

## A reliable, easy-to-implement retention management solution that puts you in control of your content's complete lifecycle

ILINX Export Retention Management provides a streamlined alternative to complex and expensive records management systems. From creation to disposition and final destruction of your documents and data, this software replaces manual retention practices with an automated solution for the proactive management of your records. With robust auditing and approvals, ILINX Export Retention Management is designed to help your organization stay compliant. It can be easily configured without custom programming and provides flexible options for processing content based on simple or sophisticated criteria to meet your specific retention objectives.

### Benefits & Features

#### Flexible Settings & Configuration

- › Easily configure retention conditions, with no programming
- › Various disposition options for documents that match selected criteria
  - › **Secure destruction** of documents and associated metadata
  - › **Export content** and/or metadata in different formats and locations
  - › **Modify documents** (leaving index metadata in the system)
    - › Replace documents with a place holder file (i.e., a boilerplate retention policy)
    - › Lock documents with a specified account essentially “freezing” the content for all other users
    - › Update document index information (i.e., “blank out” sensitive information or set to current processing date)
- › Pre-test your content selection criteria
- › Enable email notifications for success and failures
- › Optional single- or multiple-user confirmation process to approve all changes or deletion

#### Customizable Conditions

- › Select by date conditions
  - › Days, weeks, months and years
  - › Date received, modified date, or any user-defined date type field
- › Include additional conditions based on user-defined index fields
- › Complete auditing to track documents that have been removed and who approved the processing

#### Document your Retention Policies

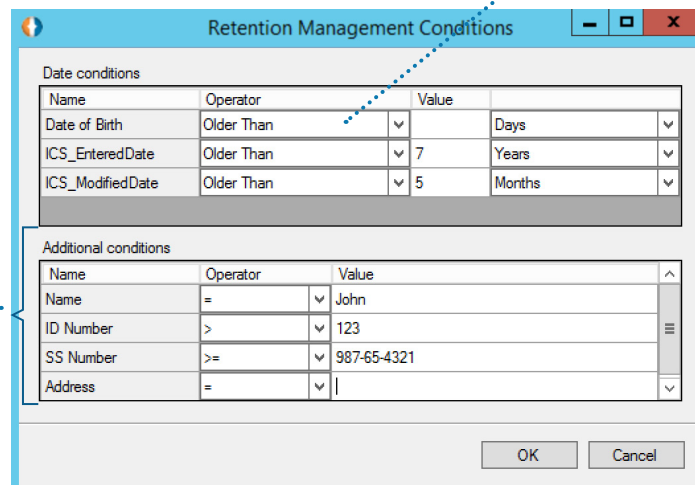
- › Automatically generate a PDF document detailing all Retention Management criteria and processing configuration

#### Meet Regulatory Compliance

- › Decrease legal compliance risks by eliminating manual retention practices
- › Meet requirements mandated by state and federal laws and internal policies
- › Ensure documents are deleted when their official retention period has expired

Software automatically watches and takes action on documents based on the content's date-based metadata

Configure additional selection criteria based on any of your content's non-date type metadata



| Date conditions  |            |       |        |
|------------------|------------|-------|--------|
| Name             | Operator   | Value |        |
| Date of Birth    | Older Than |       | Days   |
| ICS_EnteredDate  | Older Than | 7     | Years  |
| ICS_ModifiedDate | Older Than | 5     | Months |

| Additional conditions |          |             |
|-----------------------|----------|-------------|
| Name                  | Operator | Value       |
| Name                  | =        | John        |
| ID Number             | >        | 123         |
| SS Number             | >=       | 987-65-4321 |
| Address               | =        |             |