- “Column” = Metadata Field
- All Documents MUST have a Document Type
- Determines document’s Metadata fields
- Doc Type = a (Mandatory) Metadata Field



## Open Text **Content Server**



Understanding AGA

# DOCUMENT METADATA



# Mapping Document Metadata

## *Three Things to Do*

1. **Map SP Fields to CS Fields**
  - Define which SP fields = equivalent CS Fields
2. **Match Data Types**
  - Text to text, numeric to numeric, etc.
3. **Swap/Set Values**
  - Change Field values in CS as required

# Mapping Metadata



Open Text **Content Server**

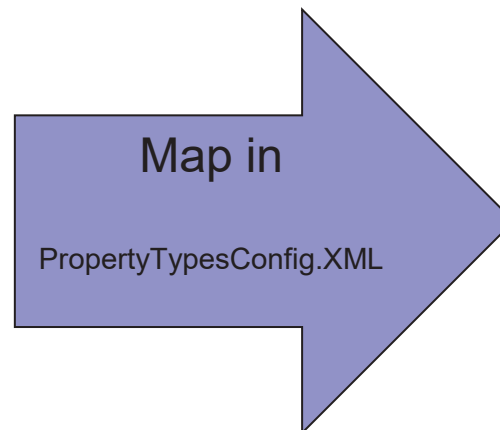


## Content Type 1

- Column 1.1
- Column 1.2
- Column 1.3

## Content Type 2

- Column 2.1
- Column 2.2
- Column 2.3



## Category 1

- Attribute 1.1
- Attribute 1.2
- Attribute 1.3

## Category 2

- Attribute 2.1
- Attribute 2.2
- Attribute 2.3

CS Category → SP Content Type  
CS Attribute → SP Column



# Matching Metadata **Data Types**

SharePoint Data Types	Enterprise Library Data Types
Single line of text	Text, Text MultiLine
Multiple lines of text	Text MultiLine
Choice	Text Popup, Integer Popup, Date Popup, Text
Number	Integer (if it contains an integer value; decimal places can be cut off), Text
Currency	Integer or Text
Date and Time	Date or Text
Yes/No	Flag
Person or group	User
All other types	Text, Text MultiLine



## Open Text > Content Type Mapping

Use this page to map the selected SharePoint content type and columns to an Enterprise Library category and properties.

### Libraries

- Site Pages
- Shared Documents
- Presentations

### Lists

- Calendar
- Tasks

### Discussions

- Team Discussion

- Recycle Bin
- All Site Content

### List Content Type Information

Name: Dublin Core Columns  
Description: The Dublin Core metadata element set.  
Parent: Document  
Group: Document Content Types

#### Category 'Oracle AP' on server 'vml971cs'

Name	Type	Status	Enterprise Library property
Content Type	Computed	Optional	none
Select	Computed	Optional	none
Name	File	Required	none
Created	Date and Time	Optional	none invoiceOID
Modified	Date and Time	Optional	none
Document Modified By	Single line of text	Optional	none
Document Created By	Single line of text	Optional	none
Contributor	Multiple lines of text	Optional	none
Coverage	Single line of text	Optional	none
Creator	Single line of text	Optional	none
Date Created	Date and Time	Optional	none
Date Modified	Date and Time	Optional	none
Description	Multiple lines of text	Optional	none
Format	Single line of text	Optional	none
Resource Identifier	Single line of text	Optional	none

# Specify Field Mapping

- Edit PropertyTypesConfig.XML to specify;

## SP Field

Title

Project #

Case #

....

## CS Field

Subject

Project

File

Example;

➔ **Example 3-6: Mapping of SharePoint Field Types to Content Server Attribute Types**

```
<TypeMapping>
<SPFieldType>Text</SPFieldType>
<LivelinkPropertyTypes>
  <LivelinkPropertyType
Name="Opentext.SharePoint.Livelink.ServerConnection.Properties.Liveli
nkStringProperty" />
  <LivelinkPropertyType
Name="Opentext.SharePoint.Livelink.ServerConnection.Properties.Liveli
nkMultiStringProperty" />
</LivelinkPropertyTypes>
</TypeMapping>
```





## Open Text **Content Server**



Understanding AGA

# **SECURITY (PERMISSIONS)**



# Document Permissions

## (3) Components

### 1. Users

- Named User account, e.g. Smith, Fred

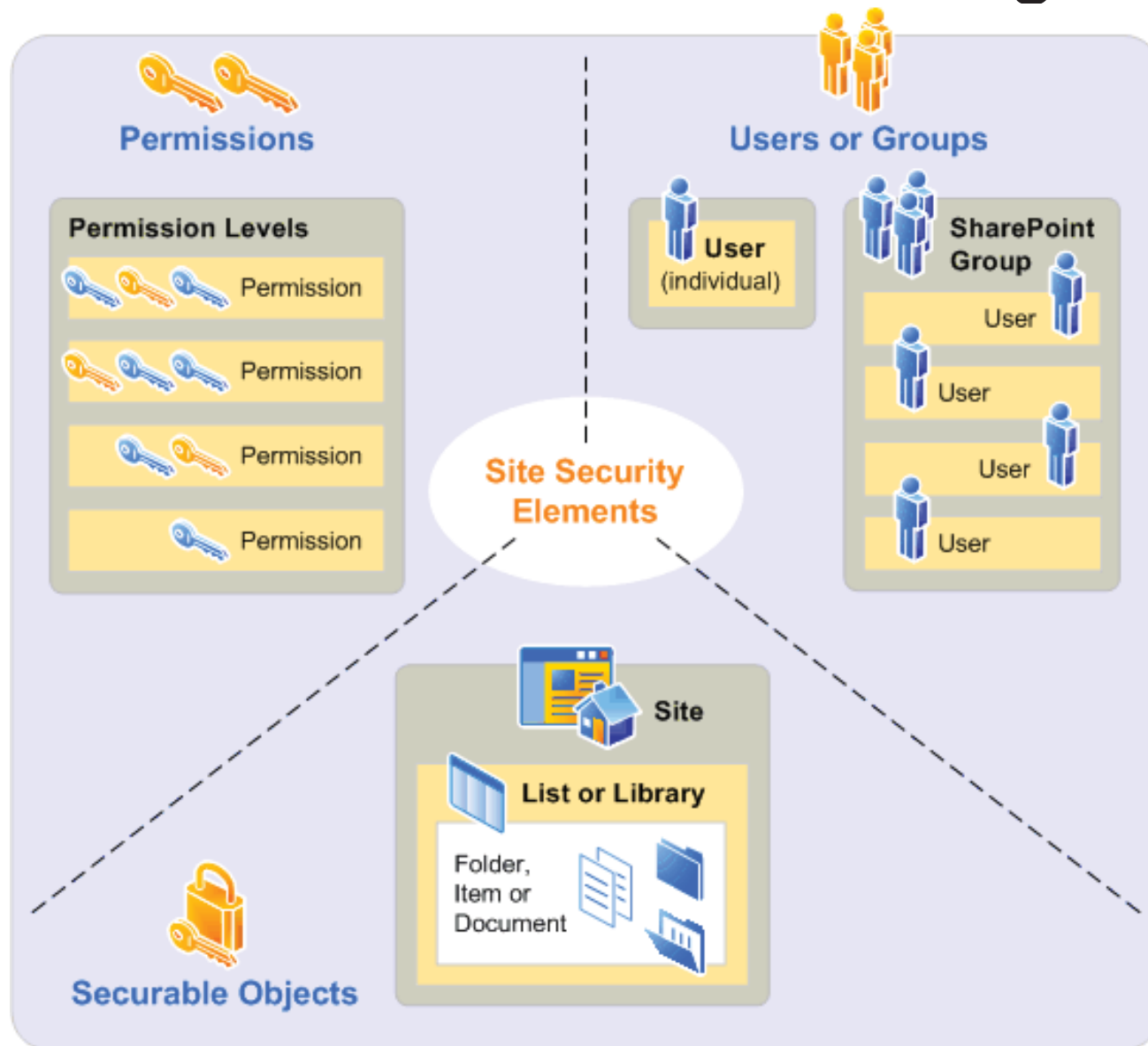
### 2. Groups

- Groups of users. Every member of the group has the group's specified permissions

### 3. Document Permissions

- The specific actions available to a user who has access to the document. Examples of actions would be *edit*, *delete*, *create new version*, etc.

# SharePoint Permission Assignment



# Permissions Management

## *Two Things to Manage*

### 1. **Match** SharePoint Users and Groups to Content Server Users and Groups

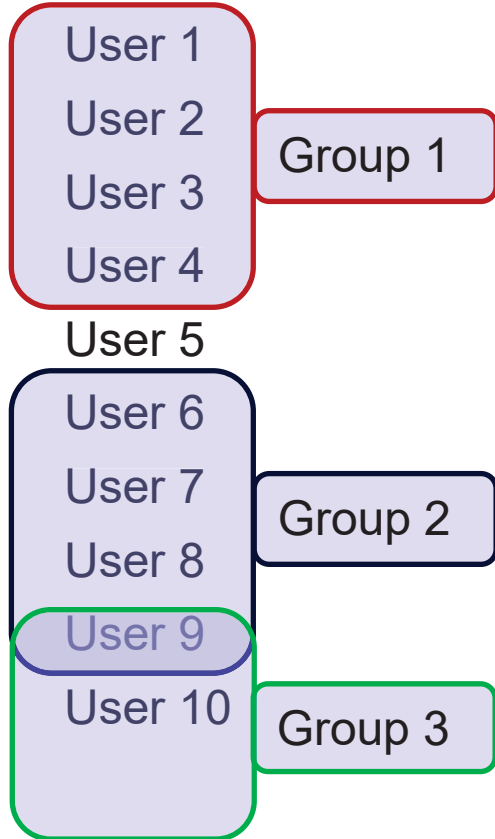
- Match before any AGA Archiving
- Not an AGA function – Use;
  - Account Management in Each of SP, CS
  - Windows Active Directory (used by SharePoint)

