

INDUSTRY OVERVIEW

# Digital Recordkeeping for Government

Manage the complete lifecycle of information across agencies, from initial capture and on-premise integration to final archiving and disposition



**Simplify** and automate records management and retention



**Secure** long term preservation of critical content



**Visualize** information governance with intuitive dashboards



**Enhance** government accountability and compliance

**Paper documents create headaches and inefficiencies in recordkeeping at all levels of government, yet remain widely used. The National Archives' impending June 2024 deadline to digitize all federal records has put government agencies on the clock to prioritize this critical modernization step.**

OpenText Digital Recordkeeping for Government lets agencies harness the power of AI to automatically scan, sort, and connect paper records to public or private systems while adhering to compliance standards in a secure environment. Digital recordkeeping is a key step to advance citizen services, improve public employee satisfaction, and facilitate continuity of operations programs.

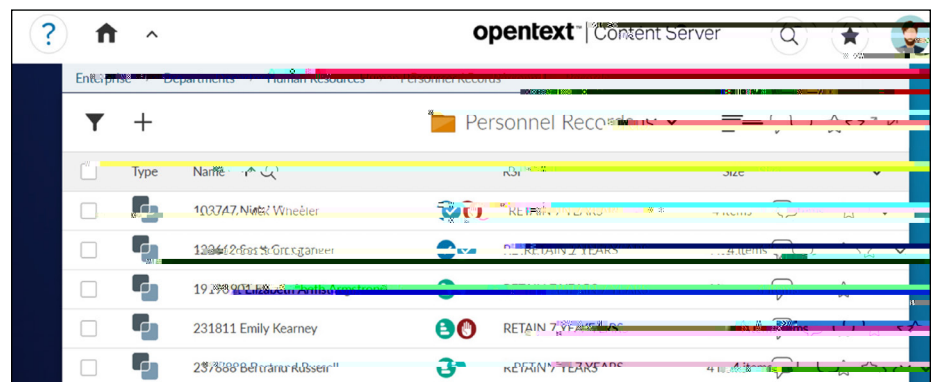
Digital Recordkeeping for Government capabilities can also be embedded into OpenText Extended ERM into commonly used public sector enterprise applications such as SAP, Salesforce, Oracle, and Microsoft.

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## Simplify and automate records management

Without having to actively manage government records, public servants will have more time to focus on mission-critical activities that matter most to their constituents. Automated record keeping will

- Apply default classifications on upload
- Automatically inherit classifications from the parent folder or business or space template
- Classify records based on creator role or document type
- Apply classifications through business or flow processes
- Assign designations through search results and collections
- Auto-classify content behind the scenes
- Seamlessly embed records management capabilities into applications and processes used every day, without changing the way users interact with content
- Administrators can further increase efficiency with bulk importing of retention policies and other data into OpenText Records Management



With visual indicators, records managers and designated personnel can instantly see whether objects are records, final releases or on hold

## Secure long-term preservation of critical records

Agencies must secure and retain government information from a growing number of sources for both compliance and litigation purposes. With Digital Record Keeping for Government, records managers and administrators can easily identify vital records, simplify record designation, apply legal holds, track information requests, ensure transparency and accountability through comprehensive auditing, and meet the technical preservation requirements mandated by the Federal Records Act and similar government programs

## Visualize records management data with intuitive dashboards

Using visual indicators, agency records managers can easily see whether objects are records, final releases, or on hold. Records management, physical objects, security clearance reports and user perspectives provide role-based, visual insights for managing content proactively and easily identifying the records in a dashboard. Users will save time previously spent searching for information that may have been stored or categorized differently by their colleagues

## Certifications and compliance

OpenText Records Management meets numerous regulatory compliance requirements and certifications, including

- U.S. Department of Defense (DoD) STC certification for baseline requirements and classified records

- U.S. DoD STC certification for OpenText Application Governance Archiving for Microsoft SharePoint, OpenText Extended ECM for SAP Solutions, OpenText Extended ECM for Oracle E-Business Suite, OpenText FileVault and OpenText Public Information Request Tracking

- The National Archives Electronic Records Management Systems certification U.S. Government requirements

- Australian Victorian Electronic Records Strategy (VERSS) compliance

- ISO 27001 compliance in combination with internal policies

- SEI compliance with Archive Server

- U.S. Section 508 compliance

- U.S. Food and Drug Administration (FDA) Part 11



Visual role-based perspectives make it easier to manage Records Management, Physical Object and Security Clearance content

## Enhance public sector accountability with comprehensive security and auditing

Public sector records must be retained for legally prescribed time periods and managed according to prevailing regulations. Digital Record Keeping for Government adds security clearance levels and triggers additional security through metadata, under disposition control and legal holds. Extensive audit capabilities track hundreds of actions to securely manage and defensibly dispose of content.

OpenText delivers industry leading content management, advanced intelligent capture and analytics, AI fueled automation, and integrations with leading public sector enterprise systems, making us the ideal choice for government records management programs.

100%

of US federal government agencies must digitize their records by June 30, 2024

OMB Memorandum M-23-01, Dec 1, 2023

Product	Description
<a href="#">OpenText™ Extended ECM for Government</a>	Multi-channel compliance and risk management solutions
<a href="#">OpenText™ Intelligent Capture</a>	Transform documents into structured data to enable insights
<a href="#">OpenText™ Magellan™</a>	Accelerate data-driven decision making and business performance
<a href="#">OpenText™ InfoArchive</a>	Manage and secure information with a modern archival solution
<a href="#">OpenText™ AppWorks</a>	Automate and improve operational processes

### About OpenText

OpenText, The Information Company, enables organizations to gain insight through market leading information management solutions, on premises or in the cloud. For more information about OpenText, visit [opentext.com](http://opentext.com)

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