

# EMC Centera Governance Edition and Compliance Edition Plus

## The Big Picture

- Reduce the likelihood of penalties and sanctions during litigation and audits
- Facilitate policies and procedures to streamline internal governance
- Comply with media requirements (write once, read many) of many regulations
- Maintain audit trails on archived data

Explosive data growth, new retention and compliance requirements, escalating costs and complexity—the challenges of managing unstructured data have never been greater. EMC® Centera® Governance Edition and Compliance Edition Plus software is designed to ensure that your critical electronic records are complete, accurate, reliable, accessible, and secured for their full retention periods.

## Tapping the power of content-addressed storage

A revolutionary approach to managing fixed content, content-addressed storage (CAS) enables cost-effective solutions for storing petabytes of critical business information while providing seamless access to your entire electronic archive. EMC Centera® Governance Edition and Compliance Edition Plus active archives leverage the full power of CAS to safeguard an organization's vital information assets and intellectual property.

## The regulation landscape

There are over 4,000 compliance regulations today in the United States alone. Typical components of these regulations include physical security measures, application enhancements (e.g., access controls and audit trails), and record retention and preservation requirements. Whether it is SEC Rule 17a-4, 21CFR Part 11, HIPAA, Sarbanes-Oxley, GoBs, DoD 5015.2, or any of the hundreds of regulations and standards that exist across different industries worldwide, EMC Centera Governance Edition and Compliance Edition Plus perfectly compliment the physical and logical safeguards required of the end user and the application. EMC Centera helps facilitate compliance with externally driven regulations and internal governance requirements while simultaneously delivering online access and a total cost of ownership superior to tape.

## How it works

The writing and reading of records to either EMC Centera Governance Edition or EMC Centera Compliance Edition Plus are done via the software applications, such as e-mail archiving, report management, or document management systems. The software application uses a set of specific instructions (APIs) that requests the EMC Centera to store, retrieve, and delete records. Each record stored in the EMC Centera has two components: the content and its associated content descriptor file (CDF) that is directly linked to the stored object (business record, e-mail, etc.). A digital fingerprint derived from the content itself is the content's locator (content address). The CDF contains metadata record attributes (e.g., creation date, time, and format) and the object's content address. The CDF is used for access to and management of the record. The CDF is also used as the "directory" or "pointer" to the stored record. Within this CDF, the application will assign a retention period for each individual business record.

A benefit of content addressing is single-instance storage. If multiple people try to store the same business record, it will only be stored once with the multiple users having pointers to the common object. Thus, it is possible to have multiple CDFs with different retention periods pointing to the same record. EMC Centera will permit deletion of a pointer to a record upon expiration of the retention period. Once the last pointer to a record has been so deleted, the object will be eliminated (and optionally shredded).

## EMC Centera Governance Edition

Data retention for specific time periods is fundamental to corporate governance and compliance. Drawing on the EMC Centera platform's core strengths of self-management, self-configuration, and self-healing, EMC Centera Governance Edition offers extensive compliance features to help organizations efficiently manage fixed content throughout its lifecycle. EMC Centera Governance Edition captures and preserves original content and enforces retention periods set by the application. With EMC Centera Governance Edition, you gain object-level control—ensuring authenticity of your archived records, while enabling single-instance storage. EMC Centera Governance Edition maximizes control and ease-of-use with a full array of advanced capabilities, including but not limited to retention classes, audited delete, and configurable default retention periods.

### Features

- **Retention classes make managing documents easier**—Classification of record types based on a number of features (notably, retention requirements) is integral to any large-scale records management program. Retention classes simplify management of complex retention schedules by allowing a logical reference—rather than a discrete retention interval—to be assigned to each electronic record. This capability makes managing and updating complex record series easier and more efficient.
- **Audited delete ensures compliance with privacy laws**—Audited delete allows enterprises to comply with strict European Union and emerging U.S. privacy laws concerning personal data. With audited delete, administrators can initiate a highly controlled and audited removal of information.
- **Configurable default retention periods for added protection**—Administrators can give a default retention period to govern records stored without an explicit retention period.

## EMC Centera Compliance Edition Plus

Built for maximum compliance, EMC Centera Compliance Edition Plus draws on the EMC Centera platform's core strengths of self-management, self-configuration, and self-healing and is designed to meet the strict requirements for electronic storage media as established by regulations from the U.S. Securities and Exchange Commission and other national and international regulatory groups. EMC Centera Compliance Edition Plus safeguards the integrity of your critical electronic records by intrinsically enforcing retention schedules at the storage level—and by ensuring proper end-of-life disposition of confidential data. EMC Centera Compliance Edition Plus brings write once, read many (WORM) protection to your critical digital information to provide assured content authenticity, while also offering freedom from hardware obsolescence and online access to your entire electronic archive.

### Features

- **Default retention setting of infinity**—As organizations strive toward complying with increasingly stringent external regulations and continue to develop, implement, and enforce internally mandated records management policies and procedures, safeguarding vital electronic data has become a top boardroom priority. EMC Centera Compliance Edition Plus offers default retention setting of infinity to help mitigate