### 2. **Map** Document's Individual Permissions

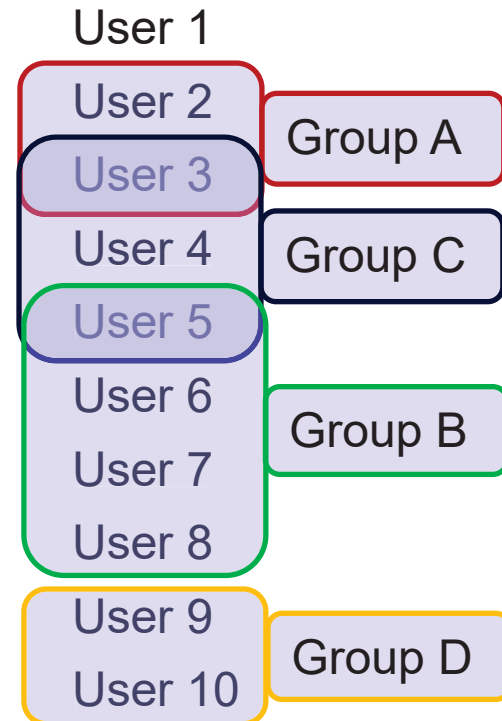
- Define SP vs CS permissions
  - Permission A,B in SP → Permission C,D in CS
  - Permission D,E in SP → Permission F,G in CS
  - .....
- Done via AGA Admin screens as part of AGA Archive operation

**Goal** → Same permissions in Content Server as in SharePoint!

# Users and Groups

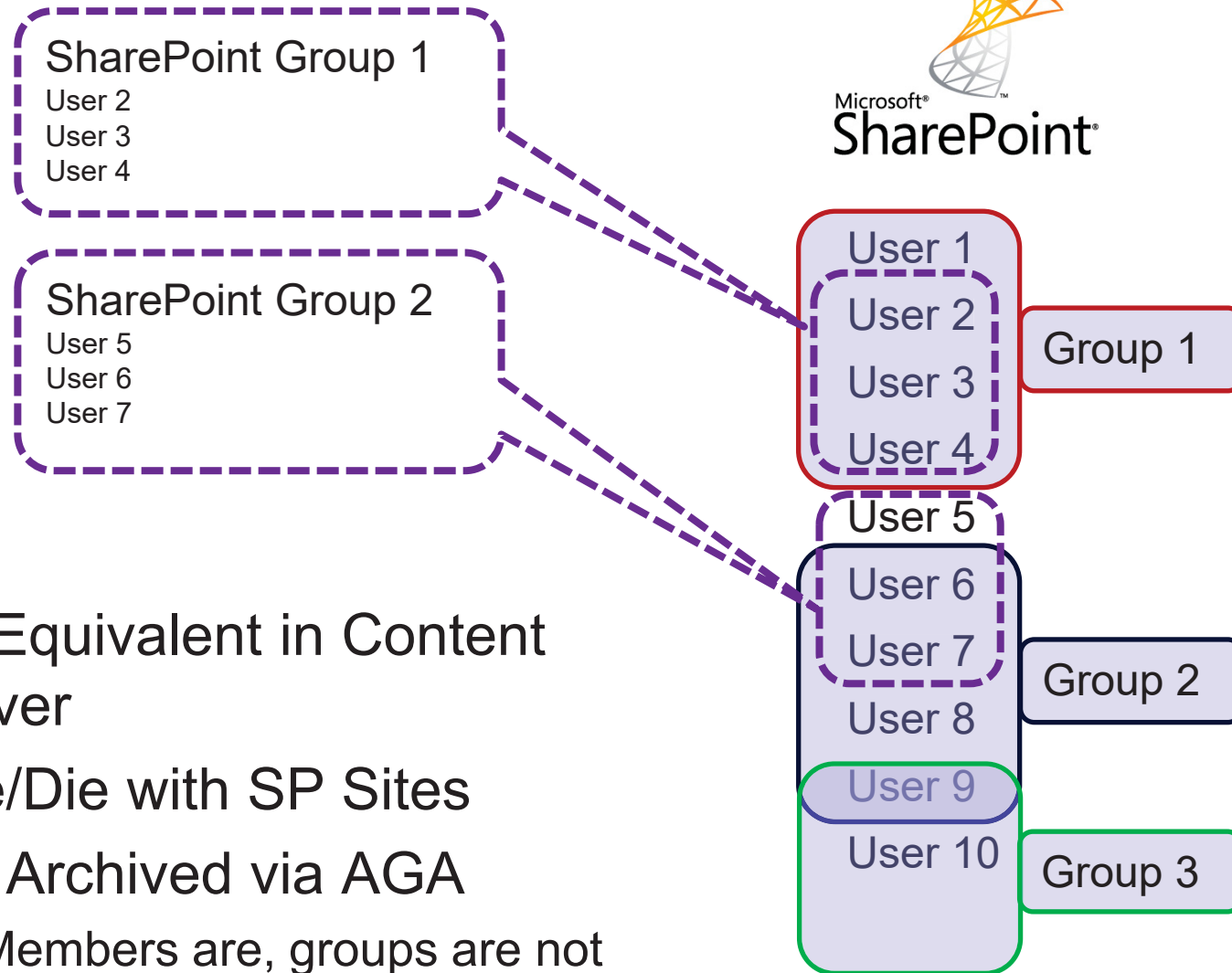


## Content Server



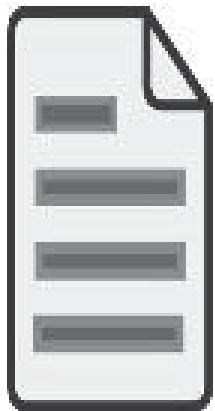


# SharePoint Groups



- No Equivalent in Content Server
- Live/Die with SP Sites
- Not Archived via AGA
  - Members are, groups are not

# Document Permissions, SharePoint



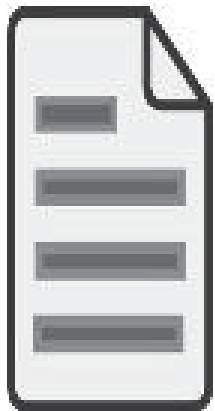
Document ID 707



SharePoint Document Permissions				
Source (User or Group)	Permissions			
	V i e w	E d i t	D e l e t e	M a n a g e  L i s t
<b>User Permissions</b>				
U7	✓	✓	✓	
U12	✓			
U2		✓		
U707				✓
<b>Group Permissions</b>				
G44	✓		✓	
G45		✓		
G1	✓		✓	
G7	✓	✓	✓	

# Document Permissions, OpenText

Content Server



Document ID 808



Content Server Document Permissions									
Source (User or Group)	Permissions								
	S e e	S e e	M o d i f y	E d i t . A t t .	A d d . F o l d e r	R e s e r v e	D e l e t e	D e l e t e . V e r .	A l l
User Permissions									
U7	✓	✓	✓			✓		✓	
U12	✓			✓					
U2		✓			✓				
U707				✓		✓		✓	
Group Permissions									
G44	✓		✓		✓	✓			
G45		✓							✓
G1	✓		✓		✓		✓		
G7	✓		✓				✓		

# AGA Permission Mapping

*Each SharePoint Permission to one of (4) AGA Permissions*


Document Permission Mapping		
SharePoint	AGA Mapping	Content Server
View	Read	See
		See Contents
Edit	Edit	See
		See Contents
		Modify
		Edit Attributes
		Add Folder
		Reserve
Delete	Delete	See
		See Contents
		Modify
		Edit Attributes
		Add Folder
		Reserve
		Delete
		Delete Versions
Manage List	Admin	All



Content Server



# Configuring Permissions

Site Actions  Microsoft SharePoint 2010 Central Administration > Archiving Permission Settings  
Use this page to specify permission handling during archiving.


VM-CLMSFS\admin

I Like It Tags & Notes

Search this site...

<b>Central Administration</b> Application Management System Settings Monitoring Backup and Restore Security Upgrade and Migration General Application Settings OpenText Application Governance & Archiving Configuration Wizards	<b>Permissions for Archived Documents</b> Select the way document permissions are set in the Enterprise Library when a document is archived.	<input type="radio"/> Inherit from the parent folder <input checked="" type="radio"/> Use SharePoint permissions <input type="checkbox"/> Allow users to change the default value
<b>Recycle Bin</b> <b>All Site Content</b>	<b>SharePoint Permission Transfer</b> Specify if SharePoint permissions should be transferred for groups only. When this option is checked SharePoint permissions for single users are ignored.	<input type="checkbox"/> Transfer permissions for groups only
	<b>Missing Users Handling</b> Specify how to treat users that are not available in the Enterprise Library User Management System.	<input checked="" type="radio"/> Treat as error <input type="radio"/> Ignore missing users (skip users) <input type="radio"/> Add users to the Enterprise Library User Management System
	<b>Missing Groups Handling</b> Specify how to treat groups that are not available in the Enterprise Library User Management System.	<input checked="" type="radio"/> Treat as error <input type="radio"/> Ignore missing groups (skip groups)
	<b>Permission Mapping</b> Specify the mapping of SharePoint permissions to the Enterprise Library permissions when documents are archived. The Enterprise Library permissions can be selected in the comboboxes. Permissions in the Enterprise Library are hierarchical, e.g. the Delete right includes the Read and Edit right.	View Items: <input type="text" value="Read"/> Edit Items: <input type="text" value="Write"/> Delete Items: <input type="text" value="Delete"/> Manage List Permission: <input type="text" value="Admin"/>

OK Cancel





## (5) Permissions Parameters

### 1. **Permissions Mode.** Two choices:

- **Inherit from Content Server Folder.** SharePoint permissions are discarded, and permissions are inherited from the destination Content Server folder. Use this mode when the users are comfortable with the Content Server permission structure they are about to apply. For an archive operation of multiple folders and subfolders, the source folder structure should match that of the destination structure, so the inheritance will be compatible.
- **Use SharePoint Permissions.** Apply the existing SharePoint permissions to Content Server. This assumes the destination Content Server users and groups exist. Apply the SharePoint to Content Server permission mapping as defined.

### 2. **Group Only.** Ignore SharePoint permissions granted directly to users, and include only those granted via groups.

### 3. **Missing Users Handling.** Specifies how to proceed if a SharePoint user is missing in Content Server. Either proceed with the archive and ignore the missing user(s), or create the users automatically in Content Server.

### 4. **Missing Groups Handling.** Specifies how to proceed if a SharePoint group is missing in Content Server. Either proceed with the archive and ignore the missing group(s), or cancel the archive operation.

### 5. **Permission Mapping.** Specify which Content Server document permissions will map to which (bundles) of Content Server permissions, as shown earlier.



# Permission Synchronization

- What if the permissions to the (link) have changed in SharePoint? The two systems are now out of sync, as the permissions in each system are different. Worse, you will not know – there is no mechanism by which you (or anyone for that matter) are notified when a permission has changed in SharePoint that ought to be reflected in the actual documents, stored in Content Server.
- You'll need to have AGA update permissions (propagate SharePoint changes to Content Server) periodically. For more advanced scenarios, you can programmatically trigger a permission update. via a **PowerShell cmdlet** (command-let).



