

MANAGING INFORMATION POLICIES AND COMPLIANCE IN SHAREPOINT 2010

Presented By:

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Agenda

- About Gimmel
- The Challenges
- Building Blocks
- Addressing the Challenges

About Gimmel



- **Enterprise Content & Records Mgmt. Experts**
 - Content and Records Management Specialists
 - Trusted Advisors for large ECM programs
 - ECM Thought Leaders
 - Microsoft Gold Certified Partner
- **Nationally Recognized**
 - Founded 2002 – NYC, Houston, Washington
 - Team averages 10+ years of experience
- **Broad Experience**
 - SharePoint 2003; MOSS 2007 & SharePoint 2010
 - Clientele – Fortune 200 & Government
- **GimmelSoft Division – Product Focused**

Challenges

- Growth of Information
- Inability to determine what the information is or its value – Classification
- SharePoint promotes collection
- Information is abandoned or orphaned
- Preservation of Corporate Information

Building Blocks

- Content Types
- Information Management Policies
- Record Management & Declaration
- Content Organizer

Content Type & Metadata

- Content Type
 - Collection of settings and metadata
 - Inherits characteristics of its parent
- Metadata (Properties)
 - Data about data
 - In SharePoint, metadata is information about content
 - Stored as Columns
 - Defines the name and format of information

Content Type Purpose

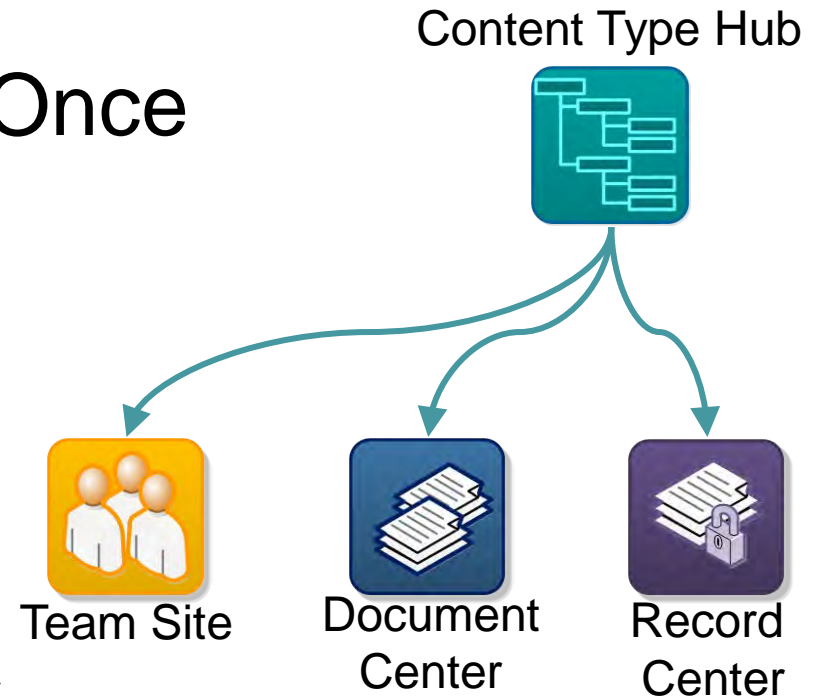
- Pre-defined, reusable way to manage metadata and behavior
 - Uses metadata defined at the site level
 - Defined for site
 - Associated with lists/libraries
 - May have multiple types per list or library
- Describe and classify content to users
- Helps understanding and organization

Categories of Content Types

- Content types are not “just” applicable to documents, they can be applied to:
 - Document: documents, forms, pictures, wiki pages
 - List: calendar entries, contacts, items, tasks
 - Folder: folders, discussions, summary task
 - Business intelligence indicator: status indicators, report
 - Digital assets: audio, video

Publishing Content Types

- Content Types Defined Once
- Publication to Sites
- Sites Receive Changes
- 2 Timer Jobs
 - Content Type Hub
 - Content Type Subscriber
- Content Types Deployed as Read Only



