opentext™

Records Management

OpenText™ Content Server

This document is part of the Content Server User Online Help documentation list. If conflicts exist, the Online Help supersedes this document.

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Records Management
OpenText™ Content Server
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Table of Contents

1	**OpenText Records Management**	**5**
1.1	Understanding the Records Management Workspace	5
1.2	Setting Up Records Management	5
1.3	Administering Records Management	10
1.4	Retaining And Disposing of Electronic Records	39
1.5	Working with RM Classifications	71
1.6	Working with Holds	88
1.7	Creating Cross-References and Record Versions	101
1.8	Working with Audit Logs, Reports, and Metadata	104

Chapter 1

OpenText Records Management

Records Management adds the ability to manage the lifecycle of documents in Content Server.

For information about using the Records Management Workspace, see "Administering Records Management" on page 10. For Administrators, see the *Records Management Admin online help*.

1.1 Understanding the Records Management Workspace

The Records Management module allows you to manage documents and items in Content Server using codes and schedules. The module adds a **Records Management** item to the **Enterprise** menu, which displays the Records Management Workspace and provides the ability to create:

- *RM Classifications*
- *Disposition Searches*
- *Holds*
- *Record Types*
- *Reports*
- *RM classification terms*
- *Record Series Identifiers (RSIs) with disposition schedules*

You can also perform Records Management administrative tasks, such as maintaining codes through table maintenance.

1.2 Setting Up Records Management

There are several tasks to perform in order to set up Records Management for use. You can create codes in the Records Management database tables, configure personal settings (such as hiding Records Management tabs on the Properties pages or specifying a default RM Classification for managed objects), set Records Officers (which allows you to designate users who are responsible for maintaining Classifications and deleting objects), and set up Group Functional Access.

1.2.1 Maintaining Codes

Records Management codes allow the Records Manager to standardize data entry by providing specific options from which users can choose. For all tables, codes can be created using 32 characters or fewer. You can maintain codes in the following tables:

- Accession, which lets you specify options for retrieving and transferring objects
- Cross-Reference, which lets you specify options for describing the relationship between objects.

  When you create or modify a Cross-Reference code, you can also choose an existing Hold to associate with the Cross-Reference from the **Associate Hold** drop-down list. The associated Hold is automatically applied to managed items, as a direct Hold, when the Cross-Reference is applied. Only one Hold can be associated to a Cross-Reference code.
- Disposition, which lets you specify options for describing the function of a schedule
- Essential Record, which lets you specify options for setting the importance of an object
- Hold Type, which lets you specify options for Hold types
- Jurisdiction, which lets you specify jurisdiction codes, such as Federal, Provincial, Municipal, State, or District
- Provenance Type, which lets you specify options for Provenance types
- RSI Retention, which lets you specify options for retention schedules
- RSI Retention Stage, which lets you specify options for stages that objects can complete
- RSI Rule, which lets you specify options for rules
- RSI Status, which lets you specify options for an RSI status, such as *Active* or *Closed*.
- Status, which lets you specify options for a status, such as *Active* or *Closed*. You can also add specific permissions for users and Groups to a Status code. The specified users will have the permissions that you give them (See, See Contents, Modify, Edit Attributes, Add Items, Reserve, Delete Versions, Delete, and Edit) for the managed item when an item with the Status code is added, updated, or removed. The permissions are automatically added to the list of ACL permissions for that item when the status value is updated. For more information about ACL Permissions, see *OpenText Content Server - Get Started (LLESRT-UGD)*.
- Storage Medium, which lets you specify options for naming the type of storage media available, such as paper or electronic

When you create a code, you can add a description. You can also specify a related code when creating Cross-Reference codes, a stage order when creating RSI Retention codes, and a default period when creating Hold Type codes.

Note: If you have not created any codes, the table displays a message stating that the table is empty.

You are allowed to edit and delete codes for database tables, set a code as the default, or remove the default setting. When you are in Edit mode, you cannot change the code values.

You create codes on the Table Maintenance page, or you can create them on-the-fly (when a code does not exist or the required code has not yet been created) on the page where the code is going to be used. The option to create a new code on-the-fly is not available from the following pages:

- Search RSI
- RSI Schedules – Event Conditions and Action to Perform pages
- Disposition Specific tab
- Disposition Snapshot results page
- Create Accession Search
- Accession Search Specific tab
- IRCH Retention Manager Mapping

Create or Modify a Table Code

To create or modify a code:

1. On the Enterprise Menu, click **Records Management** >**Records Management Administration** > **Table Maintenance**.
2. Click one of the table types.
    - To add a new code, click **Add Item** and select the table type from the drop-down menu.
    - To edit the description or details for an existing code, click **Edit**.

      Note: You cannot edit the code name after the code is created.
3. Click the **Submit** button.
4. To select a code to be the default option, click **Set Default**. Click **Remove Default** to remove a default setting.

Tip: You can also create a Table Maintenance code on the page where it is to be used, by clicking **<Create New Code>** in the code's drop down list.

1.2.2 Configuring Personal Records Management Settings

You can configure or edit personal settings related to Records Management. For example, you can elect to hide certain Records Management tabs on the Properties page of managed items. You can also select a default Records Management Classification (RM Classification) for managed items. The default RM Classification that you specify on the My Settings page will automatically appear on the Create page for managed items that you add to Content Server.

If a default RM Classification is also configured for a group, a managed object type, or in Records Management System Settings, the default RM classification that is used for a new item is based on the following order of precedence:

- The RM Classification specified on the user's Personal Settings page. If this setting is not specified, then the following RM Classification is used:
- The RM Classification specified in the user's Department. If this setting is not specified, then the following RM Classification is used:
- The RM Classification specified by object type on the Managed Objects page. If this setting is not specified, then the following RM Classification is used:
- RM Classification specified as the global default in Records Management System Settings.

To Edit Personal Records Management Settings

To edit personal Records Management settings:

1. Choose **Settings** on the **My Account** menu.
2. On the My Settings page, click the **Records Management** tab.
3. To prevent Records Management tabs from displaying on the Properties page of managed items, select one or more of the following check boxes:
   - **Hide Holds Tab**
   - **Hide Records Details Tab**
   - **Hide xReference Tab**
   - **Hide Provenance Tab**
4. To specify a default RM Classification for managed items, click the **Add** button in the **Default RM Classification** section, navigate to and select an RM Classification. The personal default setting for RM Classification takes precedence over other default RM Classification settings, such as group, managed item, or global default.
5. If you frequently add managed items to Content Server from within the Classification Workspace, it may be helpful to set a default location where you want the items to be saved. Click **Browse Content Server..,** navigate to and select a location.

6. Click the **Update** button.

Tip: You can remove the default Classification by clicking the **Remove** button in the Default RM Classification section.

1.2.3 Setting Records Officers

The Records Officer is responsible for maintaining department-level Classifications and for approving deletions. You can set multiple users as Records Officers but only one user as the primary Records Officer. The primary Records Officer is the first user to receive Workflow assignments.

To Set a Records Officer

To set a Records Officer:

1. Choose **Records Management** on the **Enterprise** Menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Set Records Officers** link.
4. Use the Search bar at the top of the Select Group for Records Officer page to find a group.
5. Click the **Add** link for a group.
6. On the Select Records Officer For Group page, click the **Find** button in the New Records Officer section.
7. On the Select a User page, search for a user, and then click the user's the **Select** link.

   Optionally, select the **Make Primary** check box on the Select Records Officer for a Group page to make the selected user the primary Records Officer.
8. Click the **Update** button.

1.2.4 Setting Group Functional Access

Group Functional access allows you to specify which individual Groups can update specific Records Management metadata fields for managed items.

To Set Group Functional Access

To set group functional access:

1. Click **Users & Groups** on the **Enterprise** menu.
2. On the Edit Group page, click the **Group Functional Access** link in the **Set Available Functions** section.
3. In the Select Functions for a Group section, add the functions you want to apply to the group to the **applied Functions** list, and then click the **Submit** button.

1.3 Administering Records Management

Records managers can change default settings and disposition settings, change access permissions, set Records Management fields, choose records manager groups, change functional access permissions, enable notifications, configure metadata inheritance, finalize records and configure email template options. The system settings pages appear as individual tabs and can be accessed from the **System Settings** link on the Records Management Administration page. You must have the Modify permission on the Records Management Administration object to change system settings.

You can add the following Records Management data columns, which enables the information to display next to the managed item when navigating in the Browse View of Content Server: **Accession**, **Cross-Reference**, **Essential**, **File Date**, **Received Date**, **Record Date**, **RSI**, **Status**, **Status Date**, **Storage Medium**, **Addressee(s)**, **Author or Originator**, **Originating Organization**, and **Other Addressee(s)**. The columns must be configured in the Facets Volume in Content Server. For more information, see *OpenText Content Server - Documents and Text Documents (LLESWBD-UGD)*.

1.3.1 Changing Records Management Default Settings

You can change the following Records Management Default Settings:

Table 1-1: Records Management Default Settings

Setting	This setting allows you to...
Default Classification	Specify a default Classification. If a default Classification is not specified, all objects can be classified by inheritance. If the parent object does not have the Inherit From flag specified, it will not inherit the default RM Classification. users can still choose an RM Classification different from the inherited one, which will override the default RM Classification.

Setting	This setting allows you to...
Default Location for Items Created within the Classification Workspace	Specify a default location for items created within the Classifications Workspace. These items include Appearances, Classification Trees, Custom Views, and RM Classifications.
RM Classification Titling	Set whether to use titling for Managed Objects and what RM Classification to append them to. If titling is enabled, and a managed object has the **Use Titling** option selected, when users create a managed object and specify a Classification, the name of the RM Classification will be appended to the name or description of the managed object. The object name will appear in the language specified by the user or system. If no value is entered for the object name in the specified language, the default English value will be used.
Number of Search Results to Return	Specify the number of search results to return on one page.
File Number Separator	Specify a default character to display between file numbers for different RM Classification levels. Choose one of the following characters: • dash (-) • slash (/) • period (.) You cannot use two of the same separator characters in a row.
RM Classification Display Mode	Specify whether RM Classifications appear in List mode or Featured mode when browsing the Classifications volume. The *List* mode places items in a vertical list; *Featured* mode places items in a separate section of a container to make them stand out from other items.

Setting	This setting allows you to...
RSI and Holds Browsing	Set the mode for RSI and Holds browsing. This determines the behavior of the RSI and Holds pages when entered from the Records Management Workspace. In Standard Browse mode, the RSI and Holds pages will be automatically populated with the list of available RSIs or Holds. In Advanced Search mode, the user will be required to perform a search to list the available RSIs or Holds. If there is a large number of RSIs or Holds, the Advanced Search mode should be enabled.
Hide Icons	Choose which of the following icons are shown or hidden in browse view: • Official • Classified • Holds If the icons are displayed, users can click them and be directed to the **Records Detail** or **Holds** tab.
Records Management Actions in Browse View	Choose whether multi-select buttons appear for Records Management functions. The multi-select buttons appear only when users are in the Browse View of a container, and are used in conjunction with the multi-select check boxes. These buttons enable users to make changes to multiple items at one time. If there are several multi-select buttons, some of the functions may appear under the **More** menu. You can enable the following Records Management multi-select buttons: **RM Metadata**, **Apply Hold**, **Remove Hold**, **Apply Classification**, **Remove Classification**, **apply Cross-Reference**, **Finalize Record**.

To Change Default Settings for Records Management

To change the default RM settings:

1. On the **Enterprise** menu, click **Records Management**.
2. Click **Records Management Administration** > **System Settings**.
3. On the **Default Settings** tab, edit any settings as necessary and click **Submit**. For information about each Default Setting, see "Changing Records Management Default Settings" on page 10.

1.3.2 Changing Records Management Settings

You can change the following Records Management Settings:

Table 1-2: Records Management Settings

Setting	This setting allows you to...	Additional Notes
Add Inherited RM Classifications	Specify whether to add an RM classification inherited from a parent object to an item, in addition to the classification that has been selected.	This parameter is only available if the **Multiple Classifications** option is enabled. This option only applies when adding new items to a parent object. The default setting is No.
Multiple Classifications	Specify whether Content Server objects can have multiple Records Management Classifications or a maximum of one.	The default setting is No.
Hide the Option to Inherit RM Classification on Copy and Move	Permit users to choose whether RM Classifications are inherited from a parent object when they move or copy items.	If you hide the **Inherit RM Classification on copy and move** parameter, users will not have the option to choose how they want to inherit RM Classifications. Items that are moved or copied will inherit RM Classifications based on the default value that you specify in the **Inherit RM Classification on Copy and Move** parameter. The default setting is No.
Inherit RM Classification on Copy and Move	Specify whether RM Classifications are inherited when items are copied or moved.	The default is set to always inherit the RM Classification.

Setting	This setting allows you to...	Additional Notes
Fixed Retention	Enable the Fixed Retention functionality.	When this setting is enabled, the **Fixed Retention** check box will appear when users create or update an RSI schedule. If fixed retention is set on an RSI schedule, and the RSI is applied to a managed object, a date is calculated based on the schedule, which prevents the object from being deleted before the calculated date.
RSI Edit	Enable users other than a Records Manager to have access to changing RSIs.	The default setting is Yes.
Approve RSI Schedules	Specify whether RSI Schedules must be manually approved.	If this option is disabled, RSI Schedules are auto-approved. This setting is disabled by default, which means that RSI schedules do not require approval to be used. When an RSI has one or more schedules awaiting approval, the **Pending for Approval** icon  appears beside the RSI name.
Delete Workflow	Select and enable a Delete Workflow to be used for deleting Records Management classified objects.	The default setting is No.
Enable Items with Default Classification in Delete Workflow	Choose whether to initiate a Delete Workflow for items with a default Classification.	The default setting is No.
Delete Children	Permit users to delete objects that have children. If this option is not enabled, users cannot delete objects that have children.	The default setting is Yes.

Setting	This setting allows you to...	Additional Notes
Create Cross-Reference	Specify whether Cross-References should be automatically created when a managed object is copied.	The default setting is No. For Cross-References to be automatically created, the Records Manager must also specify a default code in the Cross-Reference table. For more information, see "Maintaining Codes" on page 6.
Enable Record Version	Choose whether Cross-References should be used to indicate record versions.	The default setting is No. If enabled, you must also select a default Record Version Code from the drop-down list. When this setting is enabled, the **New Record Version** parameter appears in the **Assign Cross-Reference** drop-down list on the **XReference** tab of an item's properties page. If enabled in the RM Fields setting, the **New Record Version** parameter is also available on the Add Item page for managed items.
Add Version to Object on Hold	Specify whether a version can be added to an object when it is on Hold.	The default setting is No.
Add Items to Container on Hold	Specify whether items can be created in, or copied and moved to a container that is on Hold.	The default setting is Yes, which allows items to be added to containers when they are on Hold. If this option is set to No and users attempts to add an item to a container on Hold, they will receive an error message.
Increase Max Number of Versions of Objects on Hold	Allows you to increase the maximum number of version of objects that are on Hold when the current maximum number of versions is reached.	The default setting is No.

Setting	This setting allows you to...	Additional Notes
Create a new RM Part	Allows you to control whether a new RM Part is automatically created when a RM Part is closed.	The default setting is No. If the system setting is changed to Yes, when an RM part is manually closed (on the **Specific** tab, or automatically closed through a disposition action process, a new RM Part is automatically created. This happens only when the parent RM Folder is not closed.
Audit User / Group Modifications	Enables you to control whether changes to users or groups are audited.	This corresponds to the RM_UserAudit database table, which can result in many entries. The default setting is Yes, which means any modifications to users or groups are captured in the audit trail.
Mark Official or Finalize Reserved Items	Specify whether items that are reserved can be marked official or finalized.	The default setting is Yes, which means you can mark items official or finalize items even when the items are reserved. If you set this option to No, reserved items cannot be marked official or finalized. If you apply to sub-items, any reserved sub-items will be skipped.

To Change Records Management Settings

To change Records Management settings:

1. On the **Enterprise** menu, click **Records Management**.
2. Click **Records Management Administration** > **System Settings** .
3. On the **RM Settings** tab, edit any settings as necessary and click **Submit**. For information about RM Settings, see “Changing Records Management Settings” on page 13.

1.3.3 Changing Disposition Settings

You can change the following settings related to Dispositions.

Table 1-3: Disposition Settings

Setting	This setting allows you to...
Disposition Reviewer	Specify the Disposition Reviewer that gets applied to items when they are returned in a Disposition Search. The following Disposition Reviewer options are available: • **None** – items are not sent for review. • **Owner** – items are sent to the items' owners for review. • **Owner Group** – items are sent to members of the item's owner group for review. • **User or Group** – items are sent to the user or group that you specify. • **Records Managers** – items are sent to the designated Records Managers group for review. The Records Manager group is specified on the **Functional Access** tab of the Records Management Administration System Settings page. For more information, see "Setting Functional and Privileged Access" on page 30. **Category Attribute** – items are sent to the user or group attribute applied to the item or the item's primary RM Classification for review. **Example:** If you select **Owner** as the Disposition Reviewer, all items returned in a Disposition Search will automatically be applied to the owner of the item for review. **Note:** The Disposition Reviewer settings configured in this section can be overridden by the settings configured for individual Disposition Searches.

Setting	This setting allows you to...
Default Disposition Review Decision	apply a default review decision to items that are returned in a Disposition Search. Review decisions can be set to *Approved* or *Pending*. **Note:** Records Managers can view Review Decisions in the audit log if the Administrator has enabled the **Records Management – Disposition Review** audit event.
Reject Review Decision Comments Required	Specify whether reviewers are required to provide a comment if they change the review decision to *Reject* for items in a Disposition Search.
Email Notification Sent for Overdue Review	Specify whether to send an email notification to first and second sets of reviewers to notify them when a Disposition Review is overdue.
Maintain Previously Rejected Review Decision	Identify items that were previously rejected in a prior Snapshot Disposition Review. This setting is disabled by default. If you enable this setting, any *Rejected* Review Decisions entered from the previous Disposition Search are maintained. If the same item is returned from the previous Snapshot, in which the Review Decision was set to *Rejected* or *Previously Rejected*, the current returned item's Review Decision will be automatically set to *Previously Rejected*. **Note:** This setting is only enforced when the Disposition Search's **Allow Multiple Snapshots** setting is selected. Actions cannot be performed on items with a Review Decision of *Rejected* or *Previously Rejected*.
Disposition Action Buttons	Choose which buttons appear on the Disposition Results page, and specify whether items are automatically given a Review Decision of *Rejected* when the corresponding action is performed. Available options are **Move**, **Apply Hold** and **Collect**.
Return Items on Hold in Disposition Search	Specify whether items on Hold are returned in a disposition search. This setting does not apply to Destroy or Delete Electronic actions because they are destructive processes that are blocked by a Hold.

Setting	This setting allows you to...
Action Items on Hold	Specify whether items on Hold will be actioned through the disposition process.
Choose box eligibility rules for being returned within a disposition search	Specify whether a box can be eligible for disposition actioning even if all of the box's contents are not eligible for the same action. **Note:** If multiple RM Classifications are enabled in the system, the **Return boxes that meet the disposition criteria even if some of the applied contents are not eligible for disposition action** option is automatically selected and the other options are unavailable.
Permissions Downgrade on Delete Electronic	Downgrade permissions on a Content Server object when performing a Delete Electronic Disposition action. Downgrading permissions when performing the delete action allows permissions to be downgraded to See Contents for all users except the Records Manager group for the object, which has full permissions to the object.
Document Processing on Disposition Destroy	Choose whether documents you destroy through disposition actions are moved to the Recycle Bin. If you choose not to move document to the Recycle Bin, the documents will be deleted and unrecoverable.
Processing of Generationed Items on Disposition Destroy and Delete Electronic	Choose whether items that have generations should be destroyed or deleted through a disposition action.
Processing of Locked Items on Disposition Destroy and Delete Electronic	Choose whether items that are locked should be destroyed or deleted through a disposition action.
Auto Processing	Choose whether to display the Auto Process Search Results check box on the Specific page for a disposition search. Hiding the check box ensures that disposition search results are never automatically processed.
Apply Disposition Action to Sub-Items	Choose whether a Disposition action on a container is also applied to its sub-items. When set to Yes, and a Change Status, Mark Official or Finalize Record Disposition action is made to a container, the action will also be applied to the container's sub-items.

