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# everteam.policy

## Retention Policy
**Management**

**everteam.policy** is an efficient tool for the collection, description and management of retention policies in compliance with regulatory obligations for your entire organization.

With the increasing number of regulations and compliance requirements, organizations are obliged to develop and document their retention policies and apply the associated rules to all the records. Defining, formalizing and, most importantly, enforcing these policies over time is an increasingly difficult and time-consuming task.

**everteam.policy** allows you to efficiently develop, publish and manage your repository and retention terms. The solution supports a hierarchical file plan, advanced retention rules and allows for the creation of customizable properties.

With **everteam.policy**, your organization benefits from a single, centralized repository to manage all your information governance policies.

## Main use case

**Policy Management**
Collect, document and manage retention and governance policies to ensure compliance and adherence to regulatory, legislative and standards obligations to which the organization is subject.

**With everteam.policy you can :**

- **Centralize access** and retention of your retention policies regardless of the size of your organization

- **Manage your advanced rules** (multi-jurisdiction, multi-milestone, multi-version)

- **Delegate updates**, validate change requests before publication and keep the history

- **Publish** your archiving policy to make it available to employees



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# Key functions

- **Import (XLS)** of your retention repository or manual description of your retention rules in a web interface

- **Customizable properties** to add business or legal justifications specific to your industry

- **Provision of public REST APIs** to interconnect and propagate policies defined in third-party systems

- **Version management** for regulatory changes in retention periods

# Key benefits

- **Centralized access** and retention of your retention policies in one place

- **Advanced life cycle policy management** with support for multiple jurisdictions and validation processes

- **Extending your retention** repository to form the basis of your Information Registry and help you comply with the new personal data obligations (GDPR) or to meet your internal quality objectives (ISO 27001).

- **Delegation of updating,** validation of change requests prior to publication and retention of history.

# About us

Everteam is a software editor specialized in content management, EDM, electronic archiving and information governance. We are constantly innovating to offer our customers simple solutions that allow them to build, secure and enhance the value of all their information, while reducing costs and risks.

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