



Microsoft Outlook® Email Records Management Solution

CEXEC eRecords Enabler™ provides a US DoD 5015.2-STD compliant email records management solution. With CEXEC eRecords Enabler, users are able to declare and classify Outlook® email messages and attachments as records. CEXEC eRecords Enabler Email Records Management Solution leverages the Microsoft® SharePoint™ Portal Server 2003 for the email records repository and search functionalities and is seamlessly integrated with IBM® DB2 Records Manager V3.1.

CEXEC eRecords Enabler is officially certified with the June 2002 version of the U.S. Department of Defense Design Criteria Standard for Electronic Records Management Software Application (US DoD 5015.2-STD). The 5015.2 Standard is endorsed by the National Archives and Records Administration (NARA) and is widely seen as a benchmark for government and corporate organizations. CEXEC eRecords Enabler is the only electronic records management solution that utilizes Microsoft SharePoint as the records repository and is certified with the June 2002 version of DoD 5015.2-STD.

CEXEC Email Records Management Solution

CEXEC eRecords Enabler Email Records Management Solution is a highly cost-effective and rapid implementation solution that can leverage an existing Microsoft Outlook® email system. CEXEC eRecords Enabler Email Records Management Solution benefits include the following:

- Embedded “direct” declare and classify functions within Microsoft Outlook® for easy usability
- Automatic classification of email messages based on rules
- Ability to declare email messages and attachments as combined or separate records
- Advanced security schema. Access control policies, user roles, access control lists, and permission profiling
- User-friendly search capability, including simple and advanced queries
- Suspend (legal hold) records for legal requirements
- Comprehensive activity logging providing audit trails
- Vital email records maintenance and tracking
- US DoD 5015.2 (June 2002 version) Certified Solution with Microsoft Outlook®
- Cost-effective solution by utilizing “records engine” technology, rather than a whole new email records application

Email Records Management Solution Benefits

The solution ensures that needed email messages are retained, while unwanted email messages are destroyed according to legal regulations and organization policy.

- **Meet Regulatory Compliance.** Meet recordkeeping regulations that affect your organization, such as OMB A-130, Federal Records Act (FRA), Government Paper Elimination Act (GPEA), and audit requirements.
- **Reduce Litigation Risk.** Keep a complete and thorough record of email business activities in a presentable, defensible form.
- **Provide Better Decision Making.** Improve decision-making by considering only the right information. Eliminate outdated or inapplicable email messages. Preserve and access complete, comprehensive email messages kept in the email records repositories.

CEXEC, Inc. is a Microsoft® Certified Solutions Provider and IBM® business partner. For more information about CEXEC and its eRecords Management Solutions, visit the CEXEC Web site at www.cexec.com or call 703-435-0099.