Setting	This setting allows you to...
Export with Children	Choose whether to export disposition metadata with all children or only the returned object. Document content can also be exported; the latest version of the document is exported.
Destroy Managed Objects (Content) When Destroying RM Classifications From Dispositions	Allow users to destroy RM Classifications (including RM Folders and RM Parts) that contain managed objects and objects with RM Classifications applied to them. When this parameter is set to **Yes**, and you destroy an RM Folder or RM Classification, the contents within are also destroyed. This functionality is only available when performing a Disposition Destroy. This functionality is different from the normal RM Classification deletion process – which does not allow you to delete an RM Classification when it is applied to a managed object.
IRCH Retention Manager Reminder Message	Display the IRCH reminder message when viewing dispositions.
Maximum Retention	Choose whether to display the **Maximum Retention** field on Disposition searches and RSI Schedules. If you click **No** and Maximum Retention is already being used, the setting will be disregarded. If set to **No**, and Maximum Retention is not currently in use, the **Maximum Retention** field will *not* be displayed on the following pages: Create RSI Schedule, Edit RSI Schedule, Disposition Specific tab, View Schedules.
Advanced Search Query Filter	Permit users to filter disposition search results based on a saved query using the Advanced Search functionality.
Send to Disposition	Enable Records Managers to send the results of an Advanced Search to a disposition. When enabled, the **Send to Disposition** button appears on the Results page of an Advanced Search.
Purge Superseded Versions	Enables versions to be purged a number of years after being superseded by another version. For example, if the rule states to purge a version 5 years after it is superseded by another version, and the most recent version is from 1980, the version cannot be deleted until 5 years after it is superseded by another – even though 5 years have passed.

Setting	This setting allows you to...
Disposition Action Warning Message	Enables a warning message to display prior to performing a Disposition action on items that have a future calculated date.

To Configure Disposition Settings

To configure Disposition settings:

1. On the Enterprise menu, click **Records Management**.
2. Click **Records Management Administration** > **System Settings**.
3. On the **Disposition Settings** tab, edit settings as necessary and click **Apply** or **Submit**. For information about Disposition Settings, see “Changing Disposition Settings” on page 17.

1.3.4 Importing and Exporting Records Management Items

Table Maintenance Codes, RSIs and RSI Schedules, and RM Classification Terms

You can import table maintenance codes, RSIs and their schedules, and RM classification terms from an XML file. The Import RSIs function will update existing RSI schedules and add new RSIs or schedules to the new instances. You can also export these items to an XML file. An **Update Existing Records Management Codes** option is available, which allows the system to update existing objects with proper descriptions and other metadata that may have been changed or created by the system when the objects were moved. This may happen when items are transported and the system creates the required codes because they did not exist in the target system at the time the items were moved.

When you export Classifications, RM Classifications, RM Folders and Parts, and Provenances with multilingual metadata in the Name and Description fields, that information is captured and included in the XML export file that is generated. When you import the objects to a new system, the multilingual metadata is imported in the same way as other objects. Only multilingual metadata languages that are enabled or supported in the target system are imported for objects containing multilingual metadata. For example, if the target system is configured to support English and French, and the XML import file contains German multilingual metadata, only the English and French multilingual metadata is imported. For more information about the Multilingual Metadata Editor, see *OpenText Content Server - Get Started (LLESRT-UGD)*.

If you are importing RSIs and RSI schedules, you have the option to update existing RSIs and schedules upon import. If you select this option, the following rules apply:

- When importing RSIs, supporting metadata that does not already exist is created.

- If the **Delete schedules that do not exist in the XML import file** check box is selected, schedules that are not in the import file will be deleted. This only applies to RSIs that are being imported. If an RSI is not in the import file, its schedule will not be deleted.
- If an RSI has been renamed, the import will treat it as a new RSI.
- Updates that are made during an import process are included in the audit trail.

In conjunction with the IRCH Retention Manager, you can import Record Series and Record Retention Schedules and map them to RSIs and schedules in Content Server.

Records

If your Administrator has enabled DoD settings, you can use a Disposition Search to export documents and folders (with documents) as part of a transfer. Once the transfer is completed using the Disposition process, the exported items are transformed from a Content Server XML schema to the DoD XML schema. When this transformation is complete, you can then import the DoD XML schema back into a location in Content Server. For more information about creating a disposition search, see “Managing Disposition and Accession Searches” on page 52.

Importing the DoD compliant XML file back into Content Server allows you to create new Categories and apply them to the imported objects. If the imported files contain information that the items were classified, the managed objects will also have the Classification applied to them. The imported objects will have the status code applied that was specified in the last Disposition action.

Transporting System Settings

The Transport feature in Content Server enables you to move items, including the item’s metadata, from a source system to a target system. Managed objects can be moved between systems, and you can export Records Management system settings using an XML file. Once the settings are saved to an XML file, you can import the file to the target system. Doing so allows you to add managed objects to a target system with all of the system settings applied. For more information about the Transport feature in Content Server, see *OpenText Content Server - Transport (LLESTRP-UGD)*.

Note: The XML file that contains the system settings must accessible from the target system. If the XML file is stored in Content Server, you should download it before beginning the import process.

When you import the XML file, all system settings will be overwritten with the values from the file.

To Import Table Maintenance Codes, RSIs, or RM Classification Terms

To import table maintenance codes, RSIs, or RM classification terms:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Import/Export** link.
4. On the Records Management Import/Export page, click one of the following links:
   - **Import Table Maintenance Codes**
   - **Import RSIs**
   - **Import RM Classification Terms**
5. If you are importing table maintenance codes, do the following:
   - On the Import page, click the **Browse** button in the **Import XML Records Management Codes** section, navigate to the XML file, and then click the **Open** button.
   - To update Records Management codes, select the **Update Existing Records Management Codes** check box.
6. If you are importing RSIs, do the following:
   - On the Import page, click the **Browse** button in the **Import RSIs** section, navigate to the XML file, and then click the **Open** button.
   - Select the **Update Existing RSIs and Schedules** check box to update RSIs and schedules upon import.
   - Select the **Delete schedules that do not exist in the XML import file** to remove files that are not in the XML file that you are importing.
7. If you are importing RM Classification Terms, do the following:
   - On the Import page, click the **Browse** button in the **Import XML RM Classification Terms** section, navigate to the XML file, and then click the **Open** button.
   - Click the date the file name is imported in the **Start Date** drop-down list.
   - Type the origin of the terms in the **Source** field; for example, the name of the file creator.
8. Click the **Import** button.

To Export Table Maintenance Codes, RSIs, or RM Classification Terms

To export table maintenance codes, RSIs, or RM classification terms:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Import/Export** link.
4. On the Records Management Import/Export page, click one of the following links:
   - **Export Table Maintenance Codes**
   - **Export RSIs**
   - **Export RM Classification Terms**
5. On the Export page for the item, type a file name in the **Export File Name** field.
6. Click the **Export** button.

Note: The XML file that is created is saved to the temp folder of the Content Server installation and the Personal Workspace for the user.

To Import IRCH Retention Manager Record Series And Record Retention Schedules And Map Them to RSIs And Schedules

To import IRCH Retention Manager Record Series and Record Retention Schedules and map them to RSIs and schedules:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Import/Export** link.
4. On the Records Management Import/Export page, click the **IRCH Retention Manager Import** link.
5. On the IRCH Retention Manager Import page, do the following:
   - Click the **Browse** button next to the **Linkrr.txt** field, navigate to the Linkrr.txt file, and click the **Open** button.
   - Click the **Browse** button next to the **Linkrs.txt** field, navigate to the Linkrs.txt file, and click the **Open** button.

   Note: The files you import must be named Linkrr.txt and Linkrs.txt.

6. Click the **Import** button.

7. On the IRCH Retention Manager Mapping page, click a stage in the **Stage** drop-down list.

8. Click an RSI status in the **RSI Status** drop-down list.

9. If IRCH events display in the **Event Conditions** section, click any Content Server status codes in the corresponding lists to map to each item.

10. In the **Fiscal Year End** section, type the end month in the **Month** field, and then type the end day in the **Day** field.

11. Click the **Continue** button. When the mapping is complete, the IRCH Mapping Status page displays.

To Import Records:

To Import Records:

Note: DoD must be enabled by your Administrator in order to import records back to Content Server. If DoD is not enabled, the option to Import Records is not available.

1. In the email you receive after you have run the Disposition Search, click the **here** link to continue the transfer of exported items.

   Note: You can also continue the transfer process by clicking **Continue Transfer** from the Disposition Snapshot's **Functions** menu.

2. On the Continue DoD Transfer page, select the check box for each attribute within a Category that is applied to an exported object for which you want to apply an XML element name, and then click the **Continue** button.

3. On the Export Transform Success page, note the location of the transformed files so you can collect the files and copy them to an external location or disc, if necessary.

   Optionally, return to the Disposition Snapshot and click the **Perform Actions** button to destroy the objects.

4. In the Records Management Workspace, click the **Records Management Administration** link.

5. On the Records Management Administration page, click the **Import/Export** link.

6. On the Records Management Import/Export page, click the **Record Import** link in the **Import** section.

7. On the Record Import page, type the absolute path to the folder location on the Content Server where the DoD compliant XML import files are located, and then click the **Continue** button.

8. On the Import Mapping page, specify the default values for the mandatory RM Classification fields, the locations in Content Server where you want managed objects and RM Classifications created, and map DoD metadata to existing Records Management codes.

9. Select the check box for each Property for which you want a new Category created. The Property is Organization defined metadata. For each Property you select, a new Category is created and applied to the imported objects.

10. Click the **Import** button.

To Import and Export System Settings

To export Records Management system settings:

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Import/Export** link.
4. In the **Export** section, click the **Export RM System Settings** link.
5. In the **Export File Name** field, type a name for the file, including an xml extension. For example, `RMSettings_export.xml`.
6. Click **Export**.

   Note: The XML file will be saved to the user's `temp` directory, and also to the current user's Personal Workspace.

To Import Records Management system settings:

Note: The XML file that contains the system settings must accessible from the target system. If the XML file is stored in Content Server, you should download it before beginning the import process.

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Import/Export** link.
4. In the **Import** section, click the **Import RM System Settings** link.
5. In the **Import Records Management System Settings** section, click the **Browse** button, navigate to the XML file you want to import, then click **Open**.
6. Click **Import**.

1.3.5 Setting Access Permissions Behavior

The **Access Permissions** tab allows you to do two things:

- Define if and how permissions change when an object is *classified* or *marked official*.
- Set the minimum permissions that users require to mark an item official, remove the official marking, or finalize a record.

You can select from the following settings to define the permissions behavior when an object is *classified* or *marked official*:

Access restriction setting	Behaviors when an object is classified	Behaviors when an object is marked official
Use existing access restrictions	The object's Access List permissions do not change.	Downgrades permissions to *See, See Contents* for existing users/groups on the Default Access list and applied Access list. The Records Manager group is added to the object's applied Access list with full permissions.
Add to applied Access list	Adds the permissions from the RM Classification Access List to an object's existing Access List permissions.	Adds the users/groups from the Primary RM Classification applied Access List to the object's existing applied Access List, and then downgrades the permissions to *See, See Contents*. The Records Manager group is added to the object's applied Access list with full permissions.
Replace applied Access list	Removes an object's existing Access List permissions and replaces them with the RM Classification Access List permissions.	Removes the users/groups from the object's existing applied Access List permissions, replaces them with the Primary RM Classification applied Access List, and then downgrades the permissions to *See, See Contents*. The Records Manager group is added to the object's applied Access list with full permissions.

Note: Permission downgrades are applied, and the Records Manager group added to the applied Access list, only to managed object subtypes that have the **Downgrade Permissions** setting enabled.

To Set Access Restriction Behavior

To set access restriction behavior:

1. On the Enterprise menu, click **Records Management > Records Management Administration > System Settings**.
2. On the System Settings page, click the **Access Permissions** tab.
3. Click one of the following radio buttons in the **Classify** and **Mark Official** sections:

   - **Use existing access restrictions**
   - **Add to applied Access list**
   - **Replace applied Access list**

   For a description of the settings, see "Setting Access Permissions Behavior" on page 27.
4. In the **Permissions** section, select the check box for each permission type that users must have to mark an item official, remove the official marking, or finalize a record.
5. Click the **Submit** button.

1.3.6 Specifying Records Management Fields

Configuring Records Details Fields

You can configure the fields that appear on the Add Item Page and Records Detail Tab, and specify which fields are required. If you designate a field as required on the Add Item Page, users must enter information into the required field when they add a managed object to Content Server. If you designate a field as required on the Records Detail tab of a managed item, the item must be classified. Users can enter information into the required field or the Classification can be inherited from a parent object or defined as the default Classification.

Note: By default, all check boxes in the **Show** column are selected. To hide a field from the Records Details page, clear the corresponding check box.

The following fields can be configured:

- **Record Date**
- **Record Type**
- **Status**
- **Status Date**
- **Received Date**

- **Essential, Cycle Period and Next Review Date**
- **Mark Official**
- **Storage Medium**
- **Accession**
- **Subject**
- **RSI**
- **Author or Originator**
- **Addressee(s)**
- **Other Addressee(s)**
- **Originating Organization**
- **Records Officer**
- **Records Manager Group**

Configuring Required RM Classification Fields

You can select which RM Classification fields are required. If these fields are selected, users will be required to enter information into the fields when adding objects. The following RM Classification fields are available:

- **File Number**
- **Creation Date**
- **Status**
- **Status Date**
- **Essential**
- **Storage Medium**
- **Disposition Authority**
- **Cycle Period**
- **RSI**
- **Subject**
- **Keywords**

Including a Cross-Reference on the Add Item Page

When enabled, the Cross-Reference functionality appears on the Add Item page and allows users to create a Cross-Reference from the item they are adding to another item in Content Server. The setting to enable the Cross-Reference functionality is available on the Configure Records Management Fields page.

To Configure Records Management Fields

To configure Records Management Fields:

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management Administration page, click the **System Settings** link.
3. On the System Settings page, click the **RM Fields** tab.
4. In the **Configure Records Details Fields** area of the Configure Records Management Fields page, select the check box for each field you want to appear on the Add Item page or on the Records Detail tab, and then select the check box in the **Required** column for each field you want designated as required.
5. In the **Configure Required RM Classification Fields** area, select the check box for any RM Classification field that you want to designate as a required field.
6. In the **Include Cross-Reference on Add Item Page** area, select the **Cross-Reference** check box to allow users to add a Cross-Reference on the Add Item page when they are adding a managed object to Content Server.
7. Click the **Submit** button.

1.3.7 Setting Functional and Privileged Access

Table 1-4: Functional Access Settings

Setting	This setting allows you to...	Additional Notes
Records Managers	Specify how multiple Records Manager groups are selected for managed objects.	For more information about using multiple Records Manger groups, see “Applying Multiple Records Management Groups” on page 38.
Records Officers Group	Designate a group as a Records Officers group. In addition to their standard user permissions, users in this group approve deletions in a Delete Workflow and can create a third level of Records Management Classifications.	
User Picklists	Choose whether User Picklists are automatically updated when classifying objects, specify users that should not have their User Picklist automatically updated when classifying objects, and allow group picklists to be created for specific users.	

Functional Access	Specify whether Record Management actions are filtered by functional access.	
Global Functional Access Group	Designate a group as being the Global Access group. When a Global Functional Access Group is defined, specific functions can be applied to the group, and all applied functions will be added to every user in Content Server.	The Global Functional Access Group can be designated even if no users or groups are applied to it. Once a function is set in the Global Functional Access Group, it cannot be removed or further restricted in other non-Global Functional Access Groups.

You can apply privileged users access to specific Records Management metadata fields. For example, you can apply rights for a user to update the status of a managed document, whether or not the user has Modify permissions on the same document.

Privileged access allows for the update of specific Records Management metadata fields by users having only See Contents access control permissions to a managed object. Privileged access applied to a group is not a global setting, but instead is applied to individual RM Classifications (via their Additional Rights/Privileged settings) so that only managed objects classified against these RM Classifications will allow privileged access.

RM functional access prevents users from updating specific Records Management metadata fields. Normally, users must have a minimum of the Modify Access Control permission to use these functions. You can change the settings to allow users who have only the See, See Contents permission to use these functions. Records Management functional access is applied to individual Groups (via their Group Access settings).

Note: If you allow users with only See and See Contents permissions to apply or remove RM Classifications and have enabled the Titling feature to append to the Name field, the titling will not function if a user with See and See Contents permissions applies or removes an RM Classification. The updating of a Name field of an object requires users to have the Modify Rights permission.

When users update metadata on the **Records Detail** tab, the Modify Date does not get changed to the current date by Records Management, except when Thesaurus Titling is turned on and the item is reclassified, or when an electronic record is deleted from a Disposition. The Modify Date may be updated to the current date by Content Server, depending on whether the setting to update the Modify Date when permissions are changed is enabled.

Applying RM Classification Metadata to Sub-items and Classified Items

When you set functional access, you can specify how RM Classification metadata changes are applied to sub-items and classified items. On the **Specific** tab of an RM Classification Properties page, users are provided with the following options for how they want RM Classification metadata applied:

- **Apply changes to current item only**
- **Apply changes to current item and sub-items**
- **Apply changes to current item, sub-items and classified items**
- **Apply Records Managers Group to classified items that are marked Official**

  Note: This option is available only if the **Records Managers** parameter is set to **RM Classification** and users update the Records Manager Group.

Note: If you want to enable the **Apply Records Managers Group to classified items that are marked Official** parameter, you must also enable the **Apply changes to current item, sub-items, and classified items** parameter.

To Set Functional and Privileged Access Permissions

To set Functional and Privileged Access permissions:

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link, and then click the **System Settings** link on the Records Management Administration page.
3. On the System Settings page, click the **Functional Access** tab.
4. In the **Records Managers** area, click the **Owner Department**, **Owner Group**, or **RM Classification** radio button to determine how multiple Records Manager groups are selected for managed objects.
5. In the **Records Officers Group** area, click the **Select Group** button, navigate to the group to which you want the Records Officers group permissions applied, and then click its **Select** link.
6. In the **User Picklists** area, do the following:
   - In the **Update User Picklist** section, click the **Yes** radio button to enable User Picklists to be automatically updated when classifying objects.
   - In the **User Exclusions for User Picklist** section, click the **Set Users** button, then select any users for which you do not want their User Picklist updated when classifying objects.
   - In the **Add User** section, click the **Yes** radio button to allow Group Picklists to be created for specific users.

7. In the **Functional Access** area, click the **Yes** radio button to allow Records Management actions to be filtered by functional access.

8. In the **Global Functional Access Group** area, click the **Select Group** button, navigate to the group to which you want functional access settings applied, and then click its **Select** link.

9. In the **Configure Records Management (RM) Functional Access** section, use the left and right arrows to add or remove functions for users with the *See*, *See Contents* permission.

10. In the **Configure Records Management (RM) Privileged Access** section, click the **apply** link in the **Actions** column for the function you want to apply.

11. On the Privileged Access for Managed Objects page, navigate to the Group for which you want privileged access applied, select the **Add/Remove** button for the group, and then click the **Update** button.

12. Click **Submit**.

1.3.8 Enabling Notifications for Vital Records and Setting Email Options

You can enable an email notification to be sent when a Vital Record is due for a review. You can choose to have the email sent to the Records Manager of the records or to the owner of the records.

To Enable Notifications

To enable Notifications:

1. Click **Records Management** on the **Enterprise** menu.

2. On the Records Management Administration page, click the **System Settings** link.

3. On the System Settings page, click the **Notifications** tab.

4. In the **Notification Enabled** area, click the **Yes** radio button to enable notifications to be sent when records are due for review.

