

# Records Management

Seamless records retention while reducing the cost and risk of unstructured data

Leverage Rational Governance to deploy an enterprise-wide records management strategy. RG can automatically recognize data fitting into the most complex categories and specify exactly what should happen to those records in a consistent, documented, and highly defensible way, all while taking the onus of classifying documents into policies off of employees. Ensure that your organization complies with external regulations and internal policies, improve corporate responsibility, and reduce audit and litigation risks by managing records from creation through disposition.

## BENEFITS

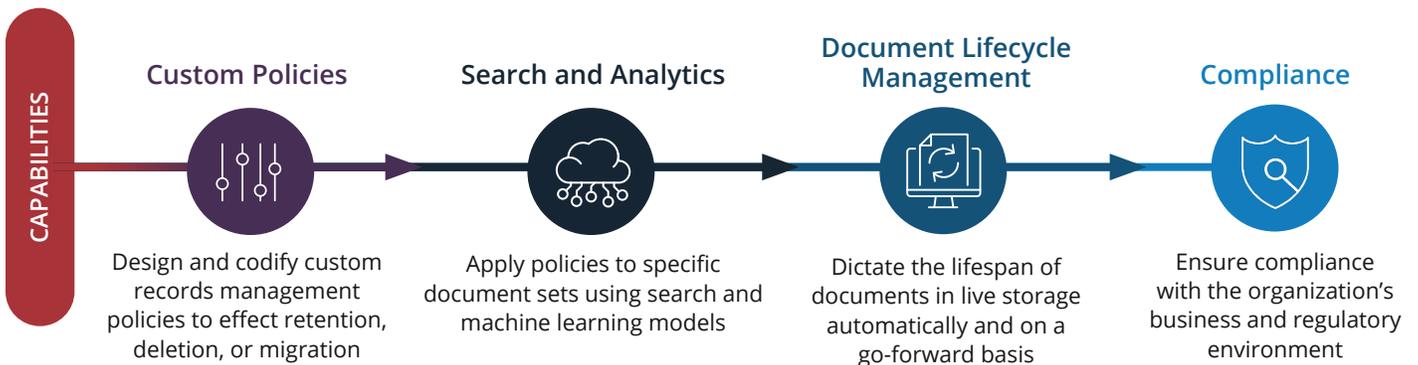
- ✓ Simplify and automate records retention and reduction
- ✓ Ensure the long-term safeguarding of critical content
- ✓ Identify critical information via dashboards
- ✓ Enhance corporate compliance and accountability

## RATIONAL Governance

Rational Governance is the complete solution for understanding and managing all enterprise data in place and from a central location. RG's lightweight agents are connected to unstructured data sources, creating a text and metadata index for seamlessly searching, analyzing and enforcing records management policies.

## Records Identification And Categorization

RG features powerful analytics for identifying and categorizing important corporate records. From basic search to more advanced functions such as machine learning, regular expression pattern matching, and smart PII. RG's analytics tools all provide scalable criteria to recognize document classifications automatically on a go-forward basis, the moment they are created across the enterprise.



## Policy Enforcement

RG features a powerful policy engine that allows an organization to define retention policies and enforce the lifecycle of all managed data automatically on a go-forward basis. Administrators can design and apply policies to any set of data – from a folder of documents, to those responsive to a dynamic search, to those classified by a machine learning model – and customize triggers for when specified actions should be taken. RG ensures that none of this enforcement depends on or disrupts the work of employees.

“Rational Governance is a key element to helping us achieve our information management goals. With tools for data mapping, search, auto-classification, and policy enforcement, RG has dramatically improved our process for identifying and retaining records.”

**BAE SYSTEMS**

RG policies can take the following actions on documents:



Preserve & Hold



Collect & Export



Retain & Delete



Move & Copy

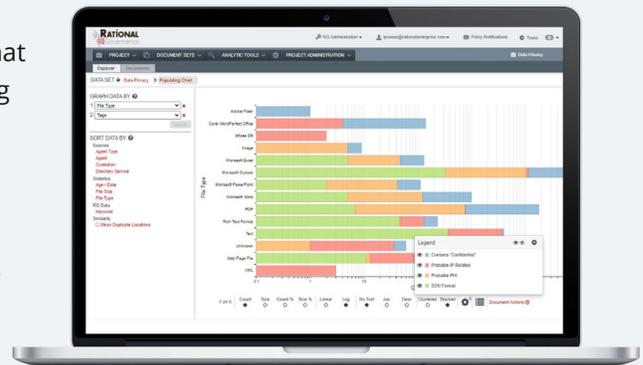


Monitor & Alert

## Smart PII

Rational Governance’s Smart PII tool supercharges your records management workstream with machine-learning-enhanced pattern recognition and keyword search capabilities to help you find what you need when you need it.

- ✓ **Sensitive Data Classification.** Identify documents that contain certain types of PII/PHI with accuracy, allowing users to classify documents as highly sensitive.
- ✓ **Records Classification.** Identify and classify records with a specific product or internal number format identification with ease and accuracy, giving users the ability to apply the appropriate schedule.



## Contact Us Today

To learn more about how Rational Governance can help your organization with records management, email us with your questions or schedule a demonstration today.

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