## Open Text **Content Server**



Understanding AGA

# **ARCHIVE OPERATION PARAMETERS (AOPS)**





# What can be Archived

## *From SharePoint*

- **Document**

- Individual, one-off

- **Folder** (all documents within it)

- To specified folder in CS

- **List**

- Tasks, calendar, discussions, etc.

- **Site**

- All documents in all libraries within the site
- All components of the site

- **Audit Data**



# Archiving Questions

1. **What** SharePoint documents do I want to archive?
2. **Where** do they go in Content Server?
3. Should the source documents be **declared** as records in Content Server?
4. If the documents are undeclared records in SharePoint, how can they be properly **classified** and declared during archiving?
5. How are the **metadata** fields and audit data to be mapped?
6. How are the document's original **permissions** in SharePoint to be transferred to (or translated to) Content Server?
7. Should the **original** stay behind (copy), or be deleted (move)?
8. Should a **link** to the Content Server document be left behind in SharePoint after archiving?
9. Archive just this document, or multiple **versions** (versions handling)?

# Archive Operation Parameters (AOPs)

## AGA "Profile" or DFAS

Parameter 1	Archive <i>these</i> documents
Parameter 2	They go <i>here</i> in Content Server
Parameter 3	<i>Are/Are Not</i> declared as records
Parameter 4	Records Classification is.....
Parameter 5	Metadata and Audit data mapping....
Parameter 6	Permission mapping and handling...
Parameter 7	Copy / Move / Link (Mode)
Parameter 8	Version Handling
Parameter 9	Triggering Event (pre-conditions)

AGA  
Profile  
Or  
DFAS

<p><b>File Action</b></p> <p>Select the action to be performed on the document.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Create link (save and delete document, create link)</li> <li><input type="radio"/> Move (save and delete document)</li> <li><input type="radio"/> Copy (save document)</li> <li><input type="radio"/> Synced Copy (store document and synchronize future versions)</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>
<p><b>Folder Action</b></p> <p>Select the action to be performed on the folder. Create link is only available if a flat folder structure is selected.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Create link (save all child items, create link to folder and delete)</li> <li><input checked="" type="radio"/> Child links (save child items, create child links and delete child items)</li> <li><input type="radio"/> Move (save all child items and delete the folder)</li> <li><input type="radio"/> Copy (save all child items)</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>
<p><b>Content Server</b></p> <p>Specify the Content Server to be used. If you change the server, the root folder and Records Management classification information will be discarded.</p>	<p>Content Server:</p> <p><input type="text" value="vm-clmsfs"/></p>
<p><b>Root Enterprise Library Folder</b></p> <p>Select a root folder in the Enterprise Library where the documents are saved to by default. You have the option to allow users to change this default value.</p>	<p>Enterprise Library Folder:</p> <p><a href="#">Enterprise</a> &gt; <a href="#">Compliance Records Archive</a> &gt; <a href="#">Rate Cases</a> &gt; <a href="#">RC09831</a></p> <p><input checked="" type="checkbox"/> Allow users to change the default value</p>
<p><b>Records Management Classification</b></p> <p>Specify content type mapping to Records Management classification and/or select default Records Management classification which will be used during the archiving process. You have the option to allow users to change this default value.</p>	<p>Content Type mappings:</p> <p><input type="text" value="Response Document"/> <a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a></p> <p><input type="text" value="Submission Document"/> <a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a></p> <p><input type="button" value="Add Mapping"/> <input type="button" value="Remove Mapping"/></p> <p>Default Records Management classification:</p> <p><a href="#">Select a Records Management classification</a></p> <p><input checked="" type="checkbox"/> Allow users to change the default value</p>
<p><b>File Versions</b></p> <p>Specify the versions to archive.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Include all versions</li> <li><input type="radio"/> Include the most recent version</li> <li><input type="radio"/> Include the last major version</li> <li><input type="radio"/> Include the last major and last minor versions</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>
<p><b>Archive As New File Version</b></p> <p>Select the appropriate checkboxes if users should be able to select if a SharePoint document should be archived as new document or new version of an existing document, or if a confirmation page should be displayed when no "Save Version" page is shown.</p>	<p><input type="checkbox"/> Enabled</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow users to select adding of document versions</li> <li><input type="checkbox"/> Require user confirmation</li> </ul>
<p><b>Folder Versions</b></p> <p>Specify the file versions for folder archiving.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Include all versions</li> <li><input type="radio"/> Include the most recent version</li> <li><input type="radio"/> Include the last major version</li> <li><input type="radio"/> Include the last major and last minor versions</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>
<p><b>Additional Information</b></p> <p>Select the appropriate checkboxes to allow users to specify additional information that will be saved for the documents in the Enterprise Library.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow users to change the name and description</li> <li><input checked="" type="checkbox"/> Allow users to edit attributes</li> </ul>

AOPs

Discard

OK

Cancel



## Open Text **Content Server**



Understanding AGA

# ARCHIVING MODES

# (5) Archiving Modes

Mode Details - Document & Folder Archiving		
Interactive Archiving Operations		
Mode	Document	Folder
Copy	Copy doc to CS Leave Original in SP	Copy folder, subfolders Copy all docs in all folders Leave original in SP
Move	Copy doc to CS Delete SP Original	Copy folder, subfolders Copy all docs in all folders Delete original folder, docs in SP
Create Link	Copy doc to CS Delete SP Original Leave Link in SP	Copy folder, subfolders Copy all docs in all folders Delete folder and subfolder(s) in SP Leave Link to top-level folder in SP
Child Links	<b>Not applicable</b>	Copy folder, subfolders Copy all docs in all folders Leave original folder structure in SP Delete all Original SP docs Leave Link to each archived doc in SP
Synced Copy	Copy doc to CS Leave Original in SP Auto-archive new SP Versions to CS	<b>Not applicable</b>
Profile-Based Archiving Operations		
Mode	Document	Folder
Copy	Copy doc to CS Leave Original in SP	
Move	Copy doc to CS Delete SP Original	
Create Link	Copy doc to CS Delete SP Original Leave Link in SP	
Child Links	<b>Not applicable</b>	
Synced Copy	Copy doc to CS Leave Original in SP Auto-archive new SP Versions to CS	



# Mode → COPY

- Use When:
  - Original still needed in SP (active document)
  - Need to work on (modify) original
- Advantages
  - 100% native SharePoint usage
  - Ease of Retrieval. Document can be searched in either Content Server or SharePoint.
- Disadvantages
  - 2X storage space
  - RIM = Poor → original in SharePoint is an unmanaged copy.
- Considerations
  - Do NOT use this mode for automated archiving
    - Will be archived again and again...
  - No means of cleaning up and deleting the originals in SP



## Mode → **MOVE**

- Use When:

- No longer needed in SP (inactive document)

- Advantages

1. No duplication of storage space.
2. No unmanaged duplicate copy in SharePoint.

- Disadvantages

1. No search capability in SharePoint – you will have to merge the search of SharePoint and Content Server.
2. SharePoint user must run the EL web part to work on the document in SharePoint. Will need to retrieve from Content Server back to SharePoint workspace (which then creates an unmanaged duplicate).





# Mode → **CREATE LINK**

*Move to CS, Leave Link (stub) behind*

## ■ Use When:

- Only need to search in SP
- Needed alongside related SP documents

## ■ Advantages

1. A reference (link) to the archived document in its final location for easy retrieval.
2. SharePoint users of the original can still view, search for, and work with the original in SharePoint, even though it is physically stored in Content Server.
3. No duplication of storage space.
4. No unmanaged duplicate copy in SharePoint.

## ■ Disadvantage

1. Limitations on what the SharePoint users can do with the document in SharePoint

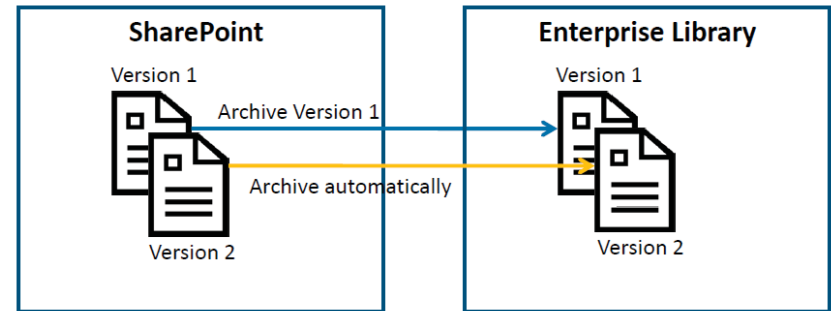
## ■ Considerations

- Links must be cleaned up after Document Disposition (deletion) in CS

# Mode → SYNCED COPY

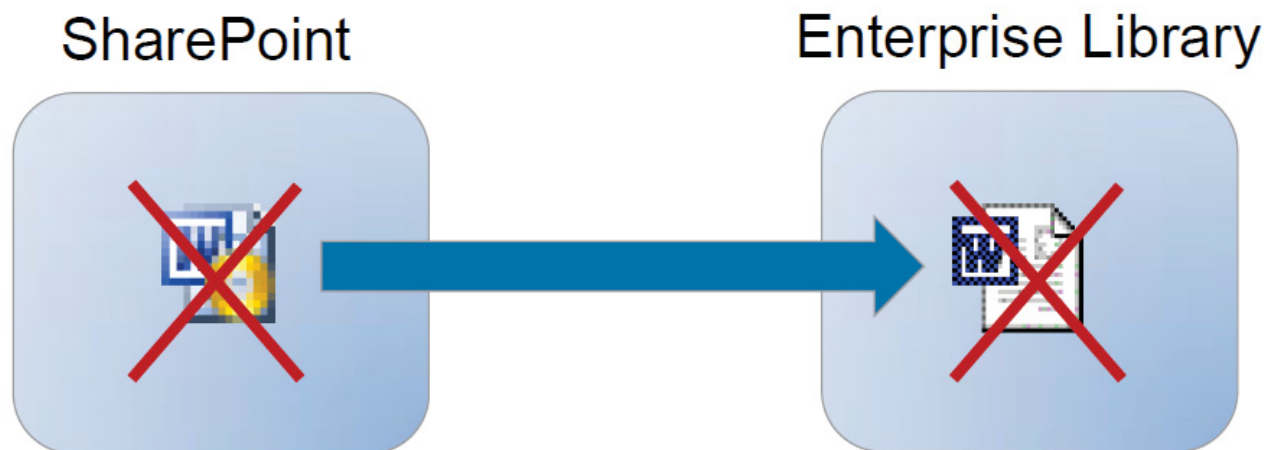
*Copy to CS, leave original CS copy behind.  
Auto-archive new CS Versions*