5. In the **E-mail Recipient** area, click a radio button to determine whether notifications are sent to the Records Manager of the records or the owner of the records.

6. Click the **Submit** button.

1.3.9 Configuring Metadata Inheritance Options

On the **Metadata Inheritance** tab, you can select which Records Management metadata will be inherited during a copy or move operation, and which metadata will be added to classified items during a reclassification or metadata update. The following metadata can be chosen:

- Status
- Status Date
- Essential
- Storage Medium
- RSI
- Mark Official

Note: When multiple Classifications are turned on, metadata is not inherited from Classifications to managed objects.

To Configure Metadata Inheritance:

1. Click **Records Management** on the **Enterprise** menu.
2. In the Records Management Workspace, click the **Records Management Administration** link, and then click the **System Settings** link.
3. On the Records Management Administration page, click the **Metadata Inheritance** tab.
4. In the **Configure Metadata Inheritance from new parent** section, select the check box next to each piece of Metadata that you want inherited from the parent object on a copy or move operation. This can be applied to classified objects or RM Classifications.
5. In the **Reclassification** and **Metadata Update** columns (for Classified Objects), and the **Metadata Update** column (for RM Classifications) in the **Configure Metadata Inheritance on reclassify or metadata update** section, select the check box next to each piece of metadata that you want pushed to classified items.
6. Click the **Submit** button.

1.3.10 Finalizing Records

The **Finalize Record** tab provides functionality to mark an item as *official*. This tab also allows you to choose additional actions that are performed on items when the Finalize Record function is performed. The following actions are available:

- **Purge all Versions**, which runs the process that purges previous versions of the item.
- **Destroy Locked or Generationed Items**, which destroys items that are locked or have Generations. The Generations of the item are also destroyed when this option is enabled.

  Note: The **Destroy Locked or Generationed Items** setting can only be enabled if the **Purge all Versions** setting is also enabled.

  If a user does not have permission to purge Generations, or if the Generation is on Hold, the Finalize Record action will fail. A message appears with the reason why the action failed.
- **Update Record Date**, which changes the existing Record Date to today's date.
- **Update Status**, which allows you to choose a status to apply to the item.

  If the **Update Status** parameter is updated using the Finalize Record function, the item's ACL permissions are also updated if the Status code is configured to update ACL permissions. For more information about ACL permissions, see *OpenText Content Server - Get Started (LLESRT-UGD)*.
- **Make Rendition**, which creates Renditions of versionable items when the Finalize Record action is performed. Renditions of managed items are created based on all applicable Rendition rules, with the exception of globally designated rules. If any errors occur when Renditions are created using the Finalize Record functionality, they are captured in the Rendition's error log file.
- **Prohibit Finalize Record for Minor Versioned Documents**, which allows you to prohibit a document with a minor version as its most recent version from being finalized. This option is disabled by default. Enable this option *only* if you want to finalize a document with a major version as its most recent.

Note: The functionality on the **Finalize Record** tab is controlled by Access Permissions. To verify the minimum level of permissions that are required to perform the functions on this tab, click the **Access Permissions** link. For more information about Access Permissions, see "Setting Access Permissions Behavior" on page 27.

You can finalize records from the Browse View of a workspace, Search results, or a Collection using the **More Actions...** list, or you can use the **Finalize Record** option on the item's **Functions** menu if it is available.

The **Finalize Record** is also displayed for returned items that are applied to an RSI stage with **Finalize Record** specified as the default disposition action.

Notes

- The **Finalize Record** function is only available in the Browse View, Disposition Search results, Collections, and on an item's **Functions** menu if it is enabled by the Records Management administrator.
- Depending on the RM Settings, you may not be able to finalize records that are reserved.

To Configure Finalize Records Settings

1. On the **Enterprise** menu, click **Records Management**.
2. On the Records Management Administration page, click **System Settings**, and then click the **Finalize Record** tab.
3. On the Administration Finalize Record page, click **Yes** to enable the **Purge all Versions**, **Destroy Locked or Generationed Items**, or **Update Record Date** options.
4. In the **Update Status** list, select a value to apply to the item when it is finalized.
5. In the **Prohibit Finalize Record for Minor Versioned Documents** section, click **Yes** to prohibit the item from being finalized if the most recent version is a minor version.
6. Click **Submit**.

Tip: If you have the proper permissions, you can finalize multiple records at one time in the Browse View of a workspace by selecting the check box for each item, clicking the **Finalize Record** button, and then clicking **Finalize**. If the Records Manager has enabled it, you can also finalize records in the Browse View of a workspace, Disposition Search result, or Collection, and also by clicking **Finalize Record** on the item's **Functions** menu.

1.3.11 Configuring Email Templates

The Email Templates tab allows you to select the email template and define additional content to be included in the emails that are generated for Records Management and Physical Objects activities.

The following email templates are available:

- **Disposition Search Results** – which sends a notification when a Disposition Search is complete. The notification is sent to the user performing the search, as well as the recipients on the Notification tab.
- **Disposition Search First Review** – which notifies the first set of reviewers that the Disposition Search is complete and results are ready for review.
- **Disposition Search Second Review** – which notifies the second set of reviewers that the Disposition Search and the first review of the Disposition Search results are complete, and that the results are ready for review.

- **Disposition Action Results** – which notifies the user performing the Disposition actions that those actions are complete.
- **Vital Records Review** – which sends a notification to the owner or Records Manager of vital records that are due for review.
- **Send to Disposition** – which sends a notification to the user who sent the results of the Advanced Search to a Disposition.
- **Disposition Search Review Overdue** – which sends a reminder to reviewers when a Disposition Search review is overdue.
- **Send to Disposition Error Message** – which sends a notification, to the user who sent the results of the Advanced search to a Disposition, when an error occurs.

When you click an Email Template, the editor opens within the tab. You can change the MIME Type, the subject that appears in the generated email, and modify the content in the body of the email using standard formatting tools and options. The **Insert replacement tag** drop-down list allows you to insert additional criteria to include in the body of the email. You can also click the **Restore system default** button to cancel any changes you have made and return to the default template options.

Email templates can be maintained in different languages. The languages that appear in the **Language** list depend on which language packs are installed for Content Server. The default language applied to Content Server appears by default.

To Configure Email Templates

To configure Email Template options:

1. On the **Enterprise** menu, click **Records Management**.
2. On the Records Management page, click the **Records Management Administration** link, click the **System Settings** link, and then click the **Email Templates** tab.
3. On the Email Templates tab, click a template in the **Select Template** list.
4. Select the language you want the email to be created in from the **Language** list.
5. When the editor opens, select the **HTML** or **Text** MIME Type for the email.
6. Make any desired changes to the template, and then click **Submit**.

Tip: To see how the email will appear to a recipient of the notification, click the **Preview** button.

1.3.12 Applying Multiple Records Management Groups

You can designate more than one group with functionality at the level of Records Managers. Each group that is selected will have access to the Records Management Workspace. This functionality allows larger companies with many different divisions to have specialized Records Managers for each division. The model for this functionality is based on Content Server users and Groups.

Example: The Finance group may have a subgroup called RMFin, and this group may contain the users that have records-management duties. Similarly, the Human Resources group may have a subgroup called RMHR, which has users with records-management duties. When used in conjunction with the Mark Official end-user feature, the ability to designate multiple records-managers groups allows you to spread Records Management duties across departments and groups within your organization.

The **Records Detail** tab of a managed object shows what group is considered the Records Manager group for the object; however, by default, nothing is changed on the ACL list until the object is Marked Official. When an object is Marked Official, the system looks at the ACL list to determine who is listed as the Owner of the object; the system then determines the Default group of the owner. If multiple Records Manager groups are in use, the Records Manager group for the Default group of the Owner is applied to the object. That Records Manager group then has full rights to the object. If the Default group does not have a Records Manager group applied, the default Records Manager group is added to the object with full permissions. The default Records Manager group is specified in the Records Management Administration pages.

The following standard ACL Permissions will map to the read/write permissions:

- See – None
- See\See Content – Read
- Modify – Write
- Edit – Administer

Organizations can change the default behavior of how Records Manager groups are applied to objects when they are Marked Official in the System Settings of the Records Management Workspace. The following options are available:

- **Choosing Owner Department**, which is the default behavior. When this option is selected, the Records Manager group applied to the Default group of the Owner of an object is applied to the object when it is Marked Official. This default functionality is described above.
- **Choosing Owner Group**, which uses the object's Owner Group to determine which Records Manager group to apply to the object. If the Owner Group does not have a Records Manager group applied, the default Records Manager group (as specified in the Records Management Administration pages), is added to the object with full permissions.
- **RM Classification**, which bases the Records Manager group on the object's applied primary RM Classification. When this option is selected, users can

choose the Records Managers group when they create an RM Classification, on the Add Item page. A check box also appears on an existing RM Classification's **Specific** tab, allowing users to apply a Records Managers group to classified items that are already Marked Official. If multiple RM Classifications are enabled in the system, the check box does not appear and no changes are made to classified official items.

To apply Multiple Records Management Groups to a Content Server Base Group

To apply a Records Managers Group to a Content Server base group:

1. Click **Records Management** on the **Enterprise** menu.
2. In the Records Management Workspace, click the **Records Management Administration** link, and then click the **Multiple Records Managers Groups** link.
3. On the Select Group for Records Managers page, specify search criteria and then click the **Find** button.
4. Click the **Add** link in the **Actions** column for a group.
5. On the Select A User page, click **Group Name** in the **Find** drop-down list, specify any other criteria, and then click the **Find** button.
6. Click the **Select** link for a group.

1.4 Retaining And Disposing of Electronic Records

Records Management lets you manage Record Series Identifiers and Record Series Identifier Schedules. You can also use Records Management to perform Disposition and Accession Searches, and process Disposition Search results.

1.4.1 Managing Record Series Identifiers

A Record Series Identifier (RSI) is a method for applying retention and disposal information to electronic records. When creating an RSI, you can specify the following RSI details:

- **RSI**, which is the code used to represent the Record Series Identifier.
- **Title**, which is the RSI title for the RSI code.
- **Description**, which is a description for the RSI, with a maximum of the 2000 characters.
- **Subject**, which can be optionally used to store additional metadata for the RSI, such as the group of records the RSI will be applied to, or the scope notes describing the subject matter of the RSI.
- **Status**, which is the status of the RSI.

- **Status Date**, which is the date the RSI status became valid. The Status Date corresponds to a value from the RSI Status table.
- **Under Disposition Control**, which determines whether the RSI will be under disposition control. If you enable the **Under Disposition Control** parameter, objects with the RSI applied to it will not be deleted. This parameter is disabled by default.

Note: If you put an RSI under disposition control, any items applied to the RSI cannot be deleted, except from the dispositions.

New status codes can be added in Table Maintenance. For information about table maintenance, see “Maintaining Codes” on page 6.

Once you create RSIs, you can apply a justification to them. A justification is the reason an RSI is created. You can also remove a justification from an RSI.

Note: You can only apply justifications to an RSI if your administrator has enabled you to apply justifications to an RSI; if your administrator has not enabled this option, you will only be allowed to apply RSIs to RM Classifications.

You can also view the Approval Information of an RSI, if your Administrator has enabled this functionality. If your Administrator has not enabled this functionality, the Approval Information option will not appear on the **Functions** menu. The RSI Approval process forces users to approve a schedule before it can be used. When a schedule is approved, the approval information is stored in the database. The RSI Approval Information is useful to Records Managers and other users who want to view information for RSIs. For example, if the purpose of a particular stage is to change the status of items, but the stage was set to destroy, and was approved to destroy the items, a Records Manager may be interested in knowing which users destroyed or approved the destruction of the managed items before the specified destruction date.

When an RSI has one or more schedules awaiting approval, the **Pending for Approval** icon appears beside the RSI name. RSIs with schedules that are pending approval can still be applied to Classifications or applied to managed records; they cannot be used to run Disposition Searches.

Note: When the Use Approval Process is disabled, schedules are available for immediate use and do not require approval. The **Pending for Approval** icon does not appear for RSIs when the Approval Process functionality is disabled.

The RSI Approval Information page provides you with the following information:

Table 1-5: RSI Approval Information

Approval Information	Description

Stage	The name of the stage that appears on the schedule. If an RSI has more than one of the same stage, it is processed by the disposition, even if the remaining instances of the same stage on an object are not met. Items should only meet one of the stage's criteria, so that when the criteria is met, the item is processed. If an item meets the criteria of more than one of the same stage, it will be returned multiple times on the Disposition Results page, and whatever action was performed is listed.
Approved By	The user who approves the schedule. The user indicated is not always the user who performed the action in Content Server.
Approved Date	The date the user approved the schedule.
Approval By	The user who approved the schedule.
Approval Date	The date the user approved the schedule.
Approval Comment	The comment that last appeared on the Update Approval page.
Max Period	If the Max Period check box is selected when a schedule is created or edited, a blue check mark will appear in the Max Period column on the RSI Approval Information page.

To Create an RSI

To create an RSI:

1. Choose **Records Management** on the **Enterprise** Menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click **RSI** on the **Add Item** menu.
4. On the Add RSI page, type a name for the RSI in the **RSI** field.
5. Optional Specify a title, description, and subject for the RSI by typing it in the appropriate fields.
6. Click a status for the RSI in the **Status** drop-down list.
7. Optional Select the **Under Disposition Control** check box to prevent items with the RSI applied to them from being deleted.
8. Click the **Add** button.

To Modify an RSI

To...	On the RSI page, click the link for an RSI, and then do the following on the Specific tab...
Remove an RSI from search results	Select the **Discontinue** check box, click a date in the drop-down lists in the **Discontinue Date** section, and then click the **Update** button.
Edit an RSI	Modify any of the settings, and then click the **Update** button.

Note: Removing an RSI from search results does not affect a user's ability to select the RSI for a disposition search or for RSI browsing.

To Delete an RSI

To delete an RSI:

1. On the **Enterprise** menu, click **Records Management**.
2. In the Records Management Workspace, click the **RSI** link.
3. On the RSI page, select the check box next to each RSI that you want to delete, and then click the **Delete** button.
4. Click **OK** in the dialog window that appears.

Tip: You can also delete RSIs by clicking the RSI's **Functions** icon, and then clicking **Delete**.

To apply a Justification to an RSI

To apply a justification to an RSI:

1. Choose **Records Management** on the **Enterprise** Menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click the link for an RSI.
4. On the Specific Info page, click the **Justifications** tab.
5. On the Justifications page, click **Justification** on the **apply New** menu.
6. On the Search Justifications page, click one of the following in the drop-down list:

   - **Jurisdiction**, which lets you search by the jurisdiction field of justifications
   - **Description**, which lets you search by the description field of justifications

- **Citation**, which lets you search by the citation field of justifications

7. Click the **Search** button.
8. In the list of search results, select the check box next to each justification you want to apply.
9. Click the **apply Justifications** button, and then click the **Update** button.

To Remove a Justification from an RSI

To remove a justification from an RSI:

1. Choose **Records Management** on the **Enterprise** Menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click the link for an RSI.
4. On the Specific Info page, click the **Justifications** tab.
5. On the Justifications page, click the **Remove** link for a justification.

To View RSI Approval Information

To view RSI approval information:

1. Click **Records Management** on the Enterprise Workspace.
2. In the Records Management Workspace, click the **RSI** link.
3. On the RSI page, click the **Functions** icon of the RSI for which you want to view the approval information, and then click **View Approval Information**.

Note: The View Approval Information option on the Functions icon only appears if your Administrator has enabled it.

1.4.2 Searching for Records Series Identifiers

You can perform standard and advanced searches for Record Series Identifiers (RSIs) to apply them to classified objects, RM Classifications, and Dispositions. If Records Management is configured for advanced search capabilities, you can construct complex queries based on RSI values, keywords, RSI status codes, or any combination of these.

Once you have applied RSIs to Content Server objects, you can view a list of the objects for each RSI.

To Perform a Standard Search for an RSI

To perform a standard search for an RSI:

1. Click **Search RSI** in the **Select RSI** drop-down list.
2. On the Select RSI page, click the **Select** link for an RSI.

To Perform an Advanced Search for an RSI

To perform an advanced search for an RSI:

1. Click **Search RSI** in the **Select RSI** drop-down list.
2. On the Select RSI page, do any of the following:
   - Type an RSI value in the RSI field.
   - Click **Keyword** in the **Attributes** drop-down list, and then type a keyword in the **Keyword** field.
   - Click **Status** in the **Attributes** drop-down list, and then click an RSI status code in the **Status** drop-down list.

   Note: Once you click an attribute in the **Attribute** drop-down list, Content Server displays a search field that corresponds to the attribute and removes the attribute name from the **Attributes** drop-down list.

   Optionally, click a **Duplicate** button, and then click a Boolean operator in the drop-down list to specify the relationship between multiple attribute values.

   Optionally, click the **Remove** button beside the search field to remove an attribute's search field.
3. Click the **Search** button.
4. On the Select RSI page, click the **Select** link for an RSI.

To View Content Server Objects applied to an RSI

To view Content Server objects applied to an RSI:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RSI** link.
3. Click the **Functions** icon for an RSI, and then click **View Content Server Objects**.

Note: If there are no Content Server items, the following message appears: No Content Server items for this RSI.

1.4.3 Managing RSI Schedules

RSI schedules help you to design the lifecycle of an object. You can create an RSI schedule for RM Classifications or RM managed objects. Once you create an RSI schedule, you can edit the RSI schedule's properties or delete the RSI schedule from the RSI.

Note: You cannot edit an IRCH schedule in Content Server.

If an IRCH Retention Manager import has been performed, you can apply an IRCH schedule to an RSI.

Note: The Records Manager can disable the **Maximum Retention** field that appears when you apply a schedule to a classified item. If it is disabled, the field will not appear on Disposition searches and for RSI Schedules.

The following sections describe the processes and rules for creating an RSI Schedule.

Default Processes for Classified Objects and RM Classifications

When you apply a schedule to a classified item, the possible default processes are:

- Delete Electronic Format
- Destroy

  Note: The Destroy Disposition action is performed only after it has met its longest retention period. When multiple RM Classifications are applied to an item, the destroy disposition action is performed according to the following logic:

  – If RM Classification is applied as secondary, then it is removed from the item. It will no longer appear in subsequent disposition searches since it has satisfied its retention requirements.

    If RM Classification is applied as primary, then a disposition error message is generated (in the Error Log file), stating that the primary RM Classification cannot be removed and the item is not destroyed. In this case, you must promote the RM Classification from primary to secondary so that it can be removed when the Destroy action is performed again.

- Export
- Change Status
- Mark Official

  You can also select the **Make Rendition** check box for the **Mark Official** action to create a Rendition of the item when it is marked official.

- Finalize Record
- Make Rendition

- Update Storage Provider

  Note: This option places an entry into one of the storage provider tables to reevaluate the storage provider rules for the object, which then determines whether the object needs to move to a new storage provider. The option is only available if the Storage Provider module is installed.

  The Update Storage Provider will queue the objects in the Content Move module to reevaluate them and move them to a different storage device. For example, if you provide a rule that says any records with an INA (inactive) status get moved to Storage Provider A, when you process the results of a disposition search, the items with the INA status will be moved to Storage Provider A. However, if there is another rule with a higher priority set on the document you are attempting to move, that rule is obeyed and the document will not be moved. You should always check the order and priority of the rules set up for Content Move. For more information about configuring storage providers and rules, see *OpenText Content Server - Administering Content Server (LLESWBA-AGD)*.

When you apply a schedule to an RM Classification, the possible default processes are:

- Destroy
- Export
- Close
- Change Status

Note: When you choose *Delete Electronic Format*, *Export*, *Close*, *Update Storage Provider*, *Mark Official*, or *Change Status* as the action to perform, a list of available Status codes appear. When you select a new status code, it will be applied to the object after it is deleted, exported, or closed. The new status appears for the item on the **Specific** tab and the **Record Detail** tab of the item on which the action was performed. If you chose Change Status as the action to perform, you must choose a new status.

