

INFORMATION RETENTION MANAGEMENT AND SYSTEM DECOMMISSIONING

DRIVE EFFICIENCY AND COMPLIANCE IN MANAGING BUSINESS DATA

The SAP NetWeaver® Information Lifecycle Management component, part of the SAP NetWeaver technology platform, enables companies to decommission systems while maintaining auditing and reporting capabilities on stored data. It also supports information retention compliance in live and decommissioned systems.

The Importance of Information Lifecycle Management

The value of enterprise information has risen considerably. In fact, like other companies, yours may consider information to be its single most important asset. But as your company collects more information about its business activities, it must deal with exploding growth in the size of its corporate database.

Simultaneously, organizations such as yours operate under a growing number of regulations that restrict how long they can – or must – retain business data. These mandates can compel you to maintain multiple, sometimes redundant, systems to help ensure continued access to data for auditing and reporting purposes. Maintaining inactive systems simply to store this data is an expensive proposition once you add up the costs for staffing, equipment, and energy consumption.

Complicating matters, many organizations are facing an increased demand to present business information in courts during litigations. Quickly finding this information and protecting it throughout a lawsuit can be costly and time-consuming.

The complexity and expense of managing information means that traditional data management strategies are no longer sufficient. The SAP NetWeaver® Information Lifecycle Management component, part of the SAP NetWeaver technology platform, enables compliance with information retention regulations in both live and decommissioned system environments. With it, your organization

can decommission redundant systems containing data from legacy systems while preserving full auditing and reporting capabilities on the stored data.

Overview of SAP NetWeaver Information Lifecycle Management

SAP NetWeaver Information Lifecycle Management supports your company in two key ways:

- Information retention management
- System decommissioning

The software offers comprehensive coverage for legal compliance throughout the information lifecycle by interoperating with storage products that have SAP-certified integration with the SAP NetWeaver technology platform. Because the software enables you to shut down legacy systems efficiently – while still maintaining data access capabilities – your organization can reduce risk and costs. In other words, you can satisfy legal regulations, as well as auditing and reporting needs, for data on both live and decommissioned systems. And with data archiving at its core, the software helps ensure that data volumes in the database are kept in check.

Effective Retention Management to Satisfy a Range of Needs

SAP NetWeaver Information Lifecycle Management makes it possible to maintain policies and rules in your enterprise resource planning (ERP) environment so you can store and access archived data. With this software, you can control:

- Amount of time data needs to be kept
- Location where data is stored



- Transfer of data from the database to the archive
- Data expiration dates
- Final destruction of data

The information retention manager tool enables you to define and manage data policies to satisfy numerous objectives. For example, you can use these policies to address legal requirements, meet service-level agreements, support the retention of structured and unstructured data, and keep track of the retention times and locations of paper documents. You can enter rules and policies based on various criteria, including how long data should be kept, when it can be destroyed, and where it should be stored.

SAP NetWeaver Information Lifecycle Management offers a standardized method to shut down legacy systems, enabling you to audit and report on the data from the shut-down systems and store that data in a legally compliant manner.

You can create and centrally store policies and rules for all your business objects, whether the data originated from an SAP® application or other software. Objects can be governed by their own policies and rules or can inherit the policies from superordinate objects. For example, a scanned check can inherit the policies of its associated financial document.

Once data from SAP software-based solutions is no longer needed on an everyday basis, you can archive it in your storage system. Following the rules you entered in the information retention manager tool, the software automatically routes the data to specified areas in the storage system and stores it in a hierarchy based on rules you define. This automated routing streamlines the entire archiving process and helps meet legal requirements within various countries. For example, certain laws require companies to store data in the country of its origin. You can specify different storage locations in the rules, and, at the time of archiving, the software automatically routes the data to the right archives, even if these involve storage systems in different countries.

SAP NetWeaver Information Lifecycle Management automatically calculates an expiration date based on the rules defined with the information retention manager tool. This expiration date is applied to the archived data in the form of a property. When the expiration date has been reached, you can destroy the archived data.

The software also helps you avoid costs and fines associated with noncompliance by preventing anyone from altering or destroying the data prior to the expiration date.¹ You can also apply a legal hold on the data, protecting it against destruction even after the expiration date is reached.

The legal case management function allows you to set up legal cases and manage all information related to that case. Once you find all relevant infor-

mation through the e-discovery function, you can set a legal hold on a specific document or group of documents. The software overrides all other policies and rules for that document until the legal hold is lifted and handles legal holds as exceptions that cover both data in the database and data archived in storage. In addition, legal holds are also considered when you choose the data destruction option to select data for destruction in the database.

SAP NetWeaver Information Lifecycle Management makes it possible to maintain policies and rules in your ERP environment so you can store and access archived data.

Retention management functions allow you to automatically or manually collect information related to a specific legal case. E-discovery is facilitated by special reports that are connected to a legal case. SAP NetWeaver Information Lifecycle Management includes reports that you can use as is or as templates that you can adapt to the specific requirements of a case under consideration. You can extend the legal hold to objects belonging to the same business process or to all objects associated with a case and discovered either manually or via a discovery report. The discovered objects are not copied into the legal case to avoid redundancy, but key fields of the data and documents relevant to a spe-

1. To enforce expiration dates reliably, SAP recommends that customers use a storage product that is certified by SAP to interoperate with the SAP NetWeaver technology platform.

cific case are stored persistently. The software also collects and keeps corresponding linked documents.

Support for Standardized System Decommissioning

Until now, companies have lacked a standardized method for system decommissioning. Data from decommissioned systems is not exempt from legal compliance or tax audits. As a result, organizations are often afraid to shut down an old system when they can only interpret data in the context of its original system.

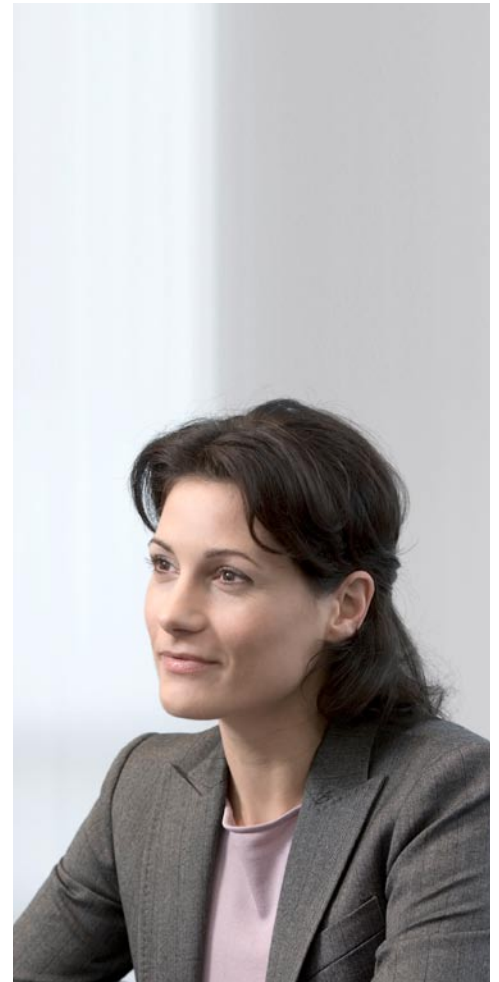
SAP NetWeaver Information Lifecycle Management offers a standardized method to shut down legacy systems. This support enables your organization to audit and report on the data from the shut-down systems and store that data in a legally compliant manner.

When a system is ready to be shut down, you can empty it of its data using proven, standard archiving functions that have been enhanced for information lifecycle management. For example, in addition to archiving all “business-complete” data that is no longer needed in everyday business processes, you can use enhanced snapshot functions to archive data from objects that are not yet business-complete. You also need to archive all corresponding contextual and customized information, such as currency types and country codes, for auditing and reporting purposes. SAP NetWeaver Information Lifecycle Management includes an archiving tool that makes snapshots and extracts contextual data so you can interpret data from the archive.

SAP Consulting can help you move the archives and snapshots to the retention warehouse, a separate ERP system attached to a storage product that is certified by SAP to interoperate with SAP NetWeaver. The retention warehouse can store data from one or more decommissioned systems. Just as with retention management, the retention warehouse enables you to specify rules in the policy engine to help ensure legal compliance. The file conversion tool in SAP NetWeaver Information Lifecycle Management reorganizes the archived files based on these rules and then stores the files in the archive hierarchy. The software automatically routes the data to the appropriate areas in the storage product. At this point, you can shut down your old system and the data may reside in the storage product for some time, even years. Although it may be accessed infrequently, this vital information is maintained.

The retention policies in the information retention manager tool govern the data from decommissioned systems. This means that retention times apply to the data from the decommissioned system in the same way as they do to the data in live systems.

In case of an imminent audit, you can select the necessary data from the archive and prepare the appropriate structures for running queries during the audit. After copying the data to the SAP NetWeaver Business Warehouse (SAP NetWeaver BW) component, you or authorized business users can run queries using a range of analysis and reporting tools. By filtering the data before the transfer to SAP NetWeaver BW,



you can help make sure that business users only see the information they are authorized to view. Once you are done with the analysis and reporting, the data is deleted from SAP NetWeaver BW and continues to reside in the archive until it is needed for another audit, or until the expiration date is reached.

Benefits to Your Business

With SAP NetWeaver Information Lifecycle Management, you can:

- Significantly reduce IT management costs by consolidating systems
- Maintain compliance with data retention regulations
- Reduce cost and risk associated with legal discovery
- Improve IT system performance by reducing database size

For More Information

To learn more about how SAP NetWeaver Information Lifecycle Management can help your organization better manage and deliver data, call your SAP representative today or visit us at www.sap.com/ilm.

Summary

The SAP NetWeaver® Information Lifecycle Management component enables your organization to comply with information retention regulations in both live and decommissioned system environments. It provides a standardized method for decommissioning redundant systems while preserving full auditing and reporting capabilities on the stored data.

Business Challenges

- Consolidate your IT infrastructure
- Manage the retention of data from SAP® software-based solutions
- Respond to legal discovery requests efficiently
- Arrest the growing size of your corporate databases

Key Features

- **Information retention management** – Manage and enforce all information retention policies across the enterprise, responsibly destruct data based on policies, perform e-discovery, and set legal holds
- **System decommissioning** – Support a standardized method to shut down legacy systems, audit and report on the data from shut-down systems, and store data in a legally compliant manner

Business Benefits

- **Reduce IT operations costs** by consolidating system hardware
- **Improve compliance** with legal and regulatory requirements for information retention by defining and enforcing data policies
- **Decrease the cost and risk of legal discovery** by finding information quickly and protecting it throughout a lawsuit
- **Improve the efficiency of IT processes** by reducing database size

For More Information

To learn more about how SAP NetWeaver Information Lifecycle Management can help your organization better manage and deliver data, call your SAP representative today or visit us at www.sap.com/ilm.

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