- Use When:
  - Original still needed in SP (active document)
  - Need revisions to be *immediately* archived
    - E.g. compliance requirements
- Advantages
  1. SharePoint users retain 100% native functionality
  2. Ease of Retrieval. The document can be natively searched for in either Content Server or SharePoint.
  3. Revisions automatically archived to Content Server without any user intervention.
- Disadvantages
  1. 2X storage space
  2. RIM = Poor, as the originals in SharePoint are unmanaged copies.
- Considerations
  - Links must be cleaned up after Document Disposition (deletion) in CS



# Orphaned Link Cleanup

- Following Disposition in CS, Remaining links in SP are orphaned
- Automatically cleaned up via batch job





## Open Text **Content Server**

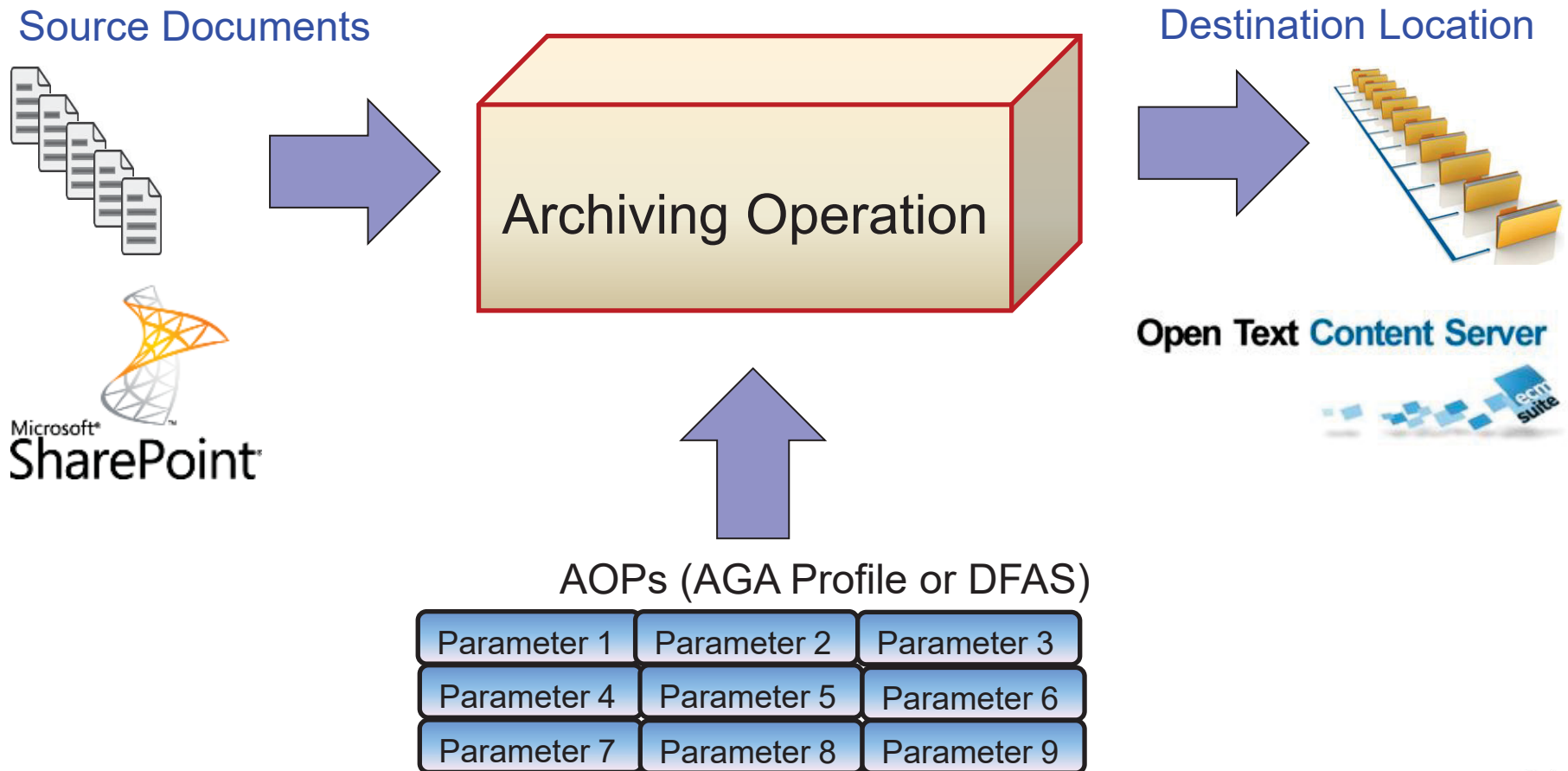


Understanding AGA

# ARCHIVING

# AGA Archive “Operation”

Needs *Parameters* to Complete





# Two Approaches to Archiving

## ■ **Interactive**

- User Initiated
- User Controlled and Completed
- Use When;
  - User knows the CS destination
  - No predictable way to automate via SP Metadata fields
  - Users want to protect selected documents from planned site deletion

## ■ **Profile-Based** (Automatic)

- Machine-Initiated
  - Pre-defined Triggering Criteria
- Machine Controlled and Completed
- Triggered on SP metadata fields
- Use When;
  - Predictable pre-defined SP metadata exists to use to trigger archiving
    - E.g. Type = *Contract*, Status = *Finalized*



# Two Ways to Trigger an Archive Operation

## 1. **Manual**

- A SharePoint user, at a time of their choosing, arbitrarily selects document(s) from SharePoint and archives them to Content Server. The AOPs are specified by the user as part of the operation, or pre-defined in advance. AGA refers to this as Interactive Archiving. Either **documents or folders** may be archived using this approach.

## 2. **Process-driven**

- The AGA Administrator has pre-determined a set of criteria (rules) in SharePoint that must be satisfied to trigger the archive operation. The AOPs are defined in advance. The operation proceeds and completes without user interaction. A given operation can be repeated as many times as needed. AGA refers to this as Profile-Based Archiving. Only **documents** may be archived using this approach – not folders.



# How AOPs are Assigned

## Interactive

- AOPs recorded in a **DFAS**
- DFAS → **Document/Folder Archive Settings**
- Two types of DFAS
  - Global (all sites, 1 only)
  - Site (over-rides Global)

## Profile-Based

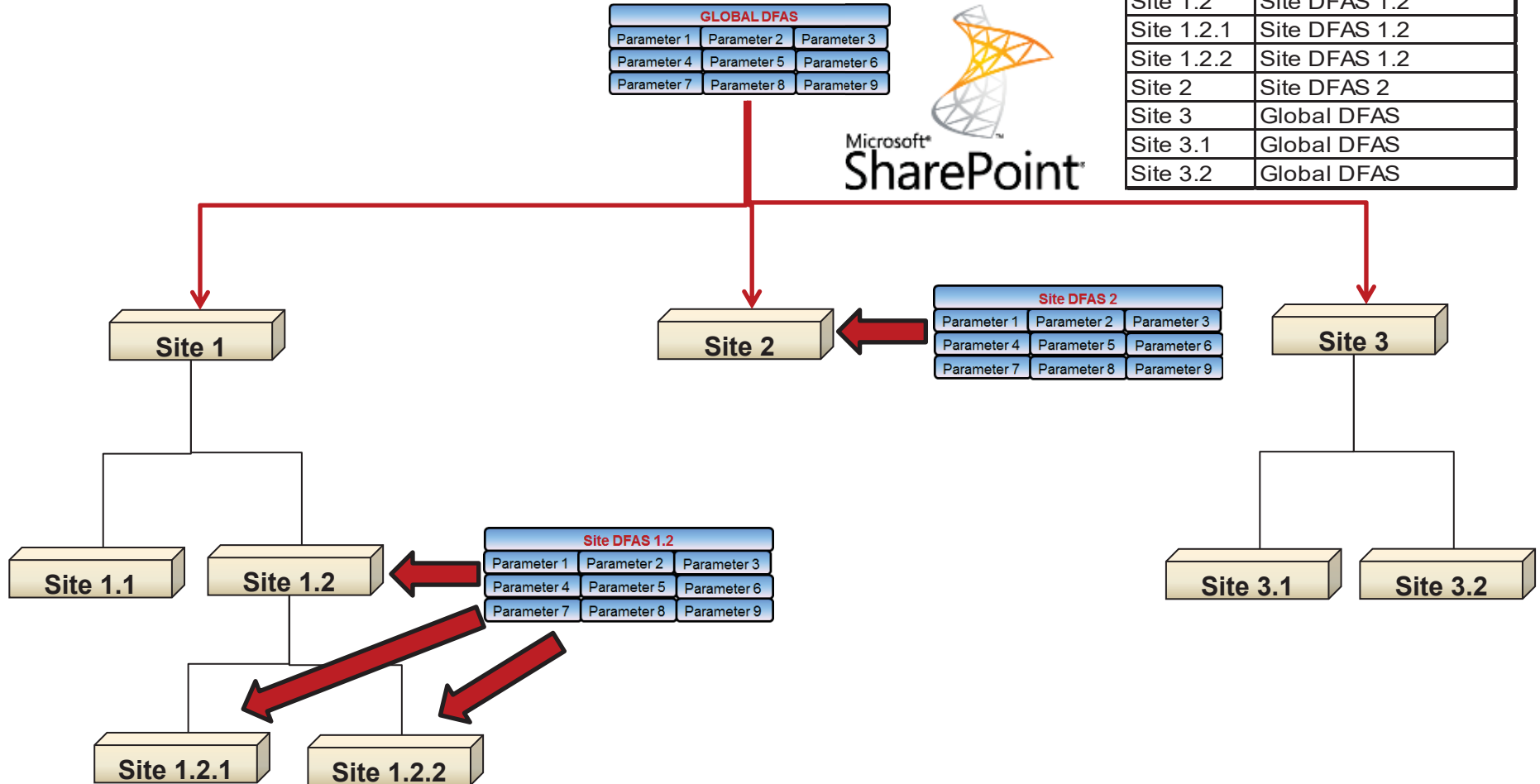
- AOPs recorded in a **Profile**
- Profile → set of recorded AOPs
- Profile assigned to Sites or Libraries



# AOPs Assigned via **DFAS**

## *For Interactive Archiving*

AOP Assignment for Interactive Archiving	
Site	AOPs Derived From
Site 1	Global DFAS
Site 1.1	Global DFAS
Site 1.2	Site DFAS 1.2
Site 1.2.1	Site DFAS 1.2
Site 1.2.2	Site DFAS 1.2
Site 2	Site DFAS 2
Site 3	Global DFAS
Site 3.1	Global DFAS
Site 3.2	Global DFAS