RSI Rule Types

You can base an RSI schedule on one of the following five rule types:

- **Calculated Date**, which lets you create an RSI schedule that uses a specified date and period to calculate the retention period.
- **Calendar Calculation**, which lets you create an RSI schedule that uses a specified date and definition of year end to calculate the retention period.
- **Event Based**, which lets you create an RSI schedule that uses a specified event condition to calculate the retention period. You cannot create Event Based RSI Schedules for RSIs that have a Fixed Retention period specified.
- **Fixed Date**, which lets you create an RSI schedule that uses a specified fixed date to calculate the retention period.

- **Permanent**, which lets you create an RSI schedule with no associated action to perform.

Calculated Date and Calendar Calculation Rule Types

The date types you can choose for Calculated Date and Calendar Calculation depend on whether you create an RSI Schedule for RM Classifications or classified objects.

For RM Classifications, the following date types are available:

- **Category Date**, which allows you to use the date attributes specified by a Category that you choose. If you choose **Category Date** as the date option, you must click the **Select Category** link that appears to choose a Category. If the Category has date attributes, a list of the date attribute names appears; if there are no date attributes for the selected Category, you will receive a message stating that the selected Category does not contain date attributes. You must choose a Category with date attributes to continue.
- **Create Date**, which uses the date the object was created.
- **Last Addition Date**, which uses the date the last time a managed object was added to the RM Classification. If the RSI schedule is based on an RM Classification, this option does not appear.
- **Modification Date**, which uses the date the object was last modified.
- **Status Date**, which uses the date based on status date of the object.

For classified objects, the following date types are available:

- **Category Date**, which uses the date the Category was applied.
- **Create Date**, which uses the date the object was created.
- **Last Version Added Date**, which uses the date the last version of the object was added.
- **Modification Date**, which uses the date the object was last changed.
- **Physical Container From Dates**, which uses the From date of a Physical Object container.
- **Physical Container To Dates**, which uses the To date of a Physical Object container.
- **Record Date**, which uses the date the Records Management item was created by default.
- **Reserved Date**, which uses the date the item was last reserved.
- **Source Create Date – Last Version Added**, which uses the source create date of the most recent document version.
- **Source Create Date – Object Level**, which uses the source create date of the initial document version when the document was created.

Note: In some instances, the object type being added may not have this date, or the content may be added in a manner that does not support this date. In these situations, this date will not be populated, and the Disposition Schedule will not be in effect for those items. For example, the date will not be populated if items are added using the **Add Item** menu or **Drag and Drop** through a browser, but will be populated if using Drag and Drop with Enterprise Connect.

- **Status Date**, which uses the date specified by the status.
- **Version Create Date**, which uses the date a version was created. This date can be used in conjunction with the *Purge Superseded Versions* option, and allows versions older than this date to be purged after a specified amount of time. The Purge Versions action is the only action available with this date type.

Note: The Purge Superseded Versions option only appears if it is enabled in the Records Management Workspace.

When you create any of these types of RSI schedules, you can specify a Fixed Retention period, which prevents records from being destroyed prior to the specified Fixed Retention period. Only one Fixed Retention schedule per RSI is allowed.

Note: If your administrator has not enabled Fixed Retention, the Fixed Retention section will not appear in the Retention Schedule creation wizard. You can only enable Fixed Retention for Classified objects.

If you enable Fixed Retention for Classified objects and the schedule type is *permanent*, the item can *never* be deleted. All other schedule types allow for deletion, but not prior to the specified date in the future.

You cannot mix Fixed Retention schedules and Event Based schedules.

RSI Schedule Event Conditions

In addition to any date requirements, you can specify one or more conditions that items must meet to be included in disposition search results. Multiple conditions are separated by the logical operators **And** or **Or**. You can use conditions to filter out items that are not yet ready for the disposition stage, or that have passed it. The possible properties to use as Event Conditions are:

- Category and attributes
- Create Date
- Essential
- Modify Date
- Official
- Status

- Status Date

RSI Schedule Actions

On the RSI Schedule Action to Perform page, you must specify a default process for what happens to RM Classifications or classified objects when the dates or times specified in the RSI Schedule are met. The default processes are:

- **None**, which does not define a default action process.
- **Delete Electronic Format**, which deletes all versions and content, leaving only the metadata for the object.
- **Destroy**, which deletes the object entirely including all versions, content, and metadata.
- **Export**, which exports the objects. By default, when a Disposition action of Export is performed, only the current version of the item is exported. You can change this setting to include all versions in the export action on the Disposition Search's **Settings** tab. Source information that appears on the **General Properties** tab is captured in the resulting `xml` file.

  You can include Renditions of an item when you perform the Export action by selecting the **Include Rendition(s)** check box on the Disposition Search's **Settings** tab.
- **Close**, which closes the objects if they are RM Classification object types.
- **Change Status**, which changes the status of the objects to the status that you specify in the corresponding **New Status** drop-down list.
- **Mark Official**, which removes all permissions except See and See Contents if they are RM classified objects.

  You can select the **Make Rendition** check box for the **Mark Official** action to create a Rendition of the item when it is marked official. If do not select the **Make Rendition** check box, the search results will return only those items for which a Rendition was *not* created.
- **Make Rendition**, which makes a Rendition of the item when the Disposition Search is performed. Using a Rendition allows you to convert versionable items to a long term storage format. You can create a new status code for the Rendition at the same time you select **Make Rendition** as the default process.
- **Update Storage Provider**, which marks the object to be evaluated again when RM Metadata included in the storage provider rules changes.

  Note: The **Update Storage Rules** radio button is only available if the Content Move module has been installed.
- **Purge Versions**, which allows you to enter the minimum number of versions to keep. This action only appears when *Version Create Date* is chosen as the *Date to Use*. The number of versions specified will be retained, regardless of when versions were added or if the specified amount of time before versions are purged has passed. If you perform a Purge Version action, the versions are

deleted, unless the item has locked versions or generations. If there is a version that cannot be deleted, for any reason including having a locked version or generation, the node will not be processed.

If the Display Purge Versions Options is set to *Yes* by your Records Manager, you can choose whether to purge major versions based on the version age or when the version was superseded by a newer version.

Note: When you edit an RSI Schedule, you can provide a reason why you made the change in the **Reason for Update** field. The information entered into this field is tracked in the audit trail.

If there are any errors, an error log is placed in the *`content_server_location`*`\logs\dispositions` directory. The error log is specific to the snapshot and uses the Disposition's node ID and the snapshot date/time in the form `nodeID_YYYYMMDD_HHmmss.log`. You can also view the error log by clicking on the Snapshot's **Functions** icon, and choosing **View Error Log**.

To Create an RSI Schedule

To create an RSI schedule:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click the **Functions** icon for an RSI, and then choose **Create Schedule**.
4. On the Add RSI Schedule page, click the **RM Classifications** or **Classified Objects** radio button.
5. Choose a stage in the **Stage** list.
6. Select a **Rule Type**.
7. In the **Fixed Retention** section, select the check box if you want to specify a fixed date/time before which records cannot be destroyed.
8. Optional Select a **Rule Code** and type a reason for the action in the **Rule Comment** field.
9. Click **Next**.
10. On the RSI Schedule page, do the following based on the rule type you chose:

    - **Permanent**: Select an action from the **Disposition** list, and then click **Add** .

      Note: If you choose both the **Permanent** rule type *and* the **Fixed Retention** option, documents can *never* be destroyed. You must confirm before continuing.

- **Event Based**: Select one or more properties in the **Property** list, complete the property settings, and select a Boolean operator to specify a relationship between properties.
- **Fixed Date**: Select a date.
- **Calendar Calculation**: Do the following:
  - Select a value in the **Date to Use**. If you choose **Category Date**, click the **Select Category** link and select the Category you want to use.
  - In the **Definition of Year End** section, type the month and day to use as the definition of the year end in the corresponding fields.
  - Select a value in the **Number of intervals** list to set the interval rate for the calendar calculation.
  - Type a value in the **Years**, **Months**, and **Days** fields in the **Period** section to set the retention period.
- **Calculated Date**: Click a value in the **Date to Use** drop-down list, and then type a value in the **Years**, **Months**, and **Days** fields in the **Period** section to set the retention period. If you choose **Category Date**, click the **Select Category** link and select the Category you want to use.

11. Click **Next**.
12. On the RSI Schedule Action to Perform page, select the default process.
13. Click **Add**.

To View an RSI Schedule

To view an RSI schedule:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click the **Functions** icon for an RSI, and then choose **View Schedule**.

Tip: You can also create a schedule for the RSI by clicking the **Create Schedule** button. For instructions on creating the schedule, see "To Create an RSI Schedule" on page 50.

To Modify an RSI Schedule

Table 1-6: To modify an RSI schedule:

To...	Click the Functions icon for an RSI, choose View Schedule, and then do the following...
Edit an RSI Schedule	Click the **Edit** link in the **Action** section, modify any fields clicking the **Continue** button to move to the next page, and then click the **Update** button. **Note:** When you edit an RSI Schedule, you can provide a reason why you made the change in the **Reason for Update** field. The information entered into this field is tracked in the audit trail.
Delete an RSI schedule	Click the **Delete** link in the **Action** section.

To Apply an IRCH Schedule to an RSI

To apply an IRCH schedule to an RSI:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RSI** link.
3. On the RSI page, click the **Functions** icon for an RSI, and then choose **Apply IRCH Schedule**.
4. On the Apply IRCH Schedule page, enable the radio button that corresponds to the IRCH schedule you want to apply.

   Note: If the IRCH schedule has already been applied to the RSI, a check mark displays next to the schedule.

5. Click the **Apply** button.

1.4.4 Managing Disposition and Accession Searches

A *Disposition Search* returns a list of Content Server objects that it compiles by searching for the RSI schedules, and then searching for Content Server objects that meet the criteria set by the RSI Schedules. For information about the search criteria that you can specify in the **Default Process** section for an RSI Schedules and Disposition Searches, see “RSI Schedule Actions ” on page 49.

You can create a manual disposition search, or you can create one that is scheduled to recur daily, weekly, monthly, or yearly within a floating date range. When creating Disposition Searches, you can specify a name, description, RSI value, default process, and object type.

An *Accession Search* returns a list of Content Server objects that are applied a specified accession code. When creating Accession Searches you can specify a name and description.

You can manage the Disposition and Accession Searches you create by storing them in either the Disposition container or a Disposition group, which you create before creating the Disposition or Accession Search. A Disposition group acts like a Content Server folder and allows you to group similar Disposition and Accession Searches.

Viewing Snapshots

Once a Disposition Search is complete, the user who manually ran the search, or the owner of a scheduled search, will receive an email to indicate that the process is complete. It will detail the number of items returned and provide a link to the *snapshot*. A snapshot is an overview of the results of the Disposition Search. The Snapshot page lists all items within the Disposition Search. If you want to narrow down the results in the Snapshot, you can filter the list by specifying the following search filters: Name, RSI, File Number, Calculated Date, or Review Decision. The Filter Search Results window appears when you click the **Filter Search Results** button on the Snapshot page.

The Snapshot page shows the number of items that have been actioned, as well as the number of items with Review Decisions of *Pending*, *Approved*, or *Rejected*. From the Snapshot page, you can do the following: apply Accessions, change the Disposition action or status value of the action, change Review decisions, and finish Reviews. You can also view results by Disposition Reviewer and view the Destruction log by clicking the links on the Snapshot page. For more information about Reviews, see “Using the Disposition Review Process” on page 64.

Additional buttons, called *Disposition Action Buttons*, may be available, depending on whether they were enabled on the Disposition Settings page. For example, the **Move** button, which allows you to move items in a Snapshot to another location. Unlike other Content Server items, when you move an item from a Disposition Snapshot page, the item is not removed from the Snapshot. An additional **Automatically Reject** setting is available for each Disposition Action button. When enabled, items that are moved are automatically given a *Rejected* Review Decision, and Review Comments for the item state that the item was automatically rejected. If the item being moved is a Folder, and the contents of the Folder are in the Disposition Search results, the contents are also moved, and the *Rejected* Review Decision is applied.

Note: Users must have a minimum of See/See Content permissions applied to the Disposition Search to view a Disposition Snapshot.

The Records Manager can designate an email address where the result of a disposition search will be sent for review. The email address(es) can be set up in advance, prior to the disposition or accession search being run. The Records Manager can designate only one Content Server user and one Content Server Group to where the results are sent; however, other recipients can be added by typing valid email address(es) into the appropriate field.

Processing Dispositions

Once a disposition search is complete, you can *process* the results from the Snapshot page – which means you perform the selected action on the items in the search result. If a user performs actions on all items in a Disposition Snapshot, the Snapshot Status is updated to *Actions Completed*; if a user performs actions on some items in a Disposition Snapshot, but there are still items that need to be processed, the Snapshot Status is updated to *Actions Performed*.

If items were destroyed through the disposition snapshot, a destruction log becomes available for you to view. You can create a log of the results and save the file back to a location in Content Server. The Display Destruction Log function only appears on a snapshot's **Functions** menu when items were destroyed in that snapshot. For more information, see "Default Processes for Classified Objects and RM Classifications" on page 45.

You can configure search results to be automatically processed (items actioned) when a Disposition Search completes, which means the process applied to the item will be automatically executed. This setting is not enabled by default, you must enable the **Auto Process Search Results** setting on the Disposition Search's **Specific** tab.

Note: Items that have a Review Decision set to *Pending* or *Rejected* cannot be processed. For more information about the Review Decision process, see "Using the Disposition Review Process" on page 64.

Configuring Metadata Columns and Exporting Metadata

You can configure which columns display metadata for a Disposition containers and groups, and Disposition and Accession Searches on the **Columns** tab of the Properties page. The metadata appears next to a Disposition object when you are navigating in the Browse View. The metadata columns are passed to the child objects for containers and groups, and passed to the Snapshots for Disposition and Accession Searches. Metadata columns must be configured in the Facets Volume of Content Server in order to appear. Additional metadata columns can be added, depending on the columns a user creates. The **Calculated Date**, **Location**, and **Action** columns appear only in the Snapshot view. For more information, see *OpenText Content Server - Documents and Text Documents (LLESWBD-UGD)*

Note: The only way to show the File Number column for Disposition objects is by configuring it on the **Columns** tab, unless it is a globally configured column.

You can export Disposition result metadata from a Snapshot to a text file or Excel file. By default, the information exported to the report includes the object type, node ID, file number, calculated date, full location path, and actioned process. You can include additional Records Management, Physical Object and Security Clearance Levels and Supplemental Markings in the export report, as well as email metadata. If you do not want all default metadata fields included in the export results, you have the option to only include the metadata fields that are included in a Snapshot. Managed objects, RM Classifications, and RM Folders and Parts with multilingual metadata in the Name and Description fields are exported during a Disposition export in the same way other metadata is exported. For more information about the Multilingual Metadata Editor, see *OpenText Content Server - Get Started (LLESRT-UGD)*.

To Create a Disposition Group

To create a Disposition group:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Dispositions** link.
3. On the Dispositions page, click **Disposition Group** on the **Add Item** menu.
4. On the Disposition Group page, specify any of the settings.
5. Click the **Add** button.

Tip: You can create a Disposition Group within another Disposition group by clicking the link for a group, and then clicking **Disposition Group** on the **Add Item** menu.

To Create a Manual Disposition Search

To create a manual Disposition Search:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Dispositions** link.
3. On the Disposition page, click **Disposition Search** on the **Add Item** menu.
4. On the Disposition Search page, specify any of the settings.
5. Click the **Add** button.
6. On the Dispositions page, click the **Functions** icon for a disposition search, choose **Properties**, and then choose **Specific**.
7. On the **Specific** tab of the Disposition Search Properties page, click a stage in the **Stage** drop-down list.
8. Specify search criteria.
9. In the **Calculated Date Specifications - Choose either Manual or Scheduled** section, click the **Manual (Select Date Range)** radio button.
10. Click a month, date, and year in the corresponding drop-down lists.
11. Click the **Add** button.

Note: Only one date is required for the date range; however, you can specify both start and end dates.

Tip: You can add a Disposition Search to a Disposition Group by clicking the link for a Disposition Group, and then clicking **Disposition Search** on the **Add Item** menu.

To Create a Scheduled Disposition Search

To create a scheduled Disposition Search:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Dispositions** link.
3. On the Disposition page, click **Disposition Search** on the **Add Item** menu.
4. On the Disposition Search page, type a name for the Disposition Search in the **Name** field.
5. Optionally, provide a description for the Disposition Search or change the location where the Disposition Search is created.
6. Click the **Add** button.
7. On the Dispositions page, click the **Functions** icon for a disposition search, choose **Properties**, and then choose **Specific**.
8. On the Properties page for the Disposition Search, click a stage in the **Stage** drop-down list.
9. Specify Search criteria.
10. In the **Calculated Date Specifications - Choose either Manual or Scheduled** section, click the **Scheduled** radio button.
11. Select the **Deactivate** check box if you want to prevent the scheduled search from running. The **Deactivate** check box must be cleared for the search to run.
12. In the **Set the Effective Date** section, select the date that you want the scheduled search to start.
13. In the **Set the Schedule Recurrence** section, click one of the following radio buttons:

    - **Daily**, which lets you schedule a daily recurring disposition search, and then type the number of days in the field.
    - **Weekly**, which lets you schedule a weekly recurring disposition search, type the number of weeks in the field, and then select a check box for the day of the week on which you want the search to recur.
    - **Monthly**, which lets you schedule a monthly recurring disposition search, and then type a date and the number of months in the fields.
    - **Yearly**, which lets you schedule a yearly recurring disposition search, click a month in the drop-down list, and then type a date in the field.

14. If you want a scheduled disposition search to return items with calculated dates that are within a range of the scheduled search date, set a Floating Date Range. In the **Set the Floating Date Range relative to the Scheduled Date** section, do any of the following:

    - Select a **From** range only. For example, select -1 year in the **From** range. The search returns items that have a calculated date that is between the scheduled search date and one year previous.
    - Select a **To** range only. For example, select +30 days in the **To** range. The search returns items that have a calculated date that is between the scheduled search date and 30 days after the scheduled search date.
    - Select both a **From** range and a **To** range. For example, select -7 days in the **From** range, and +7 days in the **To** range. The search returns items that have a calculated date that is within a 7 day range of the scheduled search date.
    - Select a **From** range and make the **To** range open ended. For example, select -1 month in the **From** range and select the **Open ended To** check box. The search returns items that have a calculated date that is within 30 days before the scheduled search date and any date in the future.
    - Make the From range open ended and select a **To** range. For example, select the **Open Ended From** check box and select +1 year in the **To** range. The search returns items that have a calculated date that is from any date in the past up to 1 year in the future.

    After you set the Floating Date Range, click **View** to see a list of future scheduled dates and floating date ranges.

15. Select the **Allow Multiple Snapshots** check box if you want to keep previous search results.
16. Select **Auto Process Search Results** check box if you want the default process to be completed automatically when the scheduled search completes.
17. Browse to and select an **Advanced Search Query** to use in the scheduled search.
18. Click **Update**.

To...	Do the following...
Activate the schedule	Clear the **Deactivate** check box.
Set the date when the Disposition Search will become effective	In the **Set the Effective Date** section, click a month, date, and year in the corresponding drop-down lists.
Set the time of day to run the schedule	In the **Set the Time of Day to run the Schedule** section, click an hour, the minutes, and **AM** or **PM** in the corresponding drop-down lists.

To...	Do the following...
To specify the number of scheduled dates and associated floating dates to view	In the **View the next Scheduled Dates and associated Floating Dates** section, type a number in the field.
To view a list of scheduled dates and associated floating dates	Click the **View** link.

