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# ARCHIVE RETENTION COCKPIT (ARC) FOR SAP®

MANAGE RETENTION AND DISPOSITION OF ARCHIVED DATA AND DOCUMENTS

## NEED FOR RETENTION MANAGEMENT

Is your business at risk managing retention and disposition of data and documents?

Are meeting compliance requirements leaving you frustrated and your company vulnerable?

Increased regulatory requirements have legions of legal and records retention people clamoring for a way to manage the volumes of data and documents inherent in doing business. Companies are being forced to retain business records in a compliant mode, safe from alteration or deletion, for specified periods of time and after that, dispose of them. Records kept longer than the defined retention period may become a legal liability, not to mention incur spiraling storage costs and develop into a data management burden. The often cited Supreme Court decision (Arthur Andersen LLP v. United States, No. 04-368) involving business record destruction has endorsed the notion that a formal record retention policy which is in accordance with regulations and is strictly followed clears a business from the liability of expired records.

### FEATURES

- Time and event disposition
- ILM state model display
- Disposition workflow integration
- Comprehensive logging
- Configurable customization screens
- Integration to external RMS
- Biometric identification (optional add on)

Disposition #/Key for Archive File	ILM status	Case ID	Retent. Start	Disp. start	Disposition	S.purge start	Soft purge	Purge start	Purge
4864 004864-001MM_EBAN	2,2 Soft Purge done		08.03.2009	06.02.2009	28.08.2009	06.06.2009	28.08.2009	04.09.2009	
004864-002MM_EBAN	2,2 Soft Purge done		05.03.2009	03.02.2009	28.08.2009	03.06.2009	28.08.2009	01.09.2009	
004864-003MM_EBAN	2,1 Purge ready		15.02.2009	16.01.2009	28.08.2009	16.05.2009	28.08.2009	14.08.2009	
004864-004MM_EBAN	2,2 Soft Purge done		05.03.2009	03.02.2009	28.08.2009	03.06.2009	28.08.2009	01.09.2009	
004864-005MM_EBAN	2,1 Purge ready		20.02.2009	21.01.2009	28.08.2009	21.05.2009	28.08.2009	19.08.2009	
4872 004872-001MM_EBAN	2,2 Soft Purge done		12.03.2009	10.02.2009	28.08.2009	10.06.2009	28.08.2009	08.09.2009	
004872-002MM_EBAN	2,2 Soft Purge done		05.03.2009	03.02.2009	28.08.2009	03.06.2009	28.08.2009	01.09.2009	
004872-003MM_EBAN	2,2 Soft Purge done		02.03.2009	31.01.2009	28.08.2009	31.03.2009	28.08.2009	29.08.2009	
004872-004MM_EBAN	2,2 Soft Purge done		05.03.2009	03.02.2009	28.08.2009	03.06.2009	28.08.2009	01.09.2009	
004872-005MM_EBAN	2,2 Soft Purge done		05.03.2009	03.02.2009	28.08.2009	03.06.2009	28.08.2009	01.09.2009	
4901 004901-001MM_EBAN	Legal Case Pending	LEGAL CASE...	18.03.2009	16.02.2009	28.08.2009	16.06.2009	28.08.2009	14.09.2009	
004901-002MM_EBAN	2,2 Soft Purge done		02.03.2009	31.01.2009	28.08.2009	31.05.2009	28.08.2009	29.08.2009	
004901-003MM_EBAN	2,2 Soft Purge done		11.03.2009	09.02.2009	28.08.2009	09.06.2009	28.08.2009	07.09.2009	
004901-004MM_EBAN	2,2 Soft Purge done		18.03.2009	16.02.2009	28.08.2009	16.06.2009	28.08.2009	14.09.2009	
004901-005MM_EBAN	2-2 Soft Purge done		12.03.2009	10.02.2009	28.08.2009	10.06.2009	28.08.2009	08.09.2009	

## CHALLENGES

Although Data Archiving and ArchiveLink provide an excellent framework for controlled, unified storage of data, there are no out-of-the-box capabilities for applying corporate record retention policies to this data set. Nor do they specify when and how to dispose of records from the archived files.

For business documents stored using ArchiveLink, SAP® provides a mechanism for defining static retention periods for a combination of SAP object and document types (transaction: OAC3). This definition may be misleading as this field only defines the residence period of the link table entries after which they could be archived using data archiving; however, the documents are not being removed from the archive system. In other words, this is a technical tool for cleaning up the link table entries and it does not address the policy-driven disposition of the original document.