<p><b>File Action</b></p> <p>Select the action to be performed on the document.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Create link (save and delete document, create link)</li> <li><input type="radio"/> Move (save and delete document)</li> <li><input type="radio"/> Copy (save document)</li> <li><input type="radio"/> Synced Copy (store document and synchronize future versions)</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>				
<p><b>Folder Action</b></p> <p>Select the action to be performed on the folder. Create link is only available if a flat folder structure is selected.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Create link (save all child items, create link to folder and delete)</li> <li><input checked="" type="radio"/> Child links (save child items, create child links and delete child items)</li> <li><input type="radio"/> Move (save all child items and delete the folder)</li> <li><input type="radio"/> Copy (save all child items)</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>				
<p><b>Content Server</b></p> <p>Specify the Content Server to be used. If you change the server, the root folder and Records Management classification information will be discarded.</p>	<p>Content Server:</p> <p><input type="text" value="vm-clmsfs"/></p>				
<p><b>Root Enterprise Library Folder</b></p> <p>Select a root folder in the Enterprise Library where the documents are saved to by default. You have the option to allow users to change this default value.</p>	<p>Enterprise Library Folder:</p> <p><a href="#">Enterprise</a> &gt; <a href="#">Compliance Records Archive</a> &gt; <a href="#">Rate Cases</a> &gt; <a href="#">RC09831</a></p> <p><input checked="" type="checkbox"/> Allow users to change the default value</p>				
<p><b>Records Management Classification</b></p> <p>Specify content type mapping to Records Management classification and/or select default Records Management classification which will be used during the archiving process. You have the option to allow users to change this default value.</p>	<p>Content Type mappings:</p> <table border="0"> <tr> <td><input type="text" value="Response Document"/></td> <td><a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a></td> </tr> <tr> <td><input type="text" value="Submission Document"/></td> <td><a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a></td> </tr> </table> <p><input type="button" value="Add Mapping"/> <input type="button" value="Remove Mapping"/></p> <p>Default Records Management classification:</p> <p><a href="#">Select a Records Management classification</a></p> <p><input checked="" type="checkbox"/> Allow users to change the default value</p>	<input type="text" value="Response Document"/>	<a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a>	<input type="text" value="Submission Document"/>	<a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a>
<input type="text" value="Response Document"/>	<a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a>				
<input type="text" value="Submission Document"/>	<a href="#">LEGAL SERVICES &gt; COMPLIANCE &gt; Energy (10-220-1137)</a>				
<p><b>File Versions</b></p> <p>Specify the versions to archive.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Include all versions</li> <li><input type="radio"/> Include the most recent version</li> <li><input type="radio"/> Include the last major version</li> <li><input type="radio"/> Include the last major and last minor versions</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>				
<p><b>Archive As New File Version</b></p> <p>Select the appropriate checkboxes if users should be able to select if a SharePoint document should be archived as new document or new version of an existing document, or if a confirmation page should be displayed when no "Save Version" page is shown.</p>	<p><input type="checkbox"/> Enabled</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Allow users to select adding of document versions</li> <li><input type="checkbox"/> Require user confirmation</li> </ul>				
<p><b>Folder Versions</b></p> <p>Specify the file versions for folder archiving.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Include all versions</li> <li><input type="radio"/> Include the most recent version</li> <li><input type="radio"/> Include the last major version</li> <li><input type="radio"/> Include the last major and last minor versions</li> </ul> <p><input type="checkbox"/> Allow users to change the default value</p>				
<p><b>Additional Information</b></p> <p>Select the appropriate checkboxes to allow users to specify additional information that will be saved for the documents in the Enterprise Library.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow users to change the name and description</li> <li><input checked="" type="checkbox"/> Allow users to edit attributes</li> </ul>				

Entering AOPs  
into a  
**DFAS**






Discard

OK

Cancel



# AOPs 1-5

-  **File Action.** This is the archiving mode that will be used when archiving a *document*
-  **Folder Action.** This is the archiving mode that will be used when archiving a *folder*
-  **Content Server.** Specify which OpenText Content Server you will be archiving to.
-  **Root Enterprise Library Folder.** This is the folder location in CS where the document/folder will be stored. The Content Server and Root Enterprise Library Folder together form the specific target location in CS.
-  **Folder Structure.** (not shown). When archiving a folder with multiple documents and/or subfolders, AGA will limit the maximum number of documents per folder in CS, in order to preserve CS performance. It will distribute the documents across a number of folders. You can specify that the destination CS folder structure is to be configured in one of the following two ways:

<b>Flat</b>	Store all documents in the same folder. Maximum allowable is 400 documents.
<b>Technical</b>	Create a child folder for each X documents, where X can be specified in a configuration file.



# AOPs 6-7



**RM Classification.** Here you determine if the document/folder being archived is to be a record (declared as a record), and if so, its records classification. There are two components of this AOP:

**Content Type Mappings**

You can map a SP content type to a CS RM Classification. The SP Content Type of the document/folder will then determine the CS RM classification.

**Default RM Classification**

Force this specified CS RM classification on all documents/folders being archived.



**File Versions.** Here you specify how document (not folder) *versions* are to be handled. You must specify one of the following:

Archive all versions


Archive only the most recent version


Archive only last major version

Archive only last major and last minor version



# AOPs 8-10

 **Archive as New File Version.** Here you can specify if the document/folder is archived as a completely new CS document, or if as an additional version of an existing CS document. You can also specify that if a document of the same name exists in CS, create a new version of that document.


 **Folder Versions.** Here you specify how folder (not document) *versions* are to be handled. You must specify one of the following:

Archive all versions

Archive only the most recent version

Archive only last major version

Archive only last major and last minor version

 **Additional Information.** With this parameter you specify if the user will be allowed to edit the metadata fields of the archived CS document. This is useful where the user may wish to change the metadata fields before storing it into CS.

# AOPs Assigned via Profile

*For Process-Driven Archiving*

## Site 1

Library 1

Library 2

## Site 2

### Subsite 2.1

Library 3

Library 4

Library 5

### Subsite 2.2

Library 6

## Site 3

Library 7

Library 8

## Site 4

Library 9

Library Profile 1		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Site Profile 1		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Library Profile 2		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Library Profile 3		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Site Profile 2		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Library Profile 4		
Parameter 1	Parameter 2	Parameter 3
Parameter 4	Parameter 5	Parameter 6
Parameter 7	Parameter 8	Parameter 9

Microsoft  
SharePoint

Open Text Content Server





# Profile Inheritance

A given SharePoint library can gain a profile assignment in one of the following two ways:

## 1. **Direct Assignment**

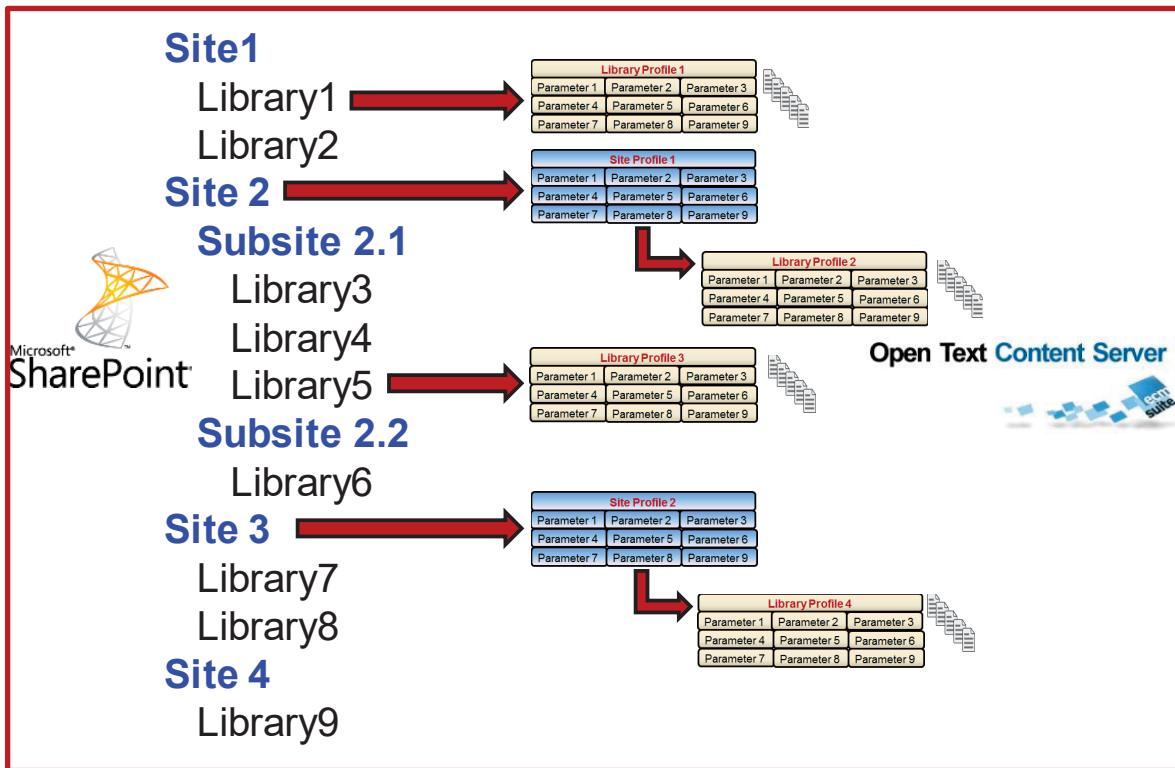
- The library has an AGA library Profile assigned **directly** to it.

## 2. **Site Profile Inheritance**

- The library has no AGA library profile assigned, but is in a site that has an AGA site profile assigned **above it**.

Always refer to a profile as a **Site** Profile or a **Library** Profile, never just a *profile*. This will make AGA easier to understand and operate.

# Library Profile Assignments



Library Profile Assignments	
SharePoint Library	Assigned AGA Library Profile
1	1
2	none
3	2
4	2
5	3
6	2
7	4
8	4
9	none





## Open Text Content Server



Understanding AGA

# INTERACTIVE ARCHIVING

Library Tools ribbon with icons for: New Document, Upload Document, New Folder, Edit Document, View Properties, Edit Properties, E-mail a Link, Alert Me, Download a Copy, Workflows, Send, Restore, I Like It, Tags & Notes.