Additional Disposition Search Criteria

Table 1-7: Additional Disposition Search criteria:

To...	On the Specific tab of the disposition search, do any of the following...
Use only Maximum Retention schedules	Select the **Maximum Retention** check box. The Disposition Search will use only RSI schedules that have the Maximum Retention option selected.
apply RSIs to the Disposition Search	Click **Select RSI** in the **RSI** drop-down list, select the check box for each RSI you want to include in the Search criteria on the Select RSI page, and then click the **Submit** button. **Note:** To include all RSIs in the Disposition Search, leave the RSI field blank. To remove RSIs from the Disposition Search, highlight the RSI and then click the **Remove** button.
Specify a default process	Click a radio button in the **Default Process** section. Selecting a default process option will filter disposition search results and return only items that are scheduled for the process specified. The default **Any Process** option returns items regardless of the scheduled process. **Note:** Specifying a **New Status** is required for the **Change Status** process, and optional for other processes. For a description of the default processes, see "RSI Schedule Actions " on page 49.
Restrict the search to a specific container	In the **Container** section, click the **Browse Enterprise** button, navigate to and select the container where you want to initiate the search.

To...	On the Specific tab of the disposition search, do any of the following...
Exclude the container from the search results	Clear the **Include Container in Search Results** check box to exclude the selected container from the disposition search results.
Clear the container that you selected	Select the **All Containers** check box.
Restrict the search to specific Content Server object types	Click an object type in the **Object Type** drop-down list. To select multiple object types, Hold down the **CTRL** key while you click the object types you want to select. **Note:** You cannot select both RM classification object types (RM classification, RM folder, and RM part) and managed object types. If you do not select any object types, by default the search returns managed objects.
Allow multiple snapshots of disposition search results	Select the **Multiple Snapshots** check box to keep all previous snapshots of search results when a new search runs. If you deselect this option, only the current snapshot of search results is kept.
Automatically action the results of a Disposition Search	Select the **Auto Process Search Results** check box.
Use an Advanced Search Query as part of disposition search processing	In the **Advanced Search Query** section, click the **Browse** button, navigate to and select a saved search query. This parameter only appears if it enabled by the Administrator.

To Create an Accession Search

To create an Accession Search:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Dispositions** link.
3. On the Disposition page, click **Accession Search** on the **Add Item** menu.
4. On the Accession Search page, click an accession code in the **Accession** drop-down list. Optionally, click the **Browse Enterprise** button, navigate to the container where you want to initiate a search, and then click its **Select** link to define the scope of the search in another container.
5. Optional Click an object type in the **Object Type** drop-down list to restrict the search to one Content Server object type.
6. Specify any of the remaining fields.

7. Click the **Add** button.

Tip: You can add an Accession Search to a Disposition Group by clicking the link for a Disposition Group, and then clicking **Accession Search** on the **Add Item** menu.

To Set Disposition Notification Email Addresses

To set Disposition Notification email addresses:

1. In the Records Management Workspace, click the **Dispositions** link.
2. On the Dispositions page, click the **Functions** icon for a Disposition Search, and click **Properties**, and then click **Disposition Notification**.
3. On the **Disposition Notification** tab, select a Content Server user or Group to which you want disposition search results sent, type additional email addresses in the **Other Recipients** field, and then click the **Update** button.

Note: E-mail addresses are not verified during this process, be sure to type valid email addresses in the **Other Recipients** field. If a valid email address is not specified in the profile of a Content Server user or member of a Group, the email will not be delivered.

To View Snapshots of Disposition Search Results

To view snapshots of Disposition Search results:

- Click the **Functions** icon for a Disposition Search, and then choose **View Snapshots**.

Note: On the View Snapshots page, you can delete multiple Snapshots at one time by selecting the check box for each Snapshot you want to delete, and then clicking the **Delete** button. If a Disposition Snapshot is currently running, the check box will not be selectable.

To Refresh the Dispositions Page or the Disposition Results Page

To refresh the Dispositions page or the Disposition Results page:

- Click a refresh option in the list box at the top of the page.

To View and Create a Snapshot's Destruction Log

To view and create a Snapshot's Destruction Log:

1. In the Records Management Workspace, click the **Dispositions** link.
2. Click the Disposition's **Functions** icon for which you want to view a Snapshot, and then click **View Snapshots**.
3. Click the Snapshot's **Functions** icon, and then choose **Display Destruction Log**.
4. To save the destruction log back to Content Server, do the following:
    - Click the **Browse Content Server** button, navigate to the container in Content Server to which you want the log file saved, and then click its **Select** link.
    - Click the **Create Log** button.
5. Click the **Return to Disposition** link.

To Export Disposition Search Results

To export Disposition Search results:

1. Click the **Functions** icon for a Disposition Search, and then choose **View Snapshots**.
2. On the Disposition Results page, click the **Functions** icon for a Disposition snapshot, and then choose **Export Result Metadata**.
3. In the **Export to** section of the Export Disposition Results page, click the **Delimited Text File** or **Excel File** radio button.
4. Select additional metadata to be included in the report by highlighting fields in the **Available** lists and using arrow buttons to add desired metadata to the **Selected** lists. Additional metadata options are available in the **Records Management**, **Physical Objects**, **Security Clearance**, and **Email** areas.
5. Optional Select the **Categories and Attributes** check box to include Category and Attribute information for the selected items.
6. Optional Select the **Export selected items only** check box to *only* include items that you have selected on the Disposition Search Results page.
7. Type a name for the report in the **Name** field.
8. Click the **Browse Content Server** button, navigate to a location in Content Server where you want to export the results, and then click its **Export Here** link.
9. Click the **Export** button.

Tip: The parameters specified on the Disposition’s **Settings** tab determine whether the item’s current version or all versions are exported.

To Process Objects on the Disposition Results Page

Caution
Items that have a Review Decision set to Pending or Rejected will not be processed.

To process objects on the Disposition Results page:

1. Do one of the following:
   - Click the **Functions** icon for a Disposition, and then choose **View Snapshots**.
   - Click the **Functions** icon for a Disposition snapshot, and then choose **View All Results**.
2. Optional To filter the Disposition Search results, click the **Filter Search Results** button, enter any search criteria, and then click the **OK** button.
3. On the Disposition Results page, select the check box for each item you are going to modify, do one of the following, and then click **OK**:
   - To apply an Accession to items, click the **Apply Accession** button, select an Accession code from the drop-down list, and then click the **Selected items on this page** or **Selected items in the entire result set** radio button.
   - To change the default action that will be processed for selected items, click the **Change Actions** button, click a radio button for a new default action, and then click the **Selected items on this page** or **Selected items in the entire result set** radio button in the **Apply to** section.
   - To process the selected items, click the **Perform Actions** button, and then click the **Selected items on this page** or **Selected items in the entire result set** radio button.
   - To move the selected items, click the **Move** button, select the location you are moving the items to, specify any additional criteria, and then click **Move**. Unlike other Content Server items, items within a Snapshot are not removed from the Snapshot when you move them to a different location.
   - To apply a Hold to the selected items, click the **Apply Hold** button, click the **Search holds** button, navigate to the Hold you want to apply to the selected items, and then click **OK**.
   - To add the selected items to a collection, click the **Collect** button, click the **Browse Content Server** button to navigate to a Collection, and then click **OK**.

   Note: The **Move**, **Apply Hold**, and **Collect** buttons only appear if they were enabled on the **Disposition Settings** tab of the RM System Settings page. For each of the options, you can choose to apply the action to the selected items on the current page; or, if there are multiple disposition search result pages, you can apply the action to items in the entire result set.

If the item's review decision is automatically updated to *Rejected*, which is controlled by a setting on the **Disposition Settings** tab of the RM System Settings page for each action type, Review Comments are added stating that the item was automatically rejected during the disposition processing.

Note: The following item types cannot be destroyed: My Workspace (142), Workflow Volume (161), EL TypeVolume (820), and ELVolume (822).

Tip: You can perform all actions for the results of a Disposition Search by clicking the **Perform Actions** button, and then selecting the option to perform actions on all of the pages. You can also do this by clicking a Disposition Search's **Functions** menu, and then choosing **Perform Actions**. The user will receive an email message when the action processing is complete, which will include any errors that occurred during processing and a link to the log file. A **View Error Log** also appears on the Snapshot's **Functions** menu.

To include Renditions of the items in the export file, click the Disposition Search's **Functions** icon, click **Settings**, and then select the **Include Rendition(s)** check box.

To Configure RM Metadata Columns to Display

To configure metadata columns to display:

1. Click the **Functions** menu for a Disposition or Accession Search, or a Disposition container or group, click **Properties**, and then choose **Columns**.
2. In the **Local Columns** section on the **Columns** properties tab, highlight the columns you want displayed, and then click the **Right Arrow** button to add the column(s) to the **Displayed Columns** section.
3. Click **Update**.

1.4.5 Searching Records Management Attributes

Searching Records Management Attributes

When performing advanced searches in Content Server, you can narrow your search to Records Management Attributes by selecting the **Record Management Attributes** link in the **Add to Search Form** section. From the **Additional attributes** drop-down, you can select Records Management attributes to refine your search. Attributes include:

- Status
- Official
- RSI
- Status Date
- Document Date

- Essential
- Received Date
- Storage Medium
- Accession
- Cycle Period
- Next Review Date
- Last Review Date
- Cross-Reference

For these attributes to become available in the **Available attributes** list you will need at least one Content Server item with all Records Management metadata completed, and the Records Management region made searchable in your Enterprise Search Manager. For more information about advanced searches, see *OpenText Content Server - Search (LLESWBB-UGD)*.

1.4.6 Using the Disposition Review Process

The Disposition Review process is used as a formal method for having the results from a Disposition Search approved or rejected. You can configure disposition search review options so that disposition search results are sent to specific users or groups for review, before processing actions on the items in the search result.

Configuring Disposition Reviews

You configure Disposition Review options on the **Review Process** tab of a Disposition Search's Properties page. The Review Process Type option allows you choose either **Standard Review** or **Advanced Review**.

Advanced Review

The Advanced Review allows you to select a Workflow that will be used for the review process. If the Disposition Search is configured to use a Workflow for the review process and the Workflow is enabled, then when the Disposition Search completes, the specified Workflow is automatically initiated and assigns the name <*disposition search name*> + <*snapshot name*> and RM Disposition Review step assignees will receive a Workflow assignment. If the RM Disposition Review step is email enabled, the assignee will also receive an email notification. The email notification contains a link that allows assignees to perform the Disposition Review without navigating to the Workflow assignments page.

If you select Advanced Review as the Review Process Type, you will see only the following options: **Review Process Workflow** and **Review Process Workflow Enabled**, which allows you to enable and select a Workflow, **Review Decision**, and **Maintain Rejected Review Decision**.

Standard Review

The Standard Review is selected by default, and contains the following options:

- **First Set of Reviewers**, which allows you to specify the user(s) or group(s) of users that should review the Disposition Search results when the search is complete. The user(s) or group(s) specified will receive a Disposition Review assignment on their My assignments page when the Disposition Search completes. The user or group that is specified in the **Disposition Reviewer** section of the Disposition Settings page is selected by default.
- **Second Set of Reviewers** , which allows you to specify the user(s) or group(s) of users that should review the Disposition Search results after the First Set of Reviewers complete the review. The users or groups specified will receive a Disposition Review assignment on their My Assignments page after the first review is complete. The default value is **None**. You must specify a First Set of Reviewers in order to specify a Second Set of Reviewers.

  Note: Users in the First Set of Reviewers or Second Set of Reviewers will receive an email notification that they have a new assignment, provided that their user profile contains a valid email address. If the Disposition Reviewer is a group, all members in the group will receive an email notification or assignment on their My Assignments page.

  Assigned Reviewers must have a minimum of See Content permissions for the Disposition Search they are being applied to review.

- **Number of Days**, which represents the number of days after the Disposition Search completes, or the first review is complete, before calculating the Due Date for the assignment. The Due Date appears for the Disposition Review assignment on the reviewer’s My Assignments page.

  Note: If a Disposition Review is overdue, an email notification will be sent. The notifications are calculated according to the days specified in the Number of Days field on the Disposition Search’s Review tab. When the number of days specified is reached, overdue notifications are sent.

- **Priority**, which represents the priority of the Disposition Review. It can be set to **LOW**, **MEDIUM**, or **HIGH**, and appears for the Disposition Review Assignment on the reviewer’s My Assignments page.
- **Send Reviewer Notifications**, which allows you to specify whether email notifications are automatically sent to the applied reviewer when the Disposition Search completes.

  Note: If you select **No**, email notifications will not be automatically sent to applied reviewers. You can send notifications manually by clicking the **Send Notification** link for the reviewer on the View Results by Disposition Reviewer page. Each time the Disposition Reviewer is sent a notification, the Notification Date is updated with the current date.

  Notifications must be enabled by your administrator in order for email notifications to be sent.

- **Send Reviewer Notifications**, which allows you to choose whether email notifications are sent when a Disposition Review of items is overdue.
- **Review Decision**, which represents the default Review Decision. This default value is automatically applied to items when the Disposition Search completes. The default value appears for the Disposition Review Assignment on the reviewer's My Assignments page, but can be changed by the reviewer.

  Important
  If the **Auto Process Search Results** setting is enabled on the Disposition Search's **Specific** tab, the Review Decision column value is automatically set to *Approved* for all items in the search, and assignments are not created on the reviewers' My Assignments pages. The Review Status is also updated to *Review Complete*, regardless of the settings specified on the **Review Process** tab. For more information about the Auto Process Search Results setting, see "Managing Disposition and Accession Searches" on page 52.
- **Maintain Rejected Review Decision**, which allows you to identify items that were previously rejected in a prior Snapshot Disposition Review.

Changing the Reviewer

Items returned in a Disposition Search are automatically applied to the default user or group specified by the Records Manager. The Reviewer can be changed for individual Disposition Searches on the **Review Process** tab of the Disposition Search's Properties page. The following Disposition Reviewer options are available:

- **None** – no Disposition Reviewer is specified
- **Owner** – item's owner
- **Owner Group** – item's owner group
- **User or Group** – a user or group that you specify
- **Records Managers** – the designated Records Managers group, as specified on the Records Management Administration System Settings page
- **Category Attribute** – the user or group attribute applied to the item or the item's primary RM Classification

You can manually reapply the Disposition Reviewer on the View Results by Disposition Reviewer page. When you reapply the Disposition Reviewer, an email notification is sent and a new assignment is added to the updated Disposition Reviewer's My Assignments. Previously applied reviewer's assignments are removed from their My Assignments page.

Reviewing My Assignments and Disposition Search Results

The Disposition Review assignment on your My Assignments page contains the following information about the review: the name of the Disposition Search, the date the review is due for completion, the priority that is applied to the snapshot (LOW, MEDIUM, or HIGH), the status of the snapshot (pending or approved), and the designated owner group of the Disposition Search. You can view the Disposition Snapshot by clicking the link in the **Name** or **Location** column, or by clicking the link to the Disposition Snapshot Search results in the email notification. If the Disposition Search Snapshot is deleted, the assignment will be automatically removed from your My Assignments page.

Note: If you are a first reviewer, the Due Date that appears for the Disposition Review assignment on your My Assignments page is calculated based on the Disposition Search Snapshot's completion date, plus the **Number of Days** value specified in the Disposition Review options section on the **Reviewers** tab of a Disposition Search's Properties page. If the value is set to zero, or no reviewers are specified, the Due Date will be the Disposition Search Snapshot's completion date.

If you are a second reviewer, the Due Date that appears for the Disposition Review assignment on your My Assignments page is calculated based on the date the first review was completed, plus the **Number of Days** value specified in the Disposition Review options section on the **Reviewers** tab of a Disposition Search's Properties page.

Finishing a Review

You can filter the Disposition Search results by Disposition reviewer from the Snapshot's **Functions** menu. Search results that are filtered by Disposition Reviewer include the number of items applied to that reviewer, the Review Status (whether reviews are complete or pending), and a link that allows you to view the specific items applied to each reviewer. When you view results by Disposition Reviewer, both sets of reviewers are shown.

If you are designated as a Disposition Reviewer for items in a Disposition Search, you will receive an email notification or an assignment on your My Assignments page. From the Snapshot, you can *change the Review Decision* or *finish the Review*.

Before you finish the review, you can change the Review Decision by clicking the link in the **Review Decision** column. When you click the link in the **Review Decision** column, the Change Review Decision window appears and allows you to add additional comments or change the decision to **Pending**, **Approve**, or **Reject**. Comments from other reviewers are captured in the audit trail, and you can view them by clicking the **Comment** icon next to the item's review decision.

When all the review decisions and comments are captured, you should review the comments and decisions and then click the **Finish Review** button to send the review on to the Second Set of Reviewers or complete the Review (if you are the first Reviewer). The **Finish Review** button appears on the main Snapshot page if the Disposition Search's **First Set of Reviewers** value is set to **None**. If the **First Set of Reviewers** value is set to any of the other options, the **Finish Review** button does not appear on the main Snapshot page; it appears on the Disposition Reviewer Snapshot page, which is accessed from the email notification or on the My Assignments page.

Note: If multiple users are reviewing the same Disposition Snapshot at the same time, and one of the Reviewers performs the Finish Review action, all users will be notified that the Finish Review action was performed by another user.

When you click the **Finish Review** button, if any Review Decisions are set to *Pending* or *Rejected*, a warning message appears. You can finish a review with Pending reviews; however, once you finish a review, you cannot make additional changes.

When the review is finished, the Disposition Review assignment no longer appears on the My Assignments page, and the Review Status is updated accordingly on the Disposition Snapshot page.

Note: Once a Review is complete, you must still perform the Disposition actions on the items (Delete Electronic Format, Destroy, Change Status, or Mark Official). Items with a Review Decisions set to *Pending* or *Rejected* cannot be processed. For more information about performing actions on items in a Disposition Search, and the default processes, see “Managing Disposition and Accession Searches” on page 52 and “Default Processes for Classified Objects and RM Classifications” on page 45.

To View Disposition Search Results by Disposition Reviewer

To view Disposition search results by Disposition Reviewer:

- Click the **Functions** icon for a Disposition Search, and then choose **View Results by Disposition Reviewer**.

To Configure the Disposition Review Options for Disposition Search Results

To configure the Disposition Review options for Disposition Search results:

1. Click the **Functions** icon for a Disposition Search, click **Properties**, and then choose **Review Process**.
2. On the **Review Process** tab, select **Standard Review** or **Advanced Review** from the **Review Process Type** list.
3. If you selected **Standard Review**, do the following:
   - To change the default Disposition Reviewer, click the **Edit First Set of Reviewers** or **Edit Second Set of Reviewers** link, click the type of Disposition Reviewer you want applied to the Disposition Search, and then click **OK**.
   - Enter a value in the **Number of Days** field.
   - Select a value in the **Priority** list.

- Specify whether you want notifications automatically sent to reviewers when the Disposition Search completes by clicking the **Yes** or **No** radio button in the **Send Reviewer Notifications** section.
- Specify whether you want notifications sent when a Disposition Review is overdue by clicking the **Yes** or **No** radio button in the **Sent Notification for Overdue Review** section.
- Select a default value for the Review Decision in the **Review Decision** list.
- In the **Maintain Rejected Review Decision** section, click the **Yes** or **No** radio button to specify whether or not *Rejected* Review Decisions on items from the previous Disposition Search are maintained for the same items in the current search.

4. If you selected **Advanced Review**, do the following:

   - In the **Review Process Workflow** section, click the **Add** button to select a Workflow.
   - To enable Workflows to be used for the review process, click the **Yes** radio button in the **Review Process Workflow Enabled** section.
   - Select a default value for the Review Decision in the **Review Decision** list.
   - In the **Maintain Rejected Review Decision** section, click the **Yes** or **No** radio button to specify whether or not *Rejected* Review Decisions on items from the previous Disposition Search are maintained for the same items in the current search.

5. Click **Update**.

Tip: For more information about the Disposition Review options, see "Managing Disposition and Accession Searches" on page 52.

To Reapply the Disposition Reviewer

To reapply the Disposition Reviewer:

1. Click the **Functions** icon for a Disposition Search, and then choose **View Results by Disposition Reviewer**.
2. On the View Results by Disposition Reviewer page, click the **Reapply** link.
3. In the Select a User window, navigate to the user or group to which you want to reapply the Disposition Review, and then click the **Select** link.