Information Management Policies


- Applies to items, documents & records
- Associated with Content Types
- Settings for:
 - Auditing
 - Barcodes
 - Labels
 - Retention

Enable Retention

Non-Records
Specify how to manage retention on items that have not been declared records:

Event	Action	Recurrence
Modified + 1 years	Start the Collect Signatures - SharePoint 2010 workflow	No
Modified + 2 years	Declare record	No

[Add a retention stage...](#)

 **Note:** You can specify a different policy that applies once an item has been declared a record.

Records
Specify how to manage retention on records:

Use the same retention policy as non-records

Define different retention stages for records:

Event	Action	Recurrence
Modified + 5 years	Send to the Central Records location	No

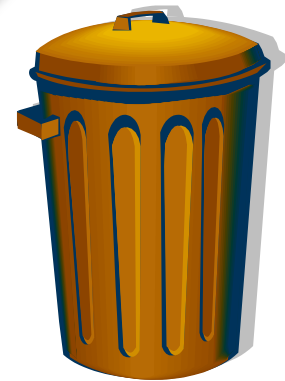
[Add a retention stage for records...](#)

Retention Stages

- Ability to define Retention Specific Rules
 - Events - *what causes the stage to activate*
 - Actions - *what takes place when activated*
 - Recurrence - *frequency of repeating stage*
- Two Types
 - Non-records (WIP)
 - Records

Disposition Actions

- Move to Recycle Bin
- Permanently Delete
- Transfer to Another Location
- Start a Workflow
- Skip to the Next Stage
- Declare Record
- Delete Previous Drafts
- Delete All Previous Versions



Managing Records

- In Place Records
 - Ability to declare an item a record in the original location
 - Prevents editing/modification
 - Can initiate a new Information Policy Stage
- Record Center
 - Centralized management of records
 - Numerous features enabled by default
 - Record Libraries