Libraries	Type	Name	Modified	Modified By	Content Type
Site Pages					
Shared Documents					
Archive by Approval					
Archiving In-Place SP Records					
Lists					
Calendar					
Tasks					
Discussions					
Team Discussion					
Recycle Bin					
All Site Content					
	<input type="checkbox"/>	Archiving for SharePoint - Technical Overview	3/18/2011 5:22 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Archiving for SharePoint - The Business Value	3/18/2011 5:22 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Article_outsourced_security	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Article_security_software	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	CEB_Template	3/29/2011 12:55 PM	Adam D. Minton	Document
	<input type="checkbox"/>	COMPU_tech_3_Order	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	CreditNote	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	customer_agreement	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Draft_ad-hoc_message	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	ECD_invoice	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input checked="" type="checkbox"/>	Eva_Adams_Resume	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Frank_Bondy_Resume	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	General_Company_Informa	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	Graphics_turnover_and em	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	IDES_Price_Sheet	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	invoice_by tech	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	invoice_by tech	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	invoice_wcw	3/18/2011 5:21 PM	Adam D. Minton	Document
	<input type="checkbox"/>	license_contract	3/18/2011 5:21 PM	Adam D. Minton	Contract

Context menu for 'Eva\_Adams\_Resume' showing options: View Properties, Edit Properties, View in Browser, Edit in Browser, Edit in Microsoft Word, Check Out, Version History, Compliance Details, Alert Me, Send To, Convert Document, Manage Permissions, Delete. A sub-menu for 'Send To' is open, showing: Other Location, E-mail a Link, Create Document Workspace, Download a Copy, Enterprise Library.

Interactive Archiving



### Save Document

**Edit**

Save Cancel Add Category

Commit Actions

**Enterprise Library Folder**  
Select the Enterprise Library folder where the document should be stored.

**Action**  
Select the action to be performed on the selected document.

- Create link (store and delete document, create link)
- Move (store and delete document)
- Copy (store document)
- Synced Copy (store document and synchronize future versions)

**Versions**  
Select which versions of the document should be stored.

- Include all versions
- Include the most recent version
- Include the last major version
- Include the last major and last minor versions

Enterprise Library folder: \*  
[Select a destination folder](#)

Save Cancel

invoice_wcw	3/18/2011 5:21 PM	Adam D. Minton	Document
license_contract	3/18/2011 5:25 PM	Adam D. Minton	Contract

Folder Picker -- Webpage Dialog

Use this dialog to select a folder in the Enterprise Library. If the folder is grayed out, you do not have write permissions to it.

Content Server: vm-clmsfs

Root Folder Nickname or ID:

- Enterprise
  - Archived Documents
  - Banking
  - Compliance Documentation
  - Compliance Project Archive
  - Compliance Records Archive
  - Demo Script
  - Departments
  - Derivatives
  - LegalSolution
  - Locations
  - SharePoint Retired Sites
  - Admin Home

The screenshot shows the OpenText Enterprise Library interface. A 'Save Document' dialog is open, and a 'Category Picker -- Webpage Dialog' is overlaid on top. The 'Category Picker' dialog contains a list of categories: Compliance Document, Compliance Project, Contract, Legal Document, Legal Email, and SharePoint Archived Site. A mouse cursor is pointing at 'Legal Document'. The background interface shows a sidebar with 'Site Actions' and 'Libraries', and a main content area with a list of documents. The document list includes entries like 'license\_contract' and 'Contract'.



RIMTech Demo - OpenTextDemoLab Cloud - Mozilla Firefox

skytap.com https://cloud.skytap.com/configurations/346048/popup?vm\_id=778082

OPEN TEXT VIRTUAL DEMO LABORATORY

Options Ctrl-Alt-Del Fullscreen Powered by Skytan Block...

Shared Documents - All Documents - Windows Internet Explorer

http://vm-dmsfs/Shared%20Documents/Forms/AllItems.aspx?Init

File Edit View Favorites Tools Help

Site Deployment Console Compliance Portal Compliance Admin Derivatives Portal Derivatives Admin

### Save Document

**Edit**

Save Cancel Add Category

Commit Actions

**Versions**

Synced Copy (store document and synchronize future versions)

Include all versions

Synced Copy (store document and synchronize future versions)

**Versions**

Select which versions of the document should be stored.

Include all versions

Include the most recent version

Include the last major version

Include the last major and last minor versions

**Records Management Classification**

Assign a Records Management classification manually.

Records Management classification: LEGAL SERVICES > COMPLIANCE (10-220)

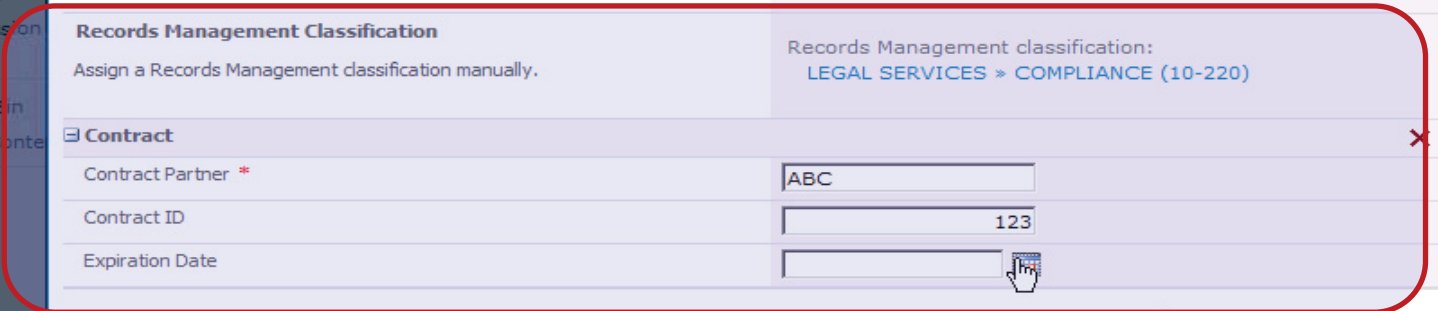
**Contract**

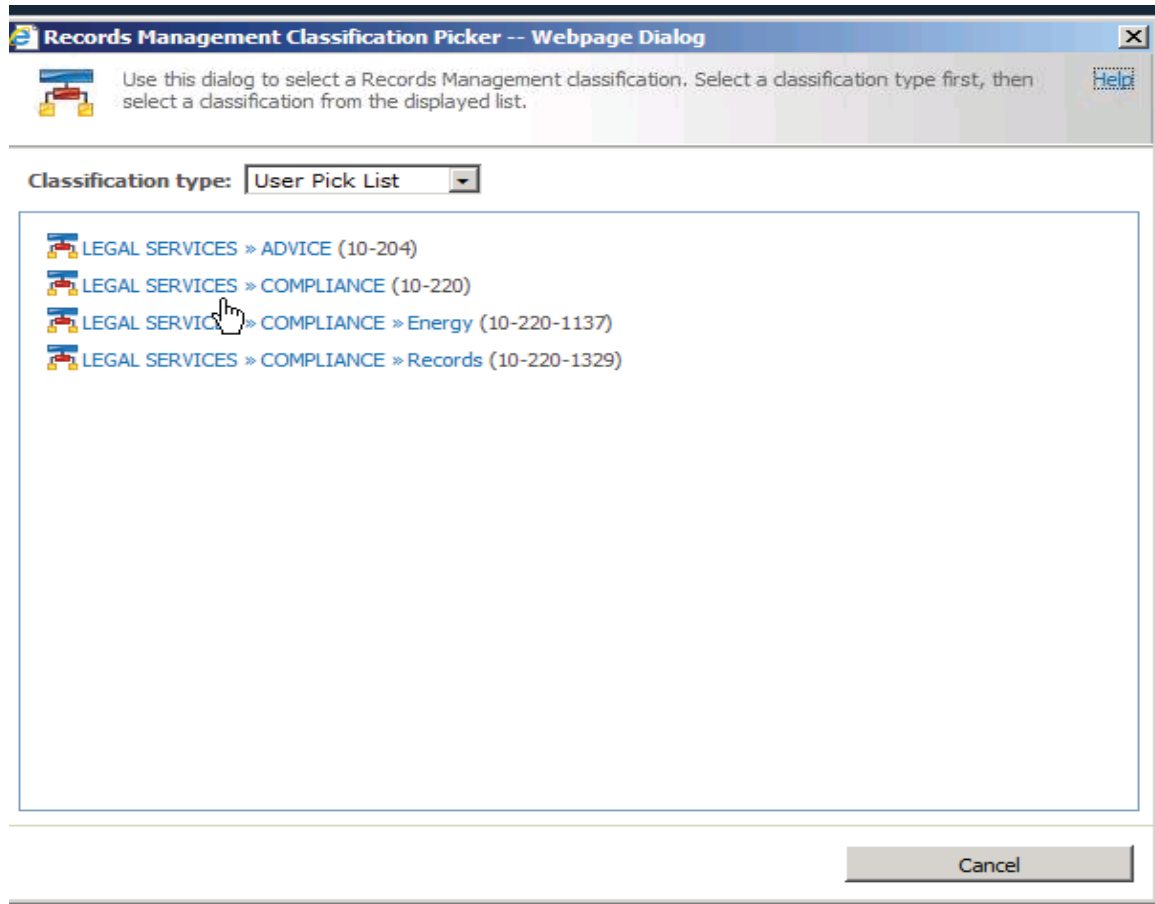
Contract Partner \* ABC

Contract ID 123

Expiration Date

Save Cancel







## Open Text **Content Server**



Understanding AGA

# **PROFILE-BASED (AUTOMATIC) ARCHIVING**



# Archiving Profiles

- Specifies criteria to be met (Rules) for documents to be archived
  - Pre-defined criteria
- Multiple Profiles permitted
- Multiple Rules per profile
- Specifies where to archive in CS, and HOW to be archived (mode)
- Configurable
- Profiles are run against
  - Sites or
  - Libraries
- Scheduled via Windows Scheduler

## Profile ABC

1. If doc field X = Value Y
2. If doc age > 2 years

Store in CS Library ABC

Mode = SYNCED

All Versions

Records Series = 1000-2-3

.....



# Steps for Profile-Based Archiving

## ■ Step 1

- Define and create library profiles. Specify which documents are to be archived, and how they are to be archived (AOPs). Create a library profile for each library where the AOPs of its site's assigned library profile are not suitable (to create the needed exceptions to the default).

## ■ Step 2

- Define and create site profiles. Specify the needed inheritance throughout the libraries of each site you wish to archive.

## ■ Step 3

- Assign the AGA site profiles to the SharePoint sites. Assign the AGA library profiles to the sites where inheritance is needed, and directly to the SharePoint libraries where exceptions are needed to the inherited defaults.

## ■ Step 4

- Create a schedule of tasks, (daily, weekly, etc.), and assign the tasks to each of the site and library profiles as needed.

# Library Profile Configuration



## Profile Information

Specify the profile information.

Profile name:

Archive Contracts

Description:

Archive Sales Contracts

## Base Document Library

Specify the base document library.

Based on document library:

http://spdemo/Shared Documents

## Automatic Archiving Rules

Set the automatic archiving rules.