To Manually Send a Disposition Review Notification

To manually send a Disposition Review notification:

1. Click the **Functions** icon for a Disposition Search, and then choose **View Results by Disposition Reviewer**.
2. On the View Results by Disposition Reviewer page, click the **Send Notification** link for the reviewer to whom you want a notification sent.
3. Click **OK**.

Tip: You can click the **Send Notification** button on the View Results by Disposition Reviewer to send notifications to all Disposition Reviewers.

To Change a Disposition Review Decision

To change a Disposition Review decision:

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Dispositions** link.
3. In the On the Disposition Search page, select the Snapshot's check box for which you want to change the Review Decision, and then click the **Change Review Decision** button.
4. In the Change Review Decision window, click the **Pending**, **Approve**, or **Reject** radio button.
5. Optional Type information about the decision in the **Comments** field.

   Note: Depending on the RM system settings for Dispositions, you might be required to type a comment if you change the review decision to **Reject**.

6. In the **Apply to** section, click one of the following radio buttons:
   - **Selected items on this page**, which applies the updated Review Decision and comments to the items you selected on the current page.
   - **Selected items in the entire result set**, which applies the updated Review Decision and comments to the items you selected on every page in the result set.
7. Click **OK**.

Tip: You can change the Review Decision for individual items by clicking the item's link in the **Review Decision** column.

To Finish a Review

To finish a Review:

1. Click the link to the Snapshot that contains the items for which you want to finish the Review on your My Assignments page or from the email notification.

2. On the Disposition Snapshot page, click the **Finish Review** button.

3. In the Finish Review window, click **OK**.

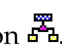
Note: If items have a Review Decision set to *Pending*, the message in the Finish Review window informs you. You can click the **Cancel** button to return to the Disposition Search Results page and change the Review Decision before finishing the Review.

1.5 Working with RM Classifications

Records Management provides you with the ability to create RM Classifications. You can simplify the creation process by creating classification terms. You can also edit the records information of objects you classify. As well, you can work with RM folders and parts.

1.5.1 Managing RM Classifications

You can create RM Classifications in the Classification Workspace, as part of a Classification Tree, or in another RM Classification. Records Management lets you access the Classification Workspace through the Records Management Workspace. For information about Classifications, see the Classifications Online Help. You can also search for RM Classifications.

RM Classifications are preceded by an RM classification icon .

When creating an RM classification for a Classification Workspace or as part of a Classification Tree, you can specify a name, description, subject, keywords, and information about the authority of disposition. You can also specify a record series identifier (RSI) and category. If your Administrator has allowed multiple Records Managers groups based on RM Classifications, you can select a group on the Add Item page when you are creating an RM Classification. The group selected will be the Records Manager group for the managed object. If this option is not selected, the **Records Manager** field will not appear on the Add Item page. For more information about the Records Manager settings, see “Applying Multiple Records Management Groups” on page 38.

If you are copying or moving an item in Content Server, you can choose whether to inherit the existing RM Classification. Your administrator can set the default action to inherit the existing RM Classification when items are moved or copied. Your administrator can also choose to hide the default action, in which case the option to choose how to inherit the existing RM Classification will not appear when you move or copy items. For information about copying or moving an item, see the Content Server Online Help.

Once you have created an RM classification, you can apply users with additional rights to them. Users applied additional rights can search and browse for objects with a specific RM classification but cannot apply that RM classification to objects.

When you create a new object or classify an existing object, Content Server lets you apply an RM Classification that you can first search for. You can also remove RM Classifications from a single classified object, or multiple classified objects in a Collection or search result.

Notes

- When you apply an RM classification to an item, the **Records Detail** tab on the Properties page is populated with RM metadata such as **Record Date**, **Status Date** (current date by default), and more. When you add an item to an RM classified object, the item may inherit certain metadata from its classified parent. To inherit data from a parent object, the object type must have the **Inherit From** flag selected on the **Managed Objects** page. You can further configure the specific metadata that is inherited from a parent on the **Metadata Inheritance** tab of the RM System Settings.
- When you classify an item by searching RM Classifications, the search window appears in the default system language. You have the option to select a different language by which to search, provided that metadata language is enabled by the administrator. For more information about changing system language settings and using the Multilingual Metadata editor see, *OpenText Content Server - Get Started (LLESRT-UGD)* and *OpenText Content Server - Get Started (LLESRT-UGD)*.

To Create an RM Classification in the Classification Workspace

To create an RM classification in the Classification Workspace:

1. Choose **Classifications** on the **Enterprise** menu.
2. On the Classifications page, click **RM Classification** on the **Add Item** menu.
3. Type a name for the RM Classification and optionally, a description.
4. Select the **Selectable** check box to specify that the RM classification can be applied to Content Server objects.
5. Type a File Number or leave the field blank to assign a File Number automatically.
6. In the **Creation Date** section, click a month, date, and year in the corresponding drop-down lists.
7. Select a code in the following drop-down lists, or create a new code:

- **Status** and select **Status Date**
- **Essential**
- **Storage Medium**

8. Optionally, enter the name of the Disposition Authority.

9. Select a **Cycle Period** in the drop-down list. If the **Essential** code is configured as a **Vital Record**, the Cycle Period is required.

10. In the **Records Manager Group** section, click the **Select Group** icon to choose a group for the RM Classification. This group will be the Records Manager group for the RM Classification.

    Note: This field is available only if enabled in the Functional Access section of the Records Management System Settings.

11. Optionally, select **Categories**.

12. Browse to the location where you want to add the RM Classification and click the **Add** button.

Note: You cannot create an RM classification within an RM folder. For information about RM folders, see "Working with RM Folders And Parts" on page 81.

A cycle period is required if the essential code is designated as vital by the Administrator.

To Create an RM Classification as Part of a Classification Tree

To create an RM classification as part of a Classification Tree:

1. Choose **Records Management** on the **Enterprise** menu.

2. On the Records Management page, click the **Classifications** link.

3. On the Classifications page, click the link for a Classification Tree.

4. On the Classification Tree page, click RM Classification on the **Add Item** menu.

5. Type a file number in the **File Number** field.

6. In the **Creation Date** section, click a month, date, and year in the corresponding drop-down lists.

7. Click a code in the following drop-down lists:

   - **Status**
   - **Essential**
   - **Storage Medium**

8. In the **Status Date** section, click a month, date, and year in the corresponding drop-down lists. Optionally, select the **Selectable** check box to specify that the RM classification can be applied to Content Server objects. Optionally, click a time period in the **Cycle Period** drop-down list to specify a time period in which to control the update cycle of vital records.
9. Specify any of the remaining settings.
10. Click the **Add** button.

Note: A cycle period is required if the essential code is designated as vital by the Administrator.

To Create a Classification for an RM Classification Term

To create a classification for an RM classification term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Term** link.
3. On the RM Classification Terms page, click the link for a root term.
4. On the RM Classification Terms Plan page, click a root term's **Generate** link.
5. Specify any of the settings.
6. Click the **Create** button.

To apply an RM Classification to a New Object

To apply an RM classification to a new object:

1. In the Enterprise or Personal Workspace, click an item type on the **Add New Item** menu.
2. Click Search RM Classifications in the **Classify** drop-down list.
3. On the Search RM Classification page, specify any search settings.
4. Click the **Search** button.
5. Select the check box for each RM classification you want to apply to the item.
6. Click the **Submit** button.

To apply an RM Classification to an Existing Object

To apply an RM classification to an existing object:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **Records Detail**.
2. On the **Records Detail** tab of the item's Properties page, click **Search RM Classifications** in the **Select Classification** drop-down list.
3. On the Search RM Classification page, specify any search settings.
4. Click the **Search** button.
5. Select the check box for each RM classification you want to apply to the item.
6. Click the **Submit** button.

Tip: You can apply an RM Classification to multiple items at one time in the Browse view by selecting the check box for each item to which you want the RM Classification applied, and then clicking the **Apply Classification** button. The **Apply Classification** button may also appear on the **More** drop-down list.

To Remove an RM Classification

To remove an RM classification:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **Records Detail**.
2. On the **Records Detail** tab of the item's Properties page, click the **Remove** button in the **RM Classification** section.

Note: If default classification is set on the Content Server Administration page, the **Remove** button does not display.

To Remove RM Classifications from Multiple Items

To remove RM Classifications from Multiple Items:

1. In a Collection, Search Result, or the Browse View of a Workspace, select the check box for each item that you want the RM Classification removed.
2. In the **More Actions** menu, click **Remove Classifications**.
3. In the Remove Classifications window, click **RM Classification** in the **Classify** drop-down list, then select the RM Classification that you want to remove.
4. Click the **Submit** button.

To Inherit the RM Classification of an Item When Copying or Moving

To inherit the RM classification of an item when copying or moving:

- On the Copy page or the Move page, click the **Yes** radio button in the **Inherit RM Classification** section.

Note: If your administrator specified a default action, the **Inherit RM Classifications** option does not appear. When you move or copy items, RM Classifications are inherited based on the default setting specified by your administrator.

To apply Additional Rights for an RM Classification

To apply additional rights for an RM classification:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. On the Classifications page, click the **Functions** icon for an RM classification, and then click **Additional Rights**.
4. On the Select Group or User for Addition Rights page, specify search criteria and click the **Find** button.
5. Select the **Additional** check box for the user or group you want to apply additional rights to.
6. Click the **Update** button.

Note: The additional rights feature is only available if the Administrator has enabled the addition or replacement of the access list permissions for classified objects. For information on these settings, see the *OpenText Content Server Records Management Admin online help*.

1.5.2 Managing RM Classification Terms

To simplify the creation of Classifications, you can create RM classification root terms and terms for root terms. Root terms are terms at the highest level of a Classification Term Tree. The terms work as templates on which you can base new RM Classifications.

When creating new terms, you can specify a language, start and end date, file number, source, scope note, and comment.

Once you create terms, you can edit or delete them. You can also view the properties you set for the term, including the term name, comments, related terms, language, start and end dates, and the term type.

To Create a Root Term

To create a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the **Add New Term** button.
4. On the Add New Term page, type a term name in the **New Term** field.
5. Specify any of the remaining settings.
6. Click the **Create** button.

To Create a Term for a Root Term

To create a term for a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a root term.
4. On the RM Classification Terms Plan page, click the **Add New Term** button.
5. On the Add New Term page, type a term name in the **New Term** field.
6. Click a relationship in the **Relationship** drop-down list to specify the relationship between the term and the root term.
7. Specify any of the remaining settings.
8. Click the **Create** button.

To Edit a Root Term

To edit a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the **Info** link for a term.
4. On the **Term** tab of the Edit page, click one of the following radio buttons:
   - **Preferred**, which associates the term with the RM Classification Tree
   - **Non-preferred**, which disassociates the term with the RM Classification Tree
5. Modify any of the remaining settings.
6. Click the **Update** button.

To Edit a Term of a Root Term

To edit a term of a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a root term.
4. On the RM Classification Terms Plan page, click the **Info** link for a term.
5. On the Edit page, click one of the following radio buttons:
    - **Preferred**, which associates the term with the RM Classification Tree
    - **Non-preferred**, which disassociates the term with the RM Classification Tree
6. Modify any of the remaining settings.
7. Click the **Update** button.

To Delete a Root Term

To delete a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the **Info** link for a term.
4. On the Edit page, click the **Delete Term** button.

Note: Before deleting a term, you must remove any existing "Relating RM Classifications" on page 79.

To Delete a Term of a Root Term

To delete a term of a root term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a term.
4. On the RM Classification Terms Plan page, click the **Info** link for a term.
5. On the Edit page, click the **Delete Term** button.

Note: Before deleting a term, you must remove any existing "Relating RM Classifications" on page 79.

To View the Properties of a Term

To view the properties of a term:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a term.
4. On the RM Classification Terms Plan page, click the **Properties** link.

1.5.3 Relating RM Classifications

A relation lets you set how RM classification terms are related to other RM classification terms. Each term can have multiple relationships. You can choose between one of the following four relationships:

- Broader, which lets you relate the term to a term that is at a higher level in the RM Classification Term Tree
- Narrower, which lets you relate the term to a term that is at a lower level in the RM Classification Term Tree
- Used for, which lets you relate the term to a term that has no level in the RM Classification Term Tree
- Related, which lets you relate the term to a term that can be at any level or no level in the RM Classification Term Tree

You can add a relation to or remove a relation from RM classification terms.

To Add a Relation

To add a relation:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a term.
4. On the RM Classification Terms Plan page, click the **Relationship** button.
5. On the Add Relations page, click a relationship in the **Relationship** drop-down list.
6. Click the **Select** link for the term you want to add.
7. Click the **Done** button.

To Remove a Relation

To remove a relation:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **RM Classification Terms** link.
3. On the RM Classification Terms page, click the link for a term.
4. On the RM Classification Terms Plan page, click the **Relationship** button.
5. On the Add Relations page, click the **Remove** link for a term.
6. Click the **Done** button.

1.5.4 Editing Records Information on Classified Objects

You can edit the records information associated with a managed Content Server item. You can modify the record, status, receive and review dates, status, essential, and storage medium codes, and the accession. You can make the object Official, edit information about the origin of the object, such as the author, organization, addressees, and subject, and you can also edit the frequency at which updates occur.

When users modify records details or any other metadata at the same time, a notification is displayed to the user who attempts to save the changes last. The message states that the item has been changed and cannot be saved. Click the link within the message to display the latest records details, and then make your changes again before updating.

To Edit the Records Information for an Item

To edit the records information for an item:

1. Click the **Functions** icon for a managed object, choose **Properties**, and then choose **Records Detail**.
2. On the **Records Details** tab of the object's Properties page, modify any of the settings.
3. Click **Update**.

> **Note:** If a message appears on the **Records Detail** tab informing you that the metadata values cannot be saved, it is because another user has recently made changes. Use the link provided in the message to view the most current metadata values, and then resubmit your changes before updating.

1.5.5 Working with RM Folders And Parts

You can create an RM folder within an RM Classification. The RM Folder takes on some of the same values (Status, Essential, and Storage Medium) as the parent RM Classification. Once you create an RM folder, an RM part is automatically created inside the RM folder; however, you can create additional RM parts within an RM folder. Doing so automatically closes the last open RM part, but you can reopen an RM part at any time. You can also manually close an RM part, and you can reopen and close an RM folder.

You can copy an existing RM Folder the same way you would copy any other Content Server item. Doing so preserves the permissions of the current RM Folder and provides the copy of the RM Folder with a similar name. When you copy an RM folder, all sub-items, excluding Classified items, are included in the copy. You are not allowed to copy an RM folder into an RM Classification that has other RM Classifications as sub-items.

When you create a new object or classify an existing object, Content Server lets you apply an RM Folder or RM part. When you apply an object to an RM Folder, the object is applied to the open RM part in the RM Folder that has not been previously closed. A reference to the object displays in both the applied RM Folder and the RM part. You can also remove an RM Folder or RM part assignment from classified objects.

To Create an RM Folder in an RM Classification

To create an RM folder in an RM classification:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. Click an RM classification link.
4. On the RM classification page, click **RM Folder** on the **Add Item** menu.
5. In the **Create Date** section, click a month, date, and year in the corresponding drop-down lists.
6. Click a code in the following drop-down lists:
   - **Status**
   - **Essential**
   - **Storage Medium**
7. In the **Status Date** section, click a month, date, and year in the corresponding drop-down lists.

   Optionally, select the **Selectable** check box to specify that the RM folder can be applied to Content Server objects.

   Optionally, click a time period in the **Cycle Period** drop-down list to specify a time period in which to control the update cycle of vital records.

8. Specify any of the remaining settings.
9. Click the **Add** button.

Note: A cycle period is required if the essential code is designated as vital by the Administrator.

You cannot create an RM folder in an RM classification that already contains an RM classification.

To Create an Additional RM Part in an RM Folder

To create an additional RM part in an RM folder:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. Click an RM classification link.
4. On the RM classification page, click an RM folder link.
5. On the RM folder page, click **RM Part** on the **Add Item** menu.
6. In the **Creation Date** section, click a month, date, and year in the corresponding drop-down lists.
7. Specify any of the remaining settings.
8. Click the **Add** button.

To Copy a Records Management Folder

To copy a Records Management folder:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. Click the **Functions** icon for the RM Classification you want to copy, and then click **Copy**.
4. On the Copy RM Classification page, click the **Browse Content Server** button, navigate to the location where you want to add the copy of the RM Folder, and then click the **Select** link.
5. Click the **Copy** button.

To Reopen a Closed RM Folder or Part

To reopen a closed RM folder or part:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. On the Classifications page, click the **Functions** icon for a closed RM folder or part, choose **Properties**, and then choose **Specific**.
4. On the **Specific** tab of the RM folder or part Properties page, clear the **Closed Flag** check box.
5. Click the **Update** button.

Note: Reopening an RM folder does not reopen the RM part within it. You must manually reopen the part.

To Manually Close an RM Folder or Part

To manually close an RM folder or part:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Classifications** link.
3. On the Classifications page, click the **Functions** icon for a closed RM folder or part, choose **Properties**, and then choose **Specific**.
4. On the **Specific** tab of the RM folder or part Properties page, select the **Closed Flag** check box.
5. Click the **Update** button.

Note: Closing an RM folder also closes the RM parts within it.

To apply an RM Folder or Part to a New Object

To apply an RM folder or part to a new object:

1. In the Enterprise or Personal Workspace, click an item type on the **Add Item** menu.
2. Click **Browse Classifications** in the **Classify** drop-down list.
3. On the Browse Classifications page, locate an RM folder or part.
4. Select the check box for the RM folder or part.
5. Click the **Submit** button.

Note: An RM folder must contain an open RM part to have objects applied to it.

To apply an RM Folder or Part to an Existing Object

To apply an RM folder or part to an existing object:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **Records Detail**.
2. On the Records Detail page, click **Browse Classifications** in the **Select Classification** drop-down list.
3. On the Browse Classifications page, locate an RM folder or part.
4. Click the **Select** link for the RM folder or part.

Note: An RM folder must contain an open RM part to have objects applied to it.

To Remove an RM Folder or Part Assignment

To remove an RM folder or part assignment:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **Records Detail**.
2. On the Records Detail page, click the **Remove** button in the **RM Classification** section.

Note: If default classification is set on the Content Server Administration page, the **Remove** button does not display.

1.5.6 Working with Provenances

A Provenance is a feature, similar to a Classification, which allows for tracking of various committees, sub-committees, or project bodies and the documents associated with the project bodies. Provenances allow you to set up a structure of groups that do not need to be linked to organizational groups. Provenances are useful because they allow tracking of content and the authors that created the content. Provenances contain additional metadata that tracks the forming and disbanding of specific portions of the structure. Your administrator can also include the adding or removing of Provenances as an auditable event. If you have permission to query the audit log, you can track events caused by adding, removing, or reclassifying Provenance objects. The Provenance Add or Provenance Remove events also appear on an object's **Audit** tab.

Provenances are created in the Classifications Workspace. All managed objects in Records Management can have Provenances applied to them. Once you add a Provenance, you can:

- **Update a Provenance**, which allows tracking changes to the Provenance object into a history file. When a Provenance is applied to a managed object, the **Last Addition Date** field is updated in the Provenance table in the database. This date informs users when the Provenance was last used. This date is displayed on the Specific tab for an item and the Provenance can be searched for using that date.
- **View history**, which allows you to view information about Provenance items, such as the name, type, alternate name (if specified), the start and end dates for the Provenance, disable flag, the name of the user that last modified the Provenance, and the date it was modified.
- **View Provenance as a tree**, which allows you to view the Provenance in a tree structure to view the relationships to other Provenance items.
- **View associated Provenance items**, which allows you to click an icon next to the Provenance item to search for any items related or applied to that Provenance.
- **apply a Provenance to managed items**, which allows you to apply a Provenance to a managed item that already exists.
- **Create a Provenance item**, which allows you to apply a Provenance to an item as you create it. You can apply Provenance to an item as you create it by choosing a Provenance in the **Classifications** drop-down list on the Add item page.

