

ONBASE

DOCUMENT RETENTION

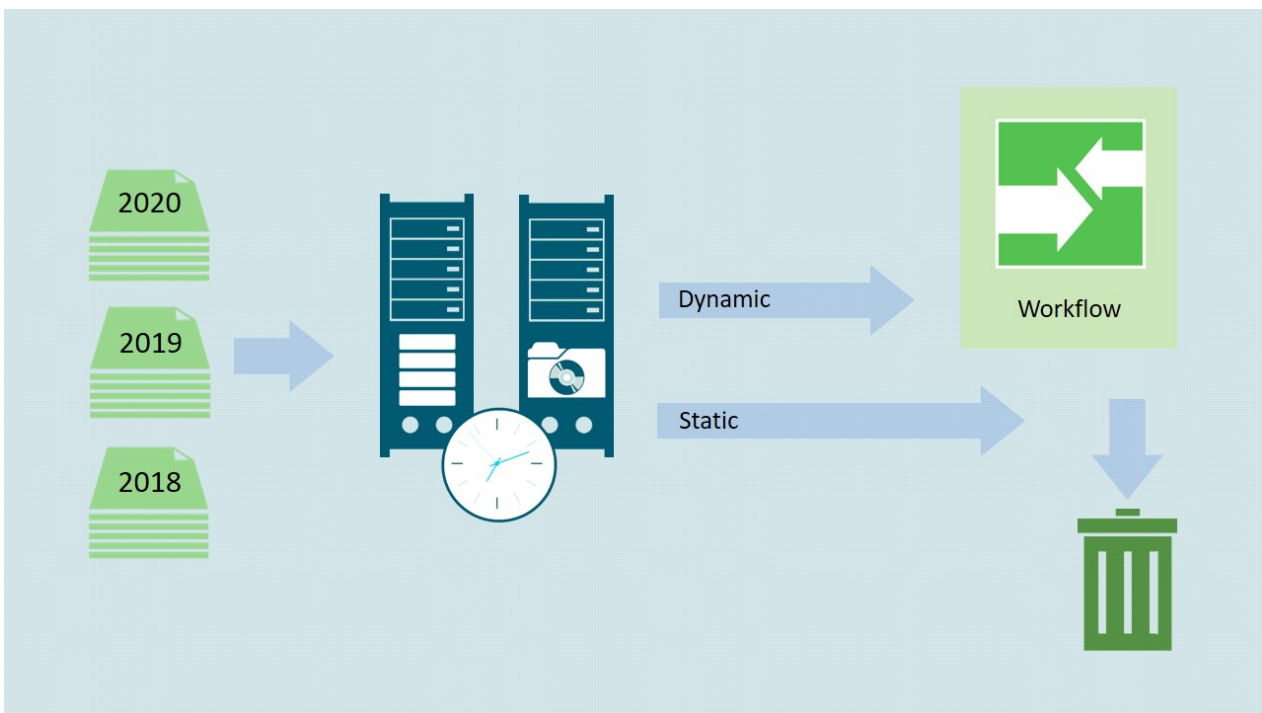
SUMMARY

Document Retention manages the retention and disposition of stored documents according to predefined business rules per class of document. The destruction process is initiated by the passage of time, allowing for automatic destruction and/or removal from OnBase. As a result, organizations avoid fines and reduce legal risks associated with expired content. Document Retention is often the initial, critical component of a completely automated records management solution.

BENEFITS

- **Enforces a structured retention policy** for document destruction consistently across the enterprise
- **Supports compliance** with corporate and legal regulations through defined and enforced criteria for maintaining and destroying documents
- **Minimizes legal risks** associated with accumulation of expired records
- **Reduces processing expense** associated with manual deletion of unneeded documents
- **Save storage space** through the automatic destruction of documents that no longer have value

DESIGN



Records managers can establish document retention schedules based on OnBase Document Types and/or Document Type Groups. When the retention period expires, the documents are automatically deleted from OnBase according to two methods:

1. **Static Retention** marks documents for deletion after a predefined retention period has been met, based on the document's creation or process date.
2. **Dynamic Retention** allows documents to be routed through OnBase Workflow, VBScript or evaluated by an External Processor before final purge (automatically or after user intervention).

APPLICATIONS

- **Human Resources:** Resumes and cover letters of potential candidates don't need to be permanently retained once a "no hire" decision has been made. Organizations can automatically eliminate unneeded clutter from the system once a document has served its purpose without human intervention.
- **Financial Institutions:** Loan documents must be retained for seven years after the close of a loan. Some organizations required that these documents are not deleted or purged until approved. Once retention has expired, a manager may want to review all loan files over \$1 million before deletion.
- **Credit Unions:** Checks, statements and related documents are automatically deleted from the OnBase system after their retention period expires. Due to the high volume of checks processed, in some cases over 100,000 items daily, the Document Retention Processor frees disk space.

KEY FEATURES

- **Configurable purge options** can delete expired files and keywords or files only with or without history
- **Scrub File Area** optionally deletes and securely overwrites the disk area preventing recovery
- **Excluding a document removes** it from the purge process to address legal holds
- **Document Retention Configuration Report** details the configured retention of all Document Types
- **Document Retention Report** lists documents purged and those excluded with exclusion reason

INTERFACE

Document Retention for PS - Cancellation Notice

Retention Type

None

Static

Dynamic

Retention Period

Days (999 Max)

Months (255 Max)

Years (255 Max)

Date Options

Document Date

Date Stored

Keyword

Effective Date

Save Clear Cancel

For each OnBase Document Type, Static or Dynamic retention can be applied, as well as a Retention Period in days, months or years. Date (retention trigger) options include Document Date, Date Stored or the value of a Keyword Type associated with the Document Type.

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