# Configuring a Library Profile for Archiving

Order	1			Delete Rule
Query description	No query assigned - all documents will be selected. Click <b>Edit Query</b> to define a query.			Edit Query
Action	<input checked="" type="radio"/> Create link (archive document, create link and delete document) <input type="radio"/> Move (archive document and delete document) <input type="radio"/> Copy (archive document) <input type="radio"/> Synced Copy (archive document and synchronize future versions)			
Settings	Archive Folder <a href="#">Select a destination folder</a>	Folder Structure Prefix: <input type="text"/> <input checked="" type="radio"/> Flat <input type="radio"/> Technical	Versions <input checked="" type="radio"/> All versions <input type="radio"/> Most recent version <input type="radio"/> Last major version <input type="radio"/> Last major and last minor versions	

Add Rule

OK

Cancel

# Specifying What Documents to Archive

*(Enter a Query)*

The screenshot shows the 'Query Designer' window. The 'Query Description' field contains 'Archive approved contracts'. The 'Query Constraints' section has two red arrows pointing to the 'Add Constraint' and 'Remove Constraint' buttons. Below these are two constraint rows: 'Content Type = Contract' and 'Approval Status = 1'. The 'Use advanced query' checkbox is also highlighted with a red arrow. The 'Advanced Query' field contains the following XML: 

```
<And>  
<Eq><FieldRef Name='ContentType'/><Value Type='Computed'>Contract</Value></Eq>  
<Eq><FieldRef Name='_ModerationStatus'/><Value Type='Number'>0</Value></Eq>  
</And>
```

 A red box on the right contains the text: 'Sample Query: Content Type = Contracts, Status = Finalized, Age > 5 years'. Another red box at the bottom right says 'Use C# Markup Language Here'. The 'OK' and 'Cancel' buttons are at the bottom right.

Sample Query:

Content Type = *Contracts*  
Status = *Finalized*  
Age > 5 years

Use C# Markup Language Here



# Library Profile Settings

## ■ Action

- This is the archiving mode that will be used when archiving a *document* or *folder* (See [Archiving Modes](#))

## ■ Folder Structure

- Use this when archiving a SharePoint folder with multiple documents and/or subfolders. Select a Content Server target folder, and AGA will create subfolders according to the Content Server prefix. Content Server folders can include metadata elements such as the source SharePoint site and library names.

## ■ Flat

- Store all documents in the same folder. Maximum allowable documents per folder is AGA-configurable. Default recommended maximum is 400 documents.

## ■ Technical

- Create a child folder for each X documents, where X can be specified in a configuration file.

## ■ RM Classification

- (not shown). Here you determine if the document/folder being archived is to be a record (declared as a record), and if so, its records classification. There are two components of this AOP:

## ■ Content Type Mappings

- You can map a SharePoint content type to a Content Server RM Classification. The SharePoint Content Type of the document/folder will then determine the Content Server RM classification.

## ■ Default RM Classification

- Force this specified Content Server RM classification on all documents/folders being archived.

## ■ Versions

- Here you specify how folder *versions* are to be handled. You must specify one of the following:
  - Archive all versions
  - Archive only the most recent version
  - Archive only last major version
  - Archive only last major and last minor version

# Scheduling a Profile-Based Archive Operation

**Scheduled Archiving Task** [Close]

---

**Profile**  
Select a profile to assign it to this task.

Profile: [Site Profile for Contracts]

---

**Schedule Task**  
Specify when this task should be performed.

Schedule:

Daily  
 Weekly  
 Monthly  
 Once

Details:

Every  day(s)

Stop when running longer than  hour(s)

---

**Start Parameters**  
Set the time when this task will be performed.

Start parameters:  [Calendar]  [Dropdown]  [Dropdown]

---

**User Identity**  
Select a user to perform the task. The specified user must be a local administrator on the SharePoint server in order to have the permissions to run scheduled tasks.

User name:

Password:

[OK] [Cancel]



# Document Library Archiving Settings

Site Profile Configuration - Document Library Archiving Settings

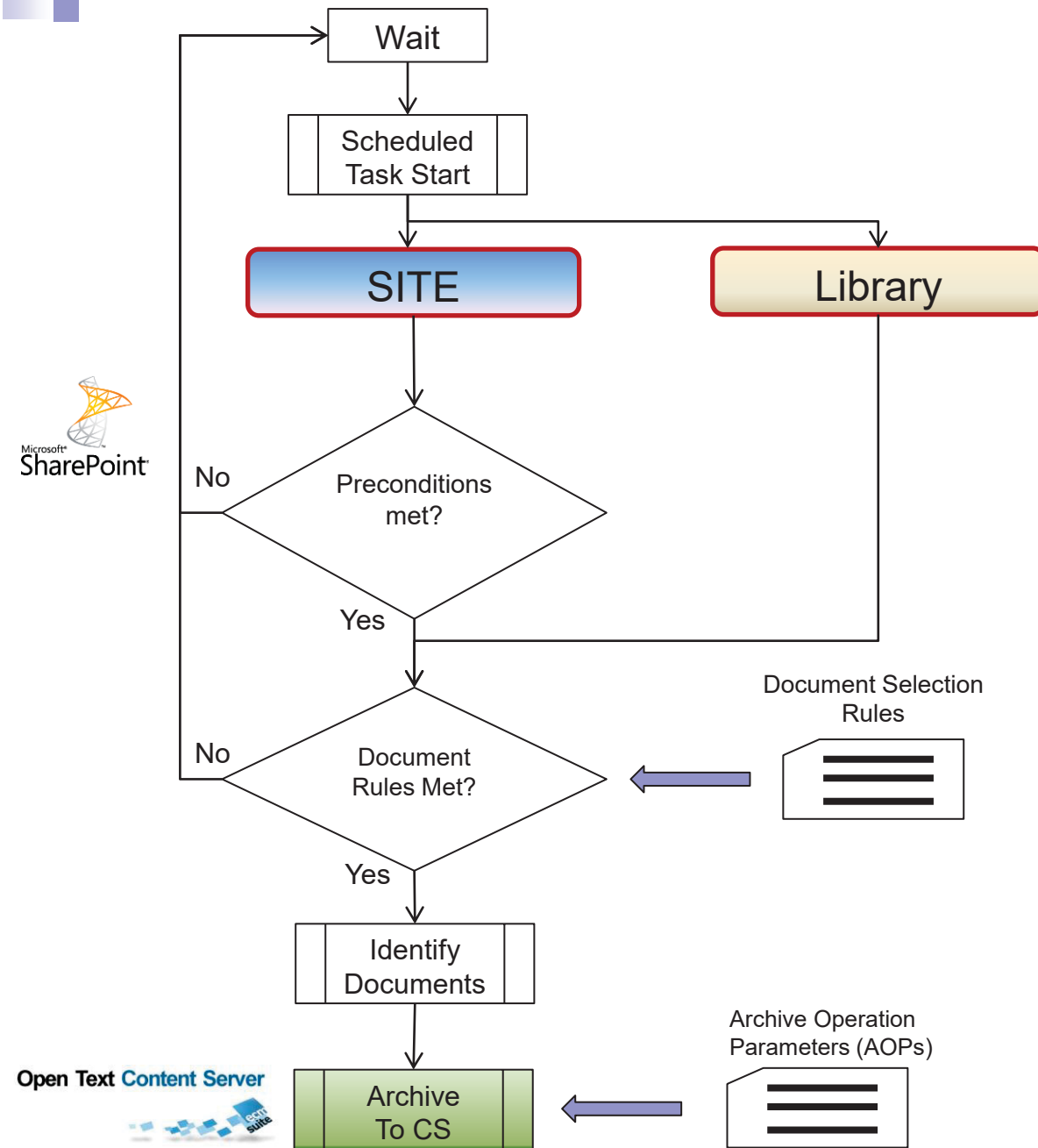
Use this page to specify the document library archiving settings for the site profile. Click **OK** to update the settings.

Title = Compliance → Compliance Proj Docs

Default profile: Archive site documents

Write advanced code

```
if (docLib.Title == "Compliance")
{
  return "29bc281f-c477-49ff-ab28-e2d84a97e272";
}
return "61c5156c-f733-4f60-858c-920fec2ae42d";
```



## AGA Profile-Based Archiving







## Open Text **Content Server**



Understanding AGA

# RECORDS MANAGEMENT



## Interactive – (3) Approaches to RM

- Default (Via DFAS)
- Manual User Entry
- Content Type Mapping

Specify → ***Allow User to Change Default Value***

# Classification Types (Tools)

Home - Rate Increase 1-2012 Seattle - Windows services.cloud.skytap.com

http://vm-clmsfs/sites/compliance/Rate%20Increase%201-2012' Site Settings Home - Rate Increase 1-201...

File Edit View Favorites Tools Help

Site Deployment Console Compliance Portal Compliance Admin Derivatives Portal Derivatives Admin

Adam D. Minton

Records Management Classification Picker -- Webpage Dialog

Use this dialog to select a Records Management classification. Select a classification type first, then select a classification from the displayed list. Click **Remove Selection** to remove the currently selected classification or **Reset to Default** to use the default classification.

Classification type: User Pick List

- User Pick List
- Group Pick List
- All Classifications

- LEGAL SERVICES
- LEGAL SERVICES > COMPLIANCE > Energy (10-220-1137)
- LEGAL SERVICES > COMPLIANCE > Records (10-220-1329)

Remove Selection Cancel

Save Document

Enterprise Library

Records Management

Compliance Documents

Type	Name	Document ID	Intervener	Response Status
	Inquiry 8945 Scan	RRRC09831-1	Robert P. Smith	Reviewed

7:31 PM

Records Management Classification Picker -- Webpage Dialog



Use this dialog to select a Records Management classification. Select a classification type first, then select a classification from the displayed list.

Help

Classification type: All Classifications

- [-] LEGAL SERVICES (10)
  - [+] ADVICE (10-204)
  - [+] AGREEMENTS (10-205)
  - [+] CLAIMS (10-218)
  - [+] COMMITTEES (10-219)
  - [+] COMPLIANCE (10-220)
  - [+] CONTRACTING-OUT (10-224)
  - [+] INFRINGEMENTS (10-253)
  - [+] INQUIRIES (10-254)
  - [+] INTELLECTUAL PROPERTY (10-258)
  - [+] LITIGATION (10-266)
  - [+] MEETINGS (10-270)
  - [+] PLANNING (10-276)
  - [+] POLICY (10-277)
  - [+] PROCEDURES (10-279)

Cancel



# Content Type Mapping

- Need 1-1 relationship between Content Type and RM Classification
- Documents must be of like subject
- Not suitable for Case files;
  - **Document Type** (e.g. *Contracts* takes us to 04-50). Incomplete classification.
  - **Contractor Name** (e.g. takes us to 04-50-1). Complete classification.