Configuring Columns to Display Metadata

You can configure which columns display metadata for a Provenance on the **Columns** tab of the Properties page. The metadata appears next to a Provenance when you are navigating in the Browse View. The metadata that appears for a Provenance are configured in two ways. They can be configured *globally*, which means the metadata appears for all Provenances in the system, or they can be configured *locally*, which means the additional metadata appears only for the specified Provenance. By default, the **Type** and **Name** metadata columns are configured globally; the other columns that appear depend on how users have them set up. The metadata columns that can be added locally depend on the columns a user creates. The columns you add are displayed in all sub-items of a container. They must be configured in the Facets Volume of Content Server. For more information, see *OpenText Content Server - Documents and Text Documents (LLESWBD-UGD)*

Faceted Browsing is available for Provenances. Provenance facets are displayed in the Browse View sidebar in the same way other items in Content Server display. When you select a Provenance facet, existing child facets for that Provenance display. Provenance facets can be filtered using the standard Faceted Browsing search functionality. For more information, see *OpenText Content Server - Documents and Text Documents (LLESWBD-UGD)*.

To Add a Provenance

To add a Provenance:

1. Click Records Management on the **Enterprise** menu.

2. In the Records Management Workspace, click the **Classifications** link.

3. In the Classifications Workspace, click **Provenance** on the **Add Item** menu.

4. On the Add Provenance page, type a name for the Provenance in the **Name** field.

   Optionally, type a description for the Provenance in the **Description** field.

5. Select the **Selectable** check box to allow new Provenances to be applied to objects.

6. In the **Provenance Type** drop-down list, do one of the following:

   - Click an existing Provenance type.
   - To create a new Provenance type, click **<Create New Code>**, and then type a code, description, and an additional description in the appropriate fields in the Add Provenance Type dialog window.

7. Specify any of the following optional parameters:

   - **Alternate Name**
   - **Alternate Description**
   - **Start Date**
   - **End Date**

8. Select the **Disable** check box to show whether the Provenance body is still in effect.

9. Type information that you want to appear in on the Specific tab and in the Provenance history in the **Text** field.

10. To apply a Category to the Provenance, click the **Edit** button in the **Categories** section, navigate to the Category you want applied to the Provenance, and then click the **Done** button.

11. To create the Provenance in a location other than the default location, click the **Browse Content Server** button, navigate to the location where you want the item created, and then click its **Select** link.

12. Click the **Add** button.

To Update a Provenance

To update a provenance:

1. In the Classifications Workspace, click the **Functions** icon for the Provenance you want to update, click **Properties**, and then choose **Specific**.
2. On the **Specific** tab of the Provenance Properties page, modify any of the available parameters.
3. To save the update history to the audit log, select the **Save to history** check box.
4. Click the **Update** button.

To View and Purge Provenance History

To view and purge Provenance history:

1. In the Classifications Workspace, click the **Functions** icon for the Provenance item for which you want to view the history, and then click **Provenance History**.
2. To purge the history details for the Provenance, click the **Purge All** button.

Note: If the purging of audit logs is disabled in Content Server, the option to purge Provenance History is not available.

To View a Provenance as a Tree

To view a Provenance as a tree:

1. In the Classifications Workspace, click the **Functions** icon for the Provenance for which you want to view as a tree structure, and then choose **View as Tree**.
2. To view active or disabled levels of the Provenance, click the **View Active** or **View All** buttons.

To View Associated Provenance Items

To view associated Provenance Items:

1. In the Classifications Workspace, click the **Functions** icon for a Provenance, and then choose **View as Tree**.
2. On the Tree View page, click the **View associated items** icon beside the Provenance for which you want to view the related items.

To apply a Provenance to Managed Items

To apply a Provenance to Managed Items:

1. Click the **Functions** icon for the item to which you want to apply a Provenance, click **Properties**, and then choose **Provenance**.
2. Click **Browse Provenance** on the **Select** drop-down list, select the check box beside each Provenance you want to apply to the item, and then click the **Submit** button.

Tip: You can also apply a Provenance to a new item that you are creating by selecting the Provenance in the **Classifications** drop-down list.

To Configure Metadata Columns to Display

To configure metadata columns to display:

1. Click the **Functions** menu for a Provenance, click **Properties**, and then choose **Columns**.
2. In the **Local Columns** section on the **Columns** properties tab, highlight the columns you want displayed, and then click the **Right Arrow** button to add the column(s) to the **Displayed Columns** section.
3. Click **Update**.

1.6 Working with Holds

In Content Server, Holds are used to prevent items from being deleted. An item with a Hold applied cannot be deleted until the Hold is removed or suspended. Holds can be applied to any item in Content Server, classified or not, provided the item type is configured as a Managed Object.

Holds can also be applied to RM Classifications. If an RM Classification has an applied Hold, all items with that RM Classification will have an indirect Hold. You cannot remove the RM Classification from items until the Hold is removed or suspended.

The Records Management Hold Maintenance Workspace is where you can create new holds and hold groups, modify, suspend, and delete Holds. You can apply one or more Holds to an individual item or to multiple items. If you move an item that has a Hold applied, the Hold remains applied to the moved item.

Notes

- Holds applied to an item, can be viewed from the item's properties Holds tab by users with See/See Contents permissions. To remove the ability for users to view Holds, and to grant specific user groups the ability to view, apply, and remove holds, see "Setting Group Functional Access" on page 9.

- Whether you can perform certain actions to items on Hold, such as adding a version, is defined in the RM Settings.
- If enabled in the RM Default Settings, the **Hold** icon is displayed beside items with a direct Hold.
- The way Holds are displayed in the Holds Maintenance Workspace and when applying Holds, depends on the browse mode selected in the RM Default Settings; either *Standard Browse* or *Advanced Search*. If Standard Browse is selected, you see both Hold Groups and Holds listed in the Holds Maintenance Workspace. When applying a Hold in the *Search Holds* window, you will see all Holds listed.

  If Advanced Search mode is selected you will see only Hold Groups listed in the Holds Maintenance Workspace and you can search for Holds. To display Hold Groups and Holds, leave the search field blank and click Search. When applying a Hold in the *Search Holds* window, Hold Groups are not listed and you need to search for a Hold Name, or, leave the search field blank and click Search.

Types of Holds

Direct and Indirect Holds	A Hold can be applied directly or indirectly to an item. When you apply a hold to an item, it is a direct Hold. If a container has a Hold applied, the items and sub-items added to the container will have an indirect Hold. Similarly, if an item has a Hold applied, then its parent container will have an indirect Hold. If you move an item from a container with a Hold to a container without a Hold, the indirect Hold on the item becomes a direct Hold. Items with direct or indirect holds cannot be deleted.
User Holds	A user Hold is associated with one or more users. When a user Hold is processed, any items created by, owned by, or have versions added by the selected users, will have the Hold applied. In the Hold Maintenance Workspace, you can add or remove users from the list, and process the Hold for all items, or for items created within a selected date range. Updates to user Holds are captured in the Hold Maintenance audit trail. See, “To add Users to a Hold” on page 91.
Search Enabled Holds	You can use a search query to apply Holds to items based on pre-defined search criteria. For more information, see “Using Search Enabled Holds” on page 97.
Cross-References and Holds	You can use Cross-References to apply Holds to items. For more information, see “Creating Cross-References and Record Versions” on page 101.

1.6.1 Creating Holds

If you are the Records Manager or have the required permissions, you can create Holds and Hold Groups in the Hold Maintenance Workspace of Records Management. You can also create Holds on the fly when applying a Hold to items. For existing Holds, you can edit, suspend, reactivate, delete, export Hold contents, and view the items that have the Hold applied.

Hold Groups

You can organize Holds by creating Hold Groups. A Hold Group, like Holds, can be added on the Hold Maintenance page in the Records Management Workspace. Hold Groups can only be added at the top level of the Hold Maintenance page, and can only contain Holds, which means only one level of grouping is allowed per Hold group. You cannot move or copy existing Holds to Hold Groups.

Once a Hold Group is created and contains Holds, you can export all records associated with the Hold Group.

To Create a Hold Group

To create a Hold Group:

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. On the Hold Maintenance page, click **Add Item > Hold Group**.
3. On the Hold Group page, type a name and description for the Hold Group in the appropriate fields, and then click the **Add** button.

To Create a Hold

To create a Hold:

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. On the Hold Maintenance page, click **Add Item > Hold**, or navigate to a Hold Group, and then click **Add Item > Hold**.
3. On the Add Hold page, type a unique name for the Hold in the **Hold Name** field.
4. In the **Hold Create Date** section, select a date to be stored as the date the Hold was created.
5. In the **Hold Type** drop-down list, select an existing Hold Type code or click **<Create new code>** to create a new Hold Type.
6. Optionally, complete the following fields:
   - In the **Alternate Hold ID** field, type information that can help identify the Hold.

- Type a **Comment** to provide additional details about the Hold.
- In the**Date to Suspend** field, select a planned or estimated suspension date for the Hold.

  Note: The **Date to Suspend** is for information only and does not control when a Hold is suspended. For information about suspending a Hold, see “To Suspend or Reactivate a Hold” on page 96.

7. Click the **Add** button.

Tip: To create a Hold for an existing item, click an item's **Functions** icon, click **Properties**, and then click **Holds**. On the **Holds** properties tab, click **Create New Hold** in the **Apply: Hold** drop-down list.

To Modify a Hold

To modify a Hold.

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. Click the link for a Hold, modify any of the settings, and then click the **Update** button.

To add Users to a Hold

To add users to a Hold:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Hold Maintenance** link.
3. On the Hold Maintenance page, click the **Functions** icon for the Hold to which you want to apply users, click **Maintain Users for Hold**, and then choose **Add Users**.
4. On the **Add Users** tab, navigate to a user or group of users, select the check box for each user you want applied to the Hold, and then click the **Add** button.
5. Click the **Process Hold** tab.
6. Enter a date range in the **From** and **To** drop-down lists for items that are created.

   Optionally, type a comment for the Hold or a reason for the change **Comment** field.
7. Click the **Process Hold** button.

To View or Remove Users applied to a Hold

To view or remove users applied to a Hold:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Hold Maintenance** link.
3. On the Hold Maintenance page, click the **Functions** icon for the Hold that you want to remove users from or view the users currently applied, click **Maintain User Hold**, and then choose **View/Remove Users**.
4. On the **View/Remove Users** tab, select the check box for each user you want to remove from the Hold, and then click the **Remove** button.

1.6.2 Applying, Removing, and Viewing Holds

If you are the Records Manager or have the required permissions, you can apply and remove Holds, view items that have a Hold applied, and export the contents of a Hold. You can apply or remove Holds for an individual item, or for multiple items in search results, browse view, or within a Collection. You can apply and remove Holds for RM Classifications. You can view all Holds applied to parent and children items or view a list of the items that are have a particular Hold applied.

To apply a Hold to an Item

To apply a Hold to an item:

1. Click the **Functions** icon for an item, and choose **Properties > Holds**.
2. On the **Holds** tab of the item's Properties page, click **Search Holds** in the **Apply: Hold** drop-down list.
3. On the Search Holds page, do one of the following:
   - Type a Hold name in the **Search Hold Name for:** field, and then click the **Search** button.
   - Click the **Select** link for a Hold that appears in the list.

Tip: To apply a Hold to multiple items at once, in browse view, select the check box beside each item, and then click the **Apply Hold** button.

To create a new Hold and apply it to the item, click **Create New Hold** in the **Apply Hold** drop-down list.

To apply a Hold to Items in a Collection

To apply a Hold to items in a Collection:

1. In a Collection, select the check box next to each item you want held.
2. Click **Apply Hold** in the **More Actions...** drop-down list.
3. Click **Search Holds** in the drop-down list.
4. On the Search Holds page, do one of the following:
   - Type a Hold name in the **Search Hold Name for:** field, and then click the **Search** button.
   - Click the **Select** link for a Hold that appears in the list.

Tip: You can apply a Hold to all items in a Collection by selecting the **Select all** check box in the detail view of a Collection.

To create a new Hold and apply it to the items in a Collection, click **Create New Hold** in the **Apply: Hold** drop-down list in the **Search Holds** section.

To Remove a Hold

To remove a Hold

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **Holds**.
2. On the **Holds** tab of the item's Properties page, click the **Remove** link for a Hold. Optionally, in the Confirm Removal of Hold window, type a reason for removing the Hold in the text box.
3. Click the **OK** button.

Tip: To remove a Hold from multiple items at once, in browse view select the check box beside each item and click **Remove Hold**.

Notes

- If you provide a reason for removing the Hold, the reason is recorded in the Query Audit Log.
- Removing a Hold from all items does not delete it from the Hold Maintenance Workspace.

To Remove a Hold on Items in a Collection

To remove a Hold on items in a Collection:

1. In a Collection, select the check box next to each item you want the Hold removed from.
2. Click **Remove Hold** in the **More Actions** drop-down list.
3. On the Search Holds page, type a Hold name in the **Search Hold Name** for field, and then click the **Search** button.
4. Click the **Select** link for a Hold.

   Optionally, in the Confirm Removal of Hold window, type a reason for removing the Hold in the text box.
5. Click the **OK** button.

To View All Holds on Parent And Children Items

To view all Holds on parent and children items:

- Click the **Functions** icon for an item, choose **Properties**, and then choose **Holds**.

To View Items applied to a Hold

To view items applied to a Hold:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Hold Maintenance** link.
3. Click the **Functions** icon for a Hold, and then click **View Content Server Objects**.

Note: If there are no Content Server items, the following message appears: No Content Server items for this HOLD.

To View Holds assigned to a User

To view Holds applied to a user:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Hold Maintenance Functions** icon, and then click **View Holds assigned to Users**.
3. On the Search for User Holds page, type the user or group name for which you want to view assigned Holds, and then click the **Find** button.
4. In the search results, click the link the **Actions** column to view the Holds assigned to a user.

Note: The **View Holds applied to Users** option only appears when functional access is enabled, and you have **Managed Object – Maintain User Holds** enabled, or you are a member of the Records Managers main group.

1.6.3 Suspending, Deleting, and Exporting Holds

Suspending Holds

When you *suspend* a Hold, the Hold becomes inactive. A suspended Hold is still applied to items, but the items are no longer prevented from being deleted. Suspended Holds can still be applied to items, and you can view the list of items that have the Hold applied. In the Hold Maintenance Workspace, suspended Holds are listed, but do not display the active blue check mark. You can reactivate a suspended Hold at any time. See, "To Suspend or Reactivate a Hold" on page 96.

Exporting Hold contents

You can export the contents of a Hold to a directory that is designated by your Administrator. You can export the current version only or all versions of the Hold. If you export more than one version of a document, the versions and corresponding file names and version numbers appear below the document; if only the current version is exported, the document is displayed. Versions are sorted in descending order from newest to oldest. The `index.html` file in the *export* folder is a list of the exported Holds and contents. You can click a file name to be redirected to the actual exported file. If the item contains multilingual metadata in the Name and Description fields, the contents of those fields are exported in the same way RM metadata is exported. For more information about the Multilingual Metadata Editor, see *OpenText Content Server - Get Started (LLESRT-UGD)*. See "To Export the Contents of a Hold" on page 96

To Delete a Hold

To delete a Hold.

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. Click the **Functions** icon for a Hold, and click **Delete**.

   Notes

   - If the Hold is in use, it cannot be deleted. To find out where the Hold is being used, see "To View All Holds on Parent And Children Items" on page 94.
   - If the Hold is in use but suspended, the Hold can be deleted and is removed from items.

To Suspend or Reactivate a Hold

To suspend Hold

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. Click the **Functions** icon for a Hold, and click **Suspend**.
3. In the **Date Suspended** field, select the date the Hold was suspended, likely the current date.

   Note: Regardless of the date you select, the Hold is suspended as soon as you click **Update**.
4. Click **Update**. On the Hold Maintenance page, note that the active check mark is removed for the Hold.
5. To reactivate a Hold, click the **Functions** icon for a suspended Hold, and click **Reactivate.** The Hold is reactivated for items that had the Hold applied before the Hold was suspended.

Notes

- When a Hold is suspended, items with that Hold applied can be deleted.
- Hold events are recorded in the item's audit trail.

To Export the Contents of a Hold

To export the contents of a Hold:

1. On the **Enterprise** menu, click **Records Management > Hold Maintenance**.
2. On the Hold Maintenance page, click the **Functions** icon for a Hold, and click **Export Hold Contents**.

   Note: If there are no Content Server items that have the Hold applied, the following message appears:

   `There are no items associated with this Hold`
3. Select the **Current Version** or **All Versions** radio button to specify whether to export all versions of items, or only the current version of items.
4. Click the **Export** button.

1.6.4 Using Search Enabled Holds

The Search Enabled Holds functionality enables you to use the standard Search capabilities in Content Server to perform Search Queries for Holds. The Search Enabled Hold functionality provides you with two additional tabs where you can create manual Search Queries for Holds, schedule queries to be performed at regular intervals, apply and remove Holds, and view the details of queries that have been performed.

Note: The Search Enabled Holds tabs, called **Hold Criteria** and **History**, are available from the **Search Enabled Hold** option on a Hold's **Functions** menu. This option only appears if you are the Records Manager or have the functional access permission.

The **History** tab for Search Enabled Holds shows details about the Search Queries that have been created for Holds. You can view the following information:

- **Query Name**, which displays the name of the query
- **Query ID**, which displays the query's node ID
- **Comments**, which displays the metadata from the **Comment** field, which is entered when you create or change a query
- **Action**, which displays the available actions that have been perform on the query
- **User**, which displays the name of the user who performed the last action on the query
- **Date**, which displays the date the action was performed on the query
- **Query Details**, which appears when you apply Holds to the query results. This parameter displays details of query criteria or lists the number of items in the query results that had the Hold applied.

Creating and Managing Hold Queries

When you create a Holds Search Query, it is done the same way as if you were creating a query using the standard Search in Content Server, but it is saved in the Holds container of the Records Management Workspace. Search Enabled Holds are maintained on the **Hold Criteria** tab. This page provides information about the Hold query, such as its name, whether or not automated Search is enabled for the query, the status of the query, when the last search was performed, and when Holds were last applied. You can also manually add and remove Holds from this page.

Whenever you create, change, or delete a Hold query, the changes are saved and you are returned to the **Holds Criteria** tab.

Note: Once a Holds Search Query is created, you can use the query's **Functions** menu to run or delete the search, or view the item's Properties information, the same way you can for standard Search Queries in Content Server. You can also save Search Enabled Holds Queries using the Advanced Search functionality in Content Server. For more information about the Search functions in Content Server, see *OpenText Content Server - Search (LLESWBB-UGD)*.

Scheduling Automated Hold Queries to Search and Process Items

You can enabled a *Scheduled* query, which allows you to automatically run the search and process eligible items at specific days and times. The days and times, as well as the action to take on eligible items returned by the Holds query, are set by your administrator. The buttons in the **Scheduled** column on the **Hold Criteria** tab appear for each saved Holds Query. You can enable multiple Scheduled queries, but each query must be enabled individually. By default, newly created Holds queries are not Scheduled.

When a query is set to Scheduled, the details of the query appear on the Hold's **History** tab. Also, if you unschedule a query that is currently Scheduled, you must enter a reason for the change in the **Comments** field before you can save the change.

Note: When you schedule a Hold Query, the **Functions** menu for that query is no longer available because you cannot make changes to a Scheduled query. If you want to view the Hold Query or make changes to it, you must unschedule it first.

Adding and Removing Holds

On the **Hold Criteria** tab for Search enabled Holds, you can manually apply a Hold to the items returned in a Query. The **Apply Hold** action is displayed in the **Actions** column when the **Scheduled** option is set to `No`. When you click the **Apply Hold** link, a message displays that indicates the approximate number of items the Hold will be applied to. This number is approximate because a search returns all items, not just managed items. When you apply the Hold to managed items in a Holds query, you cannot make any other changes to the query while the items are being processed.