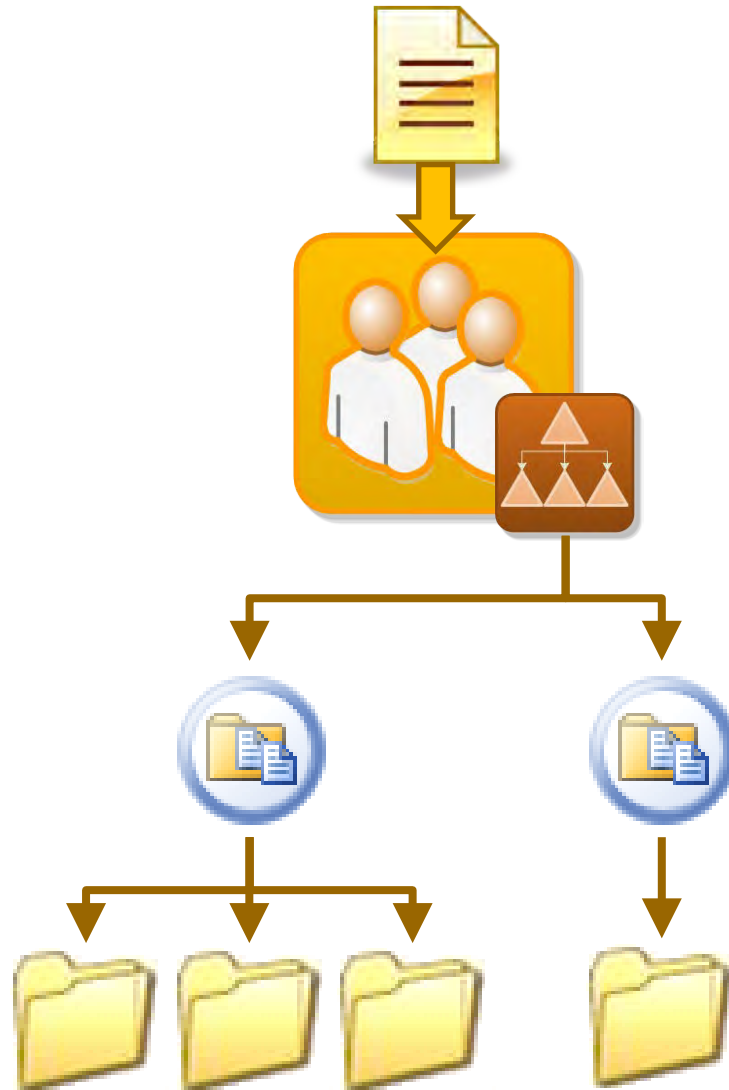
Content Organizer & Routing

- Automatically routes documents to libraries and folders based on rules that are defined by a site administrator
- Provides “Send To” functionality
- Creates a library called Drop Off Library (DOL)
- Only routes documents or derivations
- Submissions routed automatically
- Can be used to control the number of documents in a specific folder (Partitioning)
- Automatic Notification

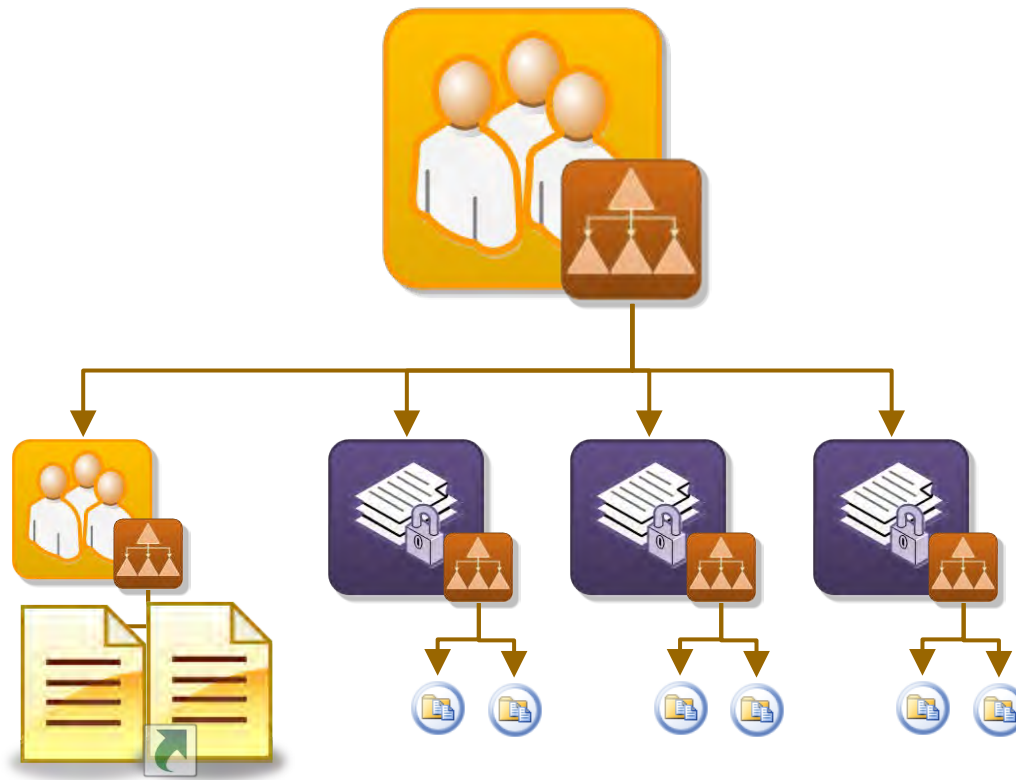
“Send To” Locations

- Predefined set of locations that use the Content Organizer Routing (OfficialFile) Service
- Can be Published or Hidden
- Actions
 - Move
 - Copy
 - Link (Permalink)

Content Organizer



Chaining Content Organizers



- Single Send To
- Scale-Out
- Easily Move Content
- Training

Addressing the Challenges

- Growth of Information
 - Retention can be used to cull
- Inability to determine what the information is – Classification
 - Content Types can be used to easily classify
- SharePoint promotes collection
 - Content Organizer used to logically store content
- Information is abandoned or orphaned
 - Information Policies used to remove orphaned content
- Preservation of Corporate Information
 - Record Declaration and Policies

Thank you!

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