

# everteam.rrs

## The retention guidelines for binding documents

### Retention policy

#### Management

**everteam.rrs** 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.rrs** 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 to consider confidentiality, localization, liability or even environmental rules.

With **everteam.rrs**, 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.rrs** you can :

- **Centralize access** and manage your retention policies regardless of the size of your organization
- **Manage reference texts** (legislative, regulatory or even normative requirements) and link them to your retention rules
- **Delegate updates**, validate change requests before publication and keep the history
- **Publish** your archiving policy to make it available to employees



# Key functions

- **Import/Export (XLS)** of your retention repository or manual description of your conservation rules from a web interface
- **Customizable properties** to ensure compatibility with most existing conservation repositories
- **Retention rules** combining: retention periods, trigger event, final fate
- **Addition of complementary rules** (confidentiality, environmental, security, etc.)
- **Powerful search** in the retention repository
- **Provision of REST APIs** to interconnect with third-party systems



# Key benefits

- **Centralized access** and storage of your retention policies in a single location
- **Innovative management of retention policies**, with the ability to create multiple tenants, customize properties and apply rules adapted to our times (security, digital sobriety, compliance)
- **Easy to deploy and configure**, **everteam.rrs** is adaptable to all types of existing repository and enables fast and efficient import/export of the entire repository (tree structure, typology, rules, reference text, etc.)
- **Application of the retention repository** and real document lifecycle management across the entire information assets in combination with **everteam IG Suite**

# 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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