Note: The Apply Hold function will place Holds on all eligible items returned by the query, regardless of whether or not you have sufficient permissions on all of the items, as long as the Functional Access permission is enabled by your administrator.

When Holds are processed using the **Apply Hold** link on the **Holds Criteria** tab, or when a Hold is removed from the items in that query, the details for the change are recorded on the Hold Query's **History** tab.

To Create a Holds Search Query

To create a Holds Search Query:

Note: You must have the Add Item permission to create a query from the Hold Maintenance Workspace.

1. In the Records Management Workspace, click the **Hold Maintenance** link.
2. On the Hold Maintenance page, click a Hold's **Functions** menu, click **Search Enabled Hold**, and then click **Hold Criteria**.
3. On the Maintain Search Enabled Hold page, click the **Create Query** button.
4. On the Advanced Search page, select the search parameters by which you want to find items, and then click the **Save as Query for Hold** button in the **Save Options** area.
5. On the Save Search Query page, type a name for the query, specify optional information, and then click the **Add** button.

Tip: The criteria that you can enter for a Holds Search Query is the same as that used for a standard Search Query in Content Server. For more information about Search Queries, see *OpenText Content Server - Search (LLESWBB-UGD)*.

After you create a Holds Search Query and save it, you are returned to the **Hold Criteria** tab for the Hold.

A search is not automatically performed when you create a query; you must click the **Search** button on the Query's **Specific** tab to actually perform the search, or click the Hold Query's **Functions** menu, and then click **Run**.

To Apply a Hold to a Hold Query

To apply Holds to items in Hold Query:

1. In the Records Management Workspace, click the **Hold Maintenance** link.
2. On the Hold Maintenance page, click a Hold's **Functions** menu, click **Search Enabled Hold**, and then click **Hold Criteria**.
3. On the Maintain Search Enabled Hold page, click the **Apply Hold** link in the **Actions** column for the Query results to which you want the Hold applied.

   Note: The **Apply Hold** link does not appear when the **Scheduled** action is enabled.

4. In the dialog window that appears, click the **OK** button.

To Remove a Hold from a Hold Query

To remove a Hold from a Hold Query:

1. In the Records Management Workspace, click the **Hold Maintenance** link.
2. On the Hold Maintenance page, click a Hold's **Functions** menu, click **Search Enabled Hold**, and then click **Hold Criteria**.
3. On the Maintain Search Enabled Hold page, click the **Remove Hold** link in the **Actions** column for the Query results from which you want the Hold removed.
4. In the dialog window that appears, click the **OK** button.

Note: The **Remove Hold** link does not appear when the **Scheduled** action is enabled. To manually remove Holds from items in a Hold Query, you must first unschedule it.

Other Hold Queries may still have the same Hold applied to items that were returned in that Hold Query's search results.

To Schedule an Automated Hold Query

To schedule an automated Hold Query:

1. In the Records Management Workspace, click the **Hold Maintenance** link.
2. On the Hold Maintenance page, click a Hold's **Functions** menu, click **Search Enabled Hold**, and then click **Hold Criteria**.
3. On the Maintain Search Enabled Hold page, click the **Yes** radio button in the **Actions** column for the Query results you want to automatically run.
4. Type a reason for the change in the **Comments** field, and then click **Update**.

To View Hold Query Information

To view Hold Query information:

1. In the Records Management Workspace, click the **Hold Maintenance** link.
2. On the Hold Maintenance page, click a Hold's **Functions** menu, click **Search Enabled Hold**, and then click **History**.

1.7 Creating Cross-References and Record Versions

A Cross-Reference links two Content Server items using codes. You can create a Cross-Reference code on the fly when you assign a Cross-Reference to an item, or you can create the codes in advance in the Cross-Reference Code table. For more information, see "Maintaining Codes" on page 6.

You can assign a Cross-Reference to an item after the item is created, or as you are creating it on the Add Item page. When you assign a Cross-Reference, you will be able to see the Cross-Reference type and the location for all of the items you are assigning a Cross-Reference. If the item you are cross-referencing has an associated Hold, the **Hold** icon displays next to the Cross-Reference type.

You can view Cross-Reference and version information for a managed item on the item's **Xreference** tab of the Properties page. For more information about Properties pages, see *OpenText Content Server - Get Started (LLESRT-UGD)*. You can also configure Cross-References, with the corresponding metadata, to display as a column or facet in the Browse View of Content Server. The columns and facets must be configured in the Facets Volume in Content Server. For more information, see *OpenText Content Server - Documents and Text Documents (LLESWBD-UGD)*.

Note: The option to add a Cross-Reference on the Add Item page is only available when enabled by the Records Manager.

You can configure the system to use Cross-References to indicate that different items are versions of each other, even if you do not have permissions to see the current version. For example, if you have permission to see only version 1 of an item, you will still be able to add a version to the item, even if the current version number is one to which you do not have permission to view.

If the original version of a record is deleted, the remaining versions of the record still appear on the **Xreference** tab of the item's Properties page.

Adding Cross-References for Multiple Items

You can select several items in a Collection, Search result, or in Browse View, and apply a Cross-Reference to another item. If your administrator enabled Functional access, the apply Cross-Reference functionality will not appear as a button in the workspace, or in the **More Actions** drop-down list in a Collection or Search result, if you do no have the **Managed Object – Cross Reference – apply** function applied.

Associating a Hold with a Cross-References

When you create or modify a Cross-Reference code, you can also choose an existing Hold to associate with the Cross-Reference. The associated Hold is automatically applied to managed items as a direct Hold when the Cross-Reference is applied. Only one Hold can be associated with a Cross-Reference code; if you select another Hold, the newly selected Hold will overwrite the previous Hold. The Hold name is displayed on the **Holds** tab, and is appended with the name of the Cross-Reference.

You can remove the associated Hold from the Cross-Reference on the Add Cross-Reference page.

If a Hold is applied to an item using a Cross-Reference, the Hold is automatically removed when the last Cross-Reference of that type is removed. You must have the proper permissions to remove Cross-References and Holds. The following permissions apply when deleting Cross-References and their associated Holds:

If Functional Access is not enabled:

- The Modify permissions is required to remove all Cross-References, except the last one.

  Note: A Hold is not removed as long as one Cross-Reference is applied.

- User must belong to the designated Records Manager group in order to remove the last Cross-Reference with an associated Hold.
- The Delete permission is required to delete the applied Cross-Reference automatically when an item is deleted. The associated Hold is automatically removed from the item only if the last Cross-Reference with the associated Hold is removed.

If Functional Access is enabled:

- The Modify (or See Contents) permission and **Cross-Reference – Remove** function is required to remove all Cross-References except the last one.
- The Modify (or See Contents) permission and the **Cross-Reference – Remove** and **Hold – Remove** functions are required to remove the last Cross-Reference with an associated Hold. The Hold will also be removed when the last Cross-Reference with the associated Hold is removed.
- The Delete permission is required to delete any applied Cross-References automatically when an item is deleted. The associated Hold is automatically removed from the item only if the last Cross-Reference with the associated Hold is removed.

1.7.1 To Assign a Cross-Reference or Record Version

To assign a Cross-Reference or Record Version:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **XReference**.
2. In the **Assign Cross-Reference** drop-down list, click **New Cross-Reference** or **New Record Version** .

   Note: If the item you are adding as a version is already a version of another item, the **New Record Version** option will not appear. This option also does not appear unless it is enabled in the RM Settings.

3. Click the **Browse Content Server** button, browse for the item you want to Cross-Reference, and then click the **Select** link for the item.

4. On the Assign Cross-Reference page, click a Cross-Reference type in the **Cross-Reference Type** drop-down list.

   Note: If you are adding a Record Version and the administrator selected a default record type, this field is automatically populated and cannot be changed.

5. Optional Type a reason for the association in the **Comment** field.

6. Click the **Assign** button.

1.7.2 To Remove a Cross-reference

To remove a cross-reference:

1. Click the **Functions** icon for an item, choose **Properties**, and then choose **XReference**.

2. On the **XReference** tab of the item's Properties page, click the **Remove** link for a cross-reference.

1.7.3 To Assign a Cross-Reference for Multiple Items

To assign a Cross-Reference for multiple items:

1. In a Collection, Search result, or in the Browse view, select the check box beside each item for which you want a Cross-Reference applied.

2. In the **More Actions** drop-down list, click **Assign Cross-Reference**.

3. Click the **Browse Content Server** button, navigate to the item to which you want to apply a Cross-Reference, and then click its **Select** link.

4. On the Assign Cross-Reference page, click a Cross-Reference type in the **Cross-Reference Type** drop-down list.

5. Optional Type a reason for the association in the **Comment** field.

6. Click the **Assign** button.

1.8 Working with Audit Logs, Reports, and Metadata

You can perform certain Records Management functions directly from the Records Management Workspace. You can search classified items and user or group modifications, create classification picklists to be used by specific Content Server Groups, import and export Records Management items, create record types, produce static representations of the data, create explanations for why an RSI is created, and set items as confidential. You can also work with Records Management metadata for your collected items.

For more Records Management administration features, see “Setting Up Records Management” on page 5.

1.8.1 Working with Search Results and Audit Logs

You can search for deleted RM Classifications or managed items. The search provides you with enhanced audit log information that lists deleted managed items according to the search criteria you specify, such as a document ID or name, file name or number, a classification name, RSI, record date, a user and the role the user is applied, or the date the items were deleted.

Records Management also lets you search for user or group modifications by user, deleted user, or date and provides you with the audit log information according to specified search criteria.

The search results for deleted managed items appear on the Deleted Classified Items page. For each deleted item, the following information is displayed: the item name, type, associated Classification, file number, status and status date, requestor, deleted date, RSI, disposition authority, the owner of the item, and the location of the item.

When you click an item's name link in the search results, additional information about the deleted item appears in a separate window. The Deleted Item Info popup window is organized into tab views. The **Records Detail** tab displays metadata that is currently captured for the physical item; the **Physical Item** tab displays all physical item metadata. If you are viewing information for a deleted managed item or an RM Classification, the **RM Metadata** tab displays all metadata currently captured; the **Category Attributes** tab displays all Category Attribute metadata organized by Category.

The Records Manager can purge the *delete user/group modification* audit logs, deleting all the information stored within. When purging delete audit logs, you can specify where the log is created. The audit logs will only be purged if the **Create Purge Audit File** check box is selected.

Note: If purging of the audit logs is disabled in Content Server, the options to purge the Delete Audit log, the User/Group Audit log, and Provenance history are not available.

The Administrator can give the Records Manager permissions to query the audit log in Content Server. The Administrator must provide the Records Manager with the URL to the Query Audit Log page.

To Search for Deleted RM Classifications or Managed Objects

To search for deleted RM classified items:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Audit Deletion Logs** link.
4. Specify any of the search settings.
5. Click the **Search** button.

To Search for User or Group Modifications by User

To search for user or group modifications by user:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Audit User Group Modifications** link.
4. On the User/Group Audit Info page, click the **Find User** button.
5. On the Select a User page, specify search criteria, and then click the **Find** button.
6. Click the **Select** link for a user or group.
7. Click the **Search by Name** button.

To Search for User or Group Modifications by Deleted User

To search for user or group modifications by deleted user:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Audit User Group Modifications** link.
4. On the User/Group Audit Info page, click the **Find Deleted User** button.

5. On the Select a Deleted User page, specify search criteria, and then click the **Find** button.

6. Click the **Select** link for a user or group.

7. Click the **Search by Name** button.

To Search for User or Group Modifications by Date

To search for user or group modifications by date:

1. Choose **Records Management** on the **Enterprise** menu.

2. On the Records Management page, click the **Records Management Administration** link.

3. On the Records Management Administration page, click the **Audit User Group Modifications** link.

4. On the User/Group Audit Info page, click an option in the first drop-down list in the **Date** section.

5. Click a month, date, and year in the corresponding drop-down lists.

6. Click the **Search by Date** button.

To Purge the Audit Deletion Log

To purge the audit deletion log:

1. Choose **Records Management** on the **Enterprise** menu.

2. On the Records Management page, click the **Records Management Administration** link.

3. On the Records Management Administration page, click the **Audit Deletion Logs** link.

4. On the Delete Audit for Classified Items page, click month, day, and year in the corresponding drop-down lists in the **Purge Before Date** section.

   Optionally, select the **Create Purge Audit file** check box to create a purge audit file.

5. Click the **Purge Delete Audit** button.

Note: If purging of the audit logs is disabled in Content Server, the option to purge the Delete Audit log is not available.

To Purge the User/Group Audit

To purge the user/group Audit:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Audit User Group Modifications** link.
4. On the User/Group Audit Info page, click a month, date, and year in the corresponding drop-down lists in the **Purge Before Date** section.
5. Click the **Purge User/Group Audit** button.

Note: If purging of the audit logs is disabled in Content Server, the option to purge the User/Group Audit log is not available.

1.8.2 Creating Classification Picklists

Classification picklists are lists of Classifications that a given Content Server Group can use. Picklists can be created by the RM Administrator or Records Managers from Classifications that you browse or Classifications on your Favorites list.

To Create a Classification Picklist from Browsed Classifications

To create a classification picklist from browsed Classifications:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Classification Picklists** link.
4. On the Select Group for Pick List page, specify search criteria, and then click the **Find** button.
5. Click the **Select** link for a group.
6. On the Group Pick List page, click **Browse Classifications** in the **Select Classification** drop-down list.
7. On the Browse Classification page, click the **Select** link for a classification.
8. Click the **Add To Picklist** button.

To Create a Classification Picklist from Favorite Classifications

To create a classification picklist from favorite Classifications:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Classification Picklists** link.
4. On the Select Group for Pick List page, specify search criteria, and then click the **Find** button.
5. Click the **Select** link for a group.
6. On the Group Pick List page, click **My Favorites** in the **Select Classification** drop-down list.
7. On the My Classification Favorites page, click the **Select** link for a classification.
8. Click the **Add To Picklist** button.

1.8.3 Creating Record Types

You can add record types in Records Management. Record types can be created based on your organization's needs. For example, you can create record types for invoices, contracts, budget documents, etc. The record types that you create can be applied to managed documents or physical items. When you add a record type, you can specify an RSI, and you can select whether the RSI for this record type will apply to the item that you create. For more information about RSIs, see "Managing Record Series Identifiers" on page 39.

Note: When creating a managed object, if you are applying both an RM Classification and a Record Type, and the Record Type has an RSI applied, then the RSI from the Record Type will be applied to the managed object. The exception to this rule is if the Record Type is the default, in which case the RSI from the RM Classification will be applied to the managed object.

To Add a Record Type

To add a record type:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Record Types** link.
3. On the Record Types page, click **Record Type** on the **Add Item** menu.
4. On the Add Record Type page, specify any of the settings.
5. Click the **Add** button.

1.8.4 Working with Records Management Reports

Producing Reports

Reports are created in a specified Content Server folder and are static representations of the data at the time the report was initiated. Reports can be filtered by specific criteria associated with the type of report selected.

You can create the following reports in the Reports container:

- **Classification Report**, which returns the hierarchical view of a specific Classification Tree.
- **Classification with details**, which returns the Essential Code and Disposition Authority details for a specific Classification Tree.
- **Disposition Listing for Boxes**, which returns the following information for a Boxes under control of a specific Disposition: Unique ID, Home Location, Locator, Offsite Storage ID, Calculated Date, Pulled, Destroyed.
- **Disposition Listing Report for Boxes with Contents**, which returns a list of all boxes in a specific Disposition Search, and includes the contents of those boxes. The content will be returned regardless of whether it is in the Disposition Search.
- **Disposition Report**, which returns information about a specific Disposition Search, and the results of the search.
- **Provenance Report**, which returns information about a specific Provenance, such as an alternate name, the type, start and end dates, and whether it is disabled.
- **RM Classification Terms**, which returns lists of RM Classification terms, in alphabetical or hierarchical order.
- **RM Dashboard**, which is a *dashboard* style report that allows you to view the number of managed objects that are under Disposition control with actions pending, the number of managed objects applied to a Classification, and other statistics and metadata information for managed objects.
- **Security Report**, which returns a list of objects with the security specified as *parameter* or lower.

To Produce a Report

To produce a report:

1. Click **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Reports** link.
3. On the Reports page, click one of the following links, specify any options based on the type of report you chose, and then click **Run Report**.

    - **Classification Report** or **Classification Report with details** – Click the **Browse** button to navigate to the Classification for which you want to run a report.

- **Disposition Listing for Boxes** – Select the **Show selected items only** check box to filter the report by a specific Disposition, choose a Disposition Search from the drop-down list, and then select the options by which you want the report sorted in the appropriate drop-down lists.
- **Disposition Listing Report for Boxes with Contents** and **Disposition Report** – Select the **Show selected items only** check box to filter the report by specific Dispositions, and then choose a Disposition Search in the drop-down list.
- **Provenance Report** – Click the **Browse** button to navigate to the Provenance for which you want to run a report.
- **RM Classification Terms** – Click the **Yes** radio button in the **Use Scope Notes** and **Authorized Terms Only** sections to list scope notes and return only authorized terms, and then choose a source by which to filter the terms from the **Filter Report By Source** drop-down list.
- **RM Dashboard** – Click the **Expand** button  in any section of the dashboard to view each section.
- **Security Report** – Select a Security type by which you want to filter the report in the **Filter Report by Security** drop-down list.

1.8.5 Creating Justifications

Users can create Justifications. A Justification is an item that explains why an RSI is created. You can specify a citation, description, retention code, retention period, and disposition. You can also edit and delete Justifications.

To Create a Justification

To create a Justification:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Justifications** link.
4. On the Justifications page, click **Justification** on the **Add Item** menu.
5. On the Add Justification page, specify any of the settings.
6. Click the **Add** button.

To Edit a Justification

To edit a Justification:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Justifications** link.
4. On the Justifications page, click the **Edit** link for a Justification.
5. On the Modify Justification page, modify any of the settings.
6. Click the **Update** button.

To Delete a Justification

To delete a Justification:

1. Choose **Records Management** on the **Enterprise** menu.
2. On the Records Management page, click the **Records Management Administration** link.
3. On the Records Management Administration page, click the **Justifications** link.
4. On the Justifications page, click the **Delete** link for an RSI.

1.8.6 Setting Items as Confidential

You can set an item as confidential. Making an item confidential removes permissions from all users except the Owner and user performing the action. When you remove the confidential setting, the original permissions are restored.

To Set an Item as Confidential

To set an item as confidential:

1. Click the **Functions** icon for an item, and then click **Make Confidential**.
2. On the Make Confidential page, select the **Make Confidential** check box.

   Optionally, you can make sub-items of containers confidential by selecting the **Apply to Sub-Items** check box.
3. Click the **Submit** button.

Note: To make an item confidential, you must have the Edit permission on all items on which you are performing the action.

If the Administrator has disabled the confidential setting, the **Make Confidential** menu item does not display.

1.8.7 Working with Records Management Metadata for Multiple Items

You can edit the Records Management metadata for items in a Collection and also for multiple items when in the Browse view. For information about Collections, see the *Content Server Online Help*. When editing metadata, you can choose to remove the RSI or the official mark from the item.

To Edit Records Management Data for a Collected Item

To edit Records Management metadata for a collected item:

1. Choose **Collections** on the **Personal** menu.
2. On the My Collections page, select the check box of the item for which you want to edit Records Management metadata.
3. Click **Records Management Metadata** in the **More Actions** drop-down list.
4. On the Records Management Metadata page, modify any of the settings.
5. Click the **Update** button.

Tip: You can edit Records Management metadata for all items in a Collection by selecting the **Entire Collection** check box in the Detail View of a Collection Workspace.

To edit Records Management metadata for multiple items:

1. In the Browse view of a workspace, select the check box beside each item you want to edit the Records Management metadata, and then click **Records Management Metadata** in the **More Actions** drop-down list.
2. On the Records Management Metadata page, modify any of the settings.
3. Click the **Update** button.