**Regulator Discussion**  
server, the root folder and records management classification information will be discarded.

**Recycle Bin**  
**All Site Content**

**Root Enterprise Library Folder**  
Enterprise Library Folder:  
[Enterprise](#) » [Compliance Records Archive](#) » [Rate Cases](#) » [RC09831](#)  
 Allow users to change the default value

**Records Management Classification**  
Specify content type mapping to Records Management classification and/or select default Records Management classification which will be used during the archiving process. You have the option to allow users to change this default value.

Content Type mappings:

Response Document	<a href="#">LEGAL SERVICES</a> » <a href="#">COMPLIANCE</a> » <a href="#">Energy (10-220-1137)</a>
Submission Document	<a href="#">LEGAL SERVICES</a> » <a href="#">COMPLIANCE</a> » <a href="#">Energy (10-220-1137)</a>
Document	
Submission Document	
Report	
Office Data Connection File	Location: classification
List View Style	value
<input checked="" type="checkbox"/> Report Data Source	value
<input checked="" type="checkbox"/> Rich Media Asset	
Video	
Audio	
<input checked="" type="radio"/> Image	
<input type="radio"/> Web Part Page with Status List	
<input type="radio"/> Universal Data Connection File	
<input type="radio"/> Report Builder Report	
<input type="radio"/> Response Document	nor versions
<input type="radio"/> Report Builder Model	
InfoPath Form Template	value
<input type="checkbox"/> Form	value
Picture	
Unknown Document Type	
<input type="checkbox"/> Master Page	document versions
<input type="checkbox"/> User Workflow Document	
Wiki Page	
Basic Page	
Web Part Page	
Link to a Document	
Dublin Core Columns	

**File Versions**  
Specify the versions to archive.

**Archive As New File Version**  
Select the appropriate checkboxes if users should be able to select if a SharePoint document should be archived as new document or new version of an existing document, or if a confirmation page should be displayed when no "Save Version" page is shown.

**Folder Versions**



# Profile-Based Records Archiving

- Ideal Usage:
  - Documents Inherit Downwards
  - Documents of like subject
- Change RM Classification in libraries where subject changes
- Need to define a rule;

If field <Contractor Name> = “Safe-Tee Security” then RM  
classification = **04-50-1**

## Example – Document Type = *Contracts*

- Each document of this type has the two things we need to reliably assign a RM classification:
  - **Records Series** Finance/Contracts (04-50)
  - **Name of Contractor.** One of:
    - Safe-Tee Security
    - Tasty Catering
    - Lovely Landscaping

If SharePoint **Content Type** = *Contracts* and field **Contract Name** = *Safe-Tee Security*

then

Content Server Field **RM Classification** = *04-50-1*





# Rules depend on Reliable Metadata

- Possible vales for field **Contractor Name**;
  - Safety Security
  - Safe-tee
  - Safe-Tee Security (correct, right case)
  - Safetee security
  - Safety
  - Safe Security
  - Safe-tee Security (correct, wrong case)



# Classification Rules for Case Records

- 1,100 case categories
  - 1,000 employees
  - 100 contractors
- One content type for each case?
  - Impossible!!
  
- Assume 5-digit field *Employee Number*

Content Type = *Employee Performance Reviews*

Base classification = 03-30 (Human Resources/Performance Reviews)

Field *Employee Number* = 00707 (Rubble, B)

RM Classification = 03-30 + 707 or 03-30-707



## Know Zone ▸ Interactive Document And Folder Archiving Settings

Use this page to configure interactive document and folder archiving.

These settings are inherited from the parent.

### Libraries

Site Pages

Shared Documents

Archive by Approval

Archiving In-Place SP  
Records

### Lists

Calendar

Tasks

### Discussions

Team Discussion

 Recycle Bin

 All Site Content

#### File Action

Select the action to be performed on the document.

- Create link (save and delete document,
- Move (save and delete document)
- Copy (save document)
- Synced Copy (store document and sync)
- Allow users to change the default value

#### Folder Action

Select the action to be performed on the folder. Create link is only available if a flat folder structure is selected.

- Create link (save all child items, create l
- Child links (save child items, create child
- Move (save all child items and delete the
- Copy (save all child items)
- Allow users to change the default value

#### Content Server

Specify the Content Server to be used. If you change the server, the root folder and Records Management classification information will be discarded.

Content Server:

#### Root Enterprise Library Folder

Select a root folder in the Enterprise Library where the documents are saved to by default. You have the option to allow users to change this default value.

Enterprise Library Folder:

[Select a destination folder](#)

- Allow users to change the default value

#### Records Management Classification

Specify content type mapping to Records Management classification and/or select default Records Management classification which will be used during the archiving process. You have the option to allow users to change this default value.

Content Type mappings:

Default Records Management classification:

[Select a Records Management classificati](#)

# Two Things to Watch

*To Make RM Go Well*

1. Are 9 of every 10 Archived Documents classified Correctly?
2. Are site documents of like subject?
  - Case vs Subject
  - Can now use Content Type Mapping to Classify





## Open Text **Content Server**



Understanding AGA

# SEARCHING



# Two AGA Search Capabilities for SP

## ■ (3) CS Search Web Parts

- CS Search Box
- CS Advanced Search
- CS Search Results

## ■ Merged Search

- Search SP + CS within SP
- Use Native SP Search Capability
- CS documents indexed in SharePoint
- Results part of SharePoint results
- Completely transparent for SP users

# CS Search Box (Web Part)

The screenshot displays a web browser window with the following elements:

- Address Bar:** [https://cloud.skytap.com/configurations/346048/popup?vm\\_id=778082](https://cloud.skytap.com/configurations/346048/popup?vm_id=778082)
- Page Header:** OPEN TEXT The Content Experts VIRTUAL IDEAS LABORATORY. Options Ctrl-Alt-Del Fullscreen Powered by Skytap.
- Browser Title Bar:** Search - Windows Internet Explorer
- Address Bar:** <http://vm-dmsfs/search/Pages/default.aspx>
- Menu Bar:** File Edit View Favorites Tools Help
- Navigation Bar:** Site Deployment Console Compliance Portal Compliance Admin Derivatives Portal Derivatives Admin
- Site Actions:** Search Search
- Search Interface:**
  - Buttons: All Sites, People, Enterprise Library
  - Search Input:
  - Search Icon:
  - Links: Preferences, Advanced
- Taskbar:** Start button, taskbar icons, and system tray showing EN, 8:25 PM.

# CS Advanced Search (Web Part)

Site Actions ▾ Browse Page Publish

Search Center ▸ Advanced Search System Account ▾

**Find documents that have...**

Look for:  Modifier:  Within:  +

**Narrow the search...**

Scope(s):

**Add property restrictions...**

+ -

+ -

**Add category restrictions...**

Add

**SharePoint Properties** -

+

**Add classification restrictions...**

Add

**LEGAL SERVICES » CLAIMS (10-218)** -


Search sub classifications




# CS Search Result (Web Part)

Sort by:  Results per page:

Results 1-2 of about 2. Your search took 0.27 seconds.

 [cc-cgd-en.doc](#)  
The customization comprises the following: • Livelink ECM - PDMS Context Server data model • Livelink ECM - Production Document Management • DocuLink folders in PDMS • Some aspects of customizing the Livelink Imaging Clients • Some components of the Livel ...  
candela - 5/14/2010 - 11 MB  
[Item details](#)

 [intro\\_en.doc](#)  
Generic introduction. You answer MC items by clicking on the button(s) next to the correct answer (s). Multiple Choice Explicit Multiple choice explicit (MC explicit) items have more than one correct answer. Each MC explicit item has two buttons for eac ...  
candela - 12/21/2009 - 66 KB  
[Item details](#)

# CS + SP Search Results (Merged Search)

Site Actions ▾

Search ▸ Search Results SPDEMO\Administrator ▾

All Sites **People**

security Preferences Advanced

Result Type **1-10 of about 62 results** 📄 📰 📁

Any Result Type

Webpage

Word

Text

Site

Any Site

spdemo

/\_layouts/Livelin...

Author

Any Author

System Account

Spdemo\Administra...

Technical Marketing

Karl Müller

show more ▾

Modified Date

Any Modified Date

**SharePoint**

- [Outsourced \*\*security\*\*: Consider it carefully By Brian Fonseca November 10, 2000 12:59 pm PT](#)  
"It's a lot more consistent if [**security**] is done in a data center 24/7 then if I go out and hire a **security** professional," Ursem says. "That is something we want ..."  
Authors: Spdemo\Administrator, Technical Marketing Date: 11/10/2000 Size: 43KB  
[http://spdemo/Shared Documents/Article\\_outsourced\\_security.doc](http://spdemo/Shared Documents/Article_outsourced_security.doc) [View In Browser](#)
- [Home - Home](#)  
Site Actions ... This page location is: ... I Like It ... Tags & Notes ... Libraries ... Site Pages ... Shared Documents ... Lists ... Calendar ... Tasks ... Discussions ... Team Discussion ... Recycle Bin ... All Site ... Add ... Manage Model Item **Security** ...  
Date: 10/4/2010  
<http://spdemo/default.aspx>

**OpenText**

- [Article\\_outsourced\\_security.doc](#)  
"It's a lot more consistent if [**security**] is done in a data center 24/7 then if I go out and hire a **security** professional," Ursem says. "That is something we want ..."  
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- [Article\\_security\\_software.doc](#)  
of the revenue in that part of the **security** market, with intrusion detection making up the ... market will not be driven by fears of **security** breaches but rather by a desire by corporate ...  
Authors: Technical Marketing, Spdemo\Administrator Date: 1/21/2011 Size: 38KB  
[/\\_layouts/Livelink/Inspection.aspx/Article\\_security\\_software.doc?Volume=-2000&Node=16788&Server=23ceb739-485a-4288-abc7-f63ee1fa2d55](/_layouts/Livelink/Inspection.aspx/Article_security_software.doc?Volume=-2000&Node=16788&Server=23ceb739-485a-4288-abc7-f63ee1fa2d55)



# Open Text Content Server



Understanding AGA

## CONCLUSIONS

# Conclusions

1. RIM just got more **complicated**
  - IT & RIM Care & Feeding = High
  - High degree of technical configuration/maintenance
2. Must **Measure**:
  1. Declaration Rate
    - **5%** of all Email
    - **95%** of all documents created
  2. Hit **85% Classification Accuracy** on all archived documents
3. Distinguish **Case** Records vs **Subject** Records
4. **Clean up** any SP Duplicates
  1. Aggressive Auto-Delete in SP

## Open Text Content Server







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