The application of relevant company retention policies for data stored using Data Archiving and ArchiveLink, together with document disposition, is not sufficient. Information Lifecycle Management (ILM) processes also need to be able to selectively hold certain records that may be related to pending litigation or audits. This is commonly referred to as a "legal hold order".



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## ABOUT DOLPHIN

Dolphin leads the way in SAP business performance improvement and is the one partner that manages both data and processes. From data and information lifecycle management to end-to-end solutions for SAP procure-to-pay and order-to-cash processes, Dolphin delivers a competitive advantage that drives cost savings, optimizes cash flows and fosters a lower total cost of ownership. Leveraging SAP technology, Dolphin's data lifecycle and business process management solutions, and SAP-certified add-on applications, have built-in flexibility and are designed to be tailored to each customer's specific business processes and IT environments.

The company was founded in 1995 and has offices in San Jose, CA, Philadelphia, PA and Toronto, Canada. Dolphin's smart, adaptable and proven solutions are implemented by hundreds of companies across North America and around the world. Among Dolphin customers are more than one-third of Fortune 100™ companies running SAP systems. **To learn more, email us at [contact@dolphin-corp.com](mailto:contact@dolphin-corp.com) or visit [www.dolphin-corp.com](http://www.dolphin-corp.com).**

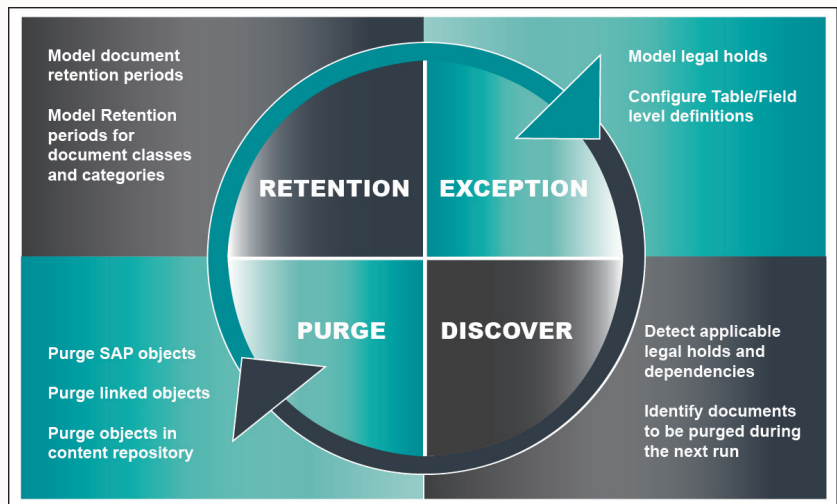
Disposing of records which fall under hold orders leaves you vulnerable to the legal ramifications of violating judicial mandates. And the technical structure of data archiving files makes such selective holding very complex.

## SOLUTION

Dolphin developed the Archive Retention Cockpit (ARC) to provide a portal to manage the retention and end-of-life disposition of documents and data in SAP. It is compliance-driven; an application totally based on SAP and supports any ArchiveLink certified repository.

Your legal department may have already taken the first important step by formulating an enterprise-wide record retention policy. From an IT perspective, you may have taken another important step by implementing standard SAP data archiving and ArchiveLink-based storage for incoming/outgoing business documents. This brings business critical process data and documents into a controlled framework where lifecycle management policies can be implemented.

A primary advantage of ARC is that search and discovery are made easy; users can find records based on a variety of criteria including open hold orders all within SAP. In fact, legal hold order management automatically excludes records from destruction due to pending litigation or audit. There is also support for structured (Data Archiving) and unstructured (ArchiveLink) archived data.



## IMPLEMENTATION

Implementation of the ArchiveLink Retention Cockpit begins with a requirements-gathering workshop and analysis of current record retention for SAP documents and data. Based on the workshop, specific recommendations are made as to what SAP archived data and document types can be mapped to your corporate record retention schedule. During the ARC implementation, this mapping is realized by customizing specific retention classes, restriction sets, disposition jobs and workflows. The ARC solution allows you to expand the managed record sets to other SAP business and data archiving objects as you develop and enhance your retention policies.



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