

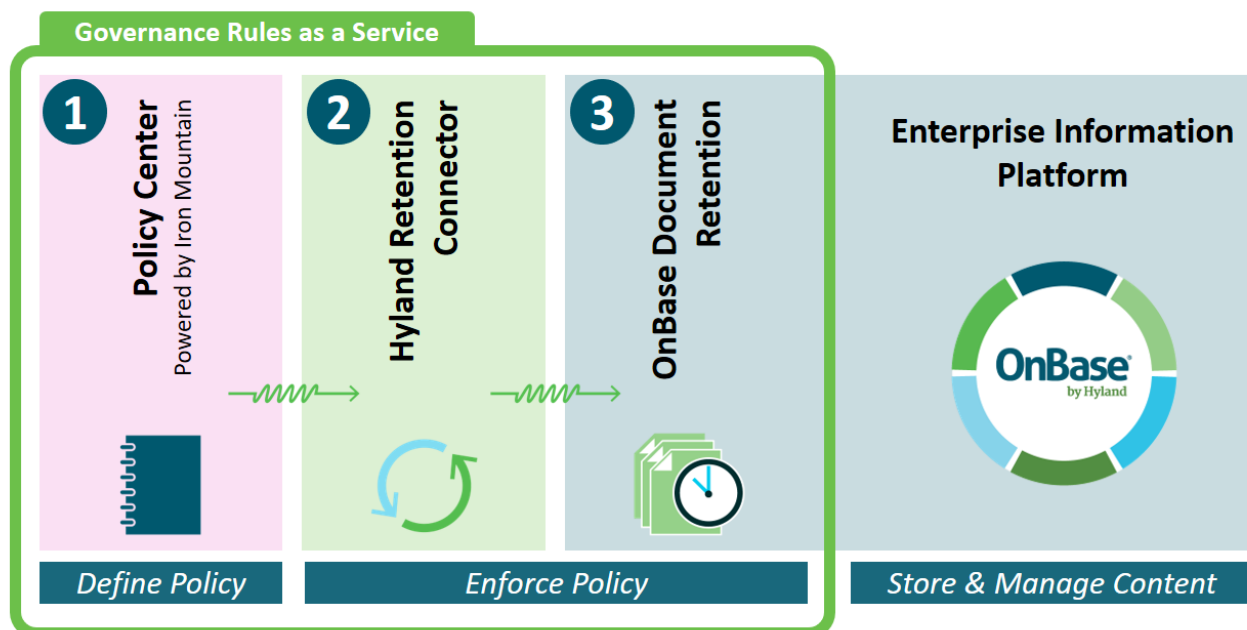
Summary

Governance Rules as a Service (GRaaS) is a complete end-to-end retention solution for OnBase. GRaaS combines a fully researched, web-accessible retention schedule—powered by the Iron Mountain® Policy Center solution—with robust automation to apply those same retention rules directly to OnBase documents. Over time, as laws and regulations related to retention change, policies are updated according to insight from an international network of law firms. Integration with OnBase Document Retention provides automated management of these pre-defined retention schedules and destruction of documents in accordance with policy. Records managers can then focus their time on more valuable strategic initiatives and end users can continue working in OnBase seamlessly while GRaaS manages information governance policies in the background. Know your obligations, show compliance and confidently destroy documents with Governance Rules as a Service.

Benefits

- **Establishes a legally defensible, evergreen retention schedule** for OnBase documents that reflects the latest global laws and regulations aligned by industry and jurisdiction
- **Enforces a consistent, structured retention policy** for OnBase documents through automation
- **Eliminates the need to research regulations** or hire costly legal firms to perform analysis and maintain compliance
- **Minimizes legal risks** associated with accumulation of expired records and keeping information longer than required
- **Reduces processing time and expense** associated with manual deletion of unneeded documents
- **Increases system efficiency** through the automatic destruction of documents that no longer have value

Design



Governance Rules as a Service (GRaaS) is a complete end-to-end retention solution for OnBase. It leverages Iron Mountain® Policy Center (1) to deliver a fully researched, legally defensible retention schedule. Referencing these pre-defined retention rules, the Hyland Retention Connector (2) then automatically pushes appropriate configuration settings into OnBase. Using these configuration settings, Document Retention (3) enforces policy by actively managing established retention schedules for documents and initiating destruction.



Applications

- **Establishing a retention schedule:** Researching and formulating a complete information governance policy for OnBase content requires more time, money and resources than most organizations can support, leading to a lack of confidence in policy. They often then choose to retain all of their content forever in fear of destroying content at the wrong time, increasing overall risk including possible legal liability and major fines from a costly audit. GRaaS provides a fully researched and vetted retention schedule—backed by Iron Mountain and updated regularly to account for new laws and retention regulations—giving organizations the comfort they need to take action and destroy documents with confidence.
- **Automated management & execution of policy:** With GRaaS, checks, statements and other related transactional documents are automatically destroyed after their retention period expires. Due to the high volume of these kinds of documents—in some cases well over 100,000 items daily—the automation capabilities of GRaaS provided by Document Retention ensure that retention policies are consistently applied and documents are destroyed with little human interaction required.

Key Features

- **Iron Mountain® Policy Center** provides a complete, web-based retention schedule for OnBase documents, backed by high quality legal research from an international network of law firms and updated to reflect the latest regulatory changes
 - **Home page dashboard** with interactive tiles shows summaries of Rule Types and Retention Periods, as well as total counts of business functions, record classes and citations
 - **Retention schedule search** allows users to quickly and easily find relevant retention policies across the enterprise
 - **Audit logging** captures changes to the portal, retention content and user profiles for auditors and other authorities
- **Hyland Retention Connector** integrates Policy Center with OnBase by pulling retention information from Policy Center, matching Record Types with Document Types, and pushing appropriate retention settings into OnBase with a single click
- **OnBase Document Retention** manages the retention period and initiates destruction of stored documents, providing automated execution of the retention rules outlined by Policy Center
 - **Legal hold** capability excludes a document from the purge process to ensure it is not destroyed
 - **Certificates of Destruction** provide users information on and proof of previously destroyed documents
 - **Document Retention Report** lists documents purged and those excluded with exclusion reason

Interface

The screenshot displays the Iron Mountain Policy Center web interface. The top navigation bar includes the Hyland logo, a 'Retention Schedule' tab, and user account information for 'Paul Policy'. A search bar contains the text 'employee benefit'. The main content area shows a breadcrumb trail 'Governance Rules > HR - Employee Benefits (EForm)'. Below this, a table lists retention rules. The selected rule is '1181635 HR - Employee Benefits (EForm)' for the 'US' jurisdiction. The table shows the retention period as 'Active + 6 Y...' and the trigger as 'The date'. A detailed view of this rule is shown on the right, including document type, retention, record class, and retention information.

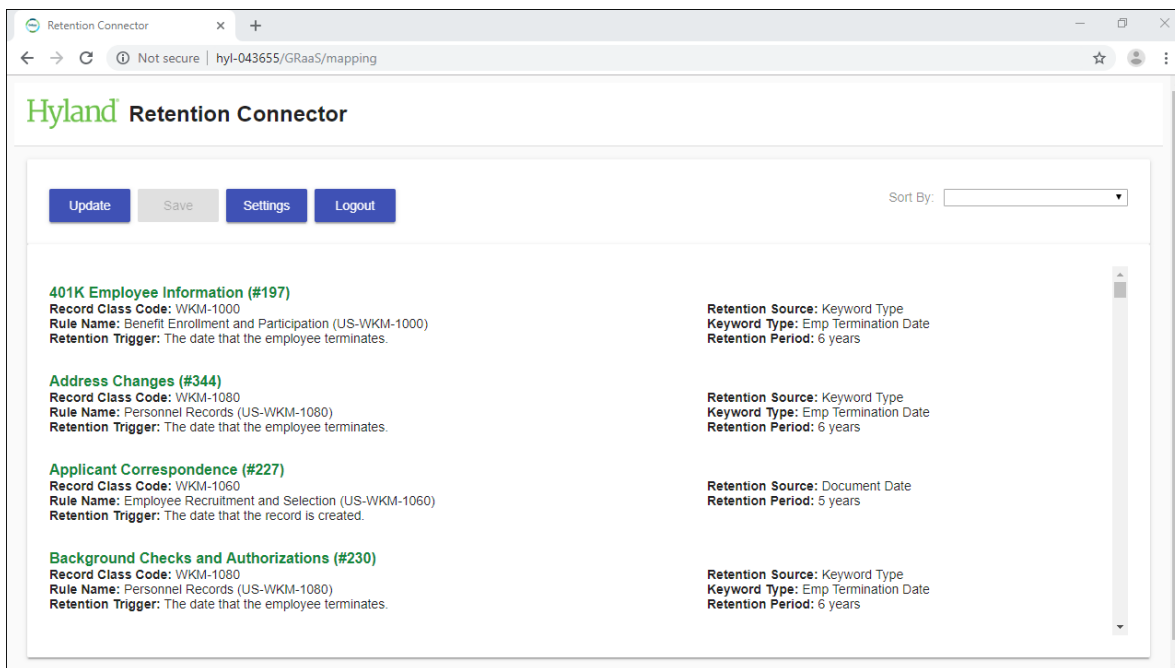
Document Type	Retention	Record Class
Jurisdiction	-	-
Type	Physical Record	-
Notes	-	-

Retention Information	
Jurisdiction	US
Trigger	The date that the employee terminates.
Min Period	Active + 6 Years
Max Period	-

Record Class Details	
-	

Governance Rules Comments (0)	
-	

From Policy Center's web-based interface, Records Managers can view detailed information about a Record Type including its retention trigger and period, and even the exact citation of the law that defines it.



The web-based Hyland Retention Connector pulls retention rules from Policy Center and automatically matches Record Types with corresponding OnBase Document Types. With a single click, all appropriate retention settings are pushed into OnBase.

Document Retention configuration for any Document Type that inherits retention settings from Policy Center (via the Hyland Retention Connector) is locked, ensuring that Policy Center is the single source of truth for retention policy.

Learn more at OnBase.com

©Hyland Software, Inc. All rights reserved. Trademarks are the properties of their respective owners.