



# ARCHIVE RETENTION MANAGEMENT

Auritas developed the Archive Retention Management (ARM) solution as a natural progression to SAP Data Archiving services. ARM helps our customers become retention-compliant, implement destruction policies and follow the “3 D’s” of Retention Compliance: **Definition, Discovery and Disposition**.

## OVERVIEW

The Auritas ARM solution provides management of the archive retention process from beginning through destruction, full audit/historical disposition and discovery reevaluation on demand.

Based on years of Auritas’ practical SAP Data Archiving experience and Records &

Information Management (RIM) expertise, ARM extends SAP capabilities with unique compliance features in a scalable implementation model. ARM provides functionality and flexibility to allow you to achieve audit-compliance in your SAP environment. ARM is content based, flexible over time and fits into the overall roadmap for



SAP Data Archiving and ILM success.

From helping develop your retention policy and mapping it to SAP business objects to automated disposition, ARM provides audit-compliant rule approval, support of legal and tax holds and senior management reporting. ARM has the built-in flexibility to support multiple data types (Transactional data, NetWeaver system data, master data ), multiple storage types ( native SAP storage, major third party storage solutions, ILM compliant storage devices) and all types of archive files (old, new, future)

Designed for highly regulated clients as well as those with relaxed requirements, ARM supports Workflow

*“By 2013, half of all Global 2000 companies will have formal records management systems to shepherd data through its life cycle.”*

*-InformationWeek*

or Rules-based approval processes, file splitting, data & document removal required by divestitures and article retirement. Our fully retention management integrated solution enables organizations to map their retention policies, data growth and TCO requirements with their SAP system data and processes.

## ABOUT AURITAS

Auritas is an SAP partner and global strategy and services consulting firm focused on implementing Information Lifecycle Management(ILM)methodologies in the SAP landscape, including Data Archiving, DART, Retention Management, Document Management, Imaging, Workflow, BW, Data Migrations and Legacy System Migrations/Retirements. Auritas helps its clients develop an enterprise data strategy and roadmap to manage data as a key asset. Auritas’ services span the entire SAP data lifecycle, from creation to migration, governance/compliance, archiving and retention management. Auritas collaborates with clients to improve business performance and optimize their SAP investment.



Call (407) 834-8324 x 1 or email [info@auritas.com](mailto:info@auritas.com) for more information and a free consultation.



**TRUST OUR EXPERTISE. WE'LL GET YOU THERE.**

## AUDIT COMPLIANT

- ARM utilizes SAP Security concepts
- Approval and security concepts integrated in process; rule creator cannot be rule approver
- Rules will validate attributes of archiving object and provide warnings regarding status of archiving and allowable tables and attributes
- Notification for rules and disposition execution
- Supports Audit Reporting, Legal and/or Tax

## FLEXIBILITY

- Over Time- ILM is measured in years, ARM can facilitate changes in policy or Tax/Legal hold as changes occur
- Data relevance--Retention Policy compliant for the strictest regulatory requirements to casual cleanup of high volume warehouse or NetWeaver data, including Disposition / Destruction.
- Processing schedules – avoid period end, backups, etc.
- Full functionality-based multiple calendars and fiscal year variants
- Fully flexible on time attributes, and content attributes
- Can accommodate rule spectrum within the same archive object
- Workflow or Rules based approval

## CONTENT-BASED DISCOVERY AND SPLITS

- ARM Discovery is an automated process initiated by rule change/create, archive session execution, or an ad hoc process manually submitted
- Archive data is analyzed for attributes (Content) of individual documents i.e. Fiscal year of posting – not the date of the archive file
- Existing archive sessions are simply implemented in discovery and disposition regardless of how many and how old
- Multiple attributes can be the basis of Discovery
- Integrated splits process executed based on the Rule and result of Discovery can occur on multiple occasions

## EASE OF USE AND ROI

- ARM Cockpit-based interface is intuitive and easy to navigate with real time dashboard status results
- SAP Modular-Based design—fully integrated
- No additional server(s) , hardware or software platforms required
- Integrated reporting including Senior Management Audit Reporting
- Uses standard SAP configuration methods
- Closed loop with storage system(s)-No administrator's time or resource for 3rd party storage system(s)
- ROI-Protect your organization from Risk of Indictment while gaining Return on Investment Holds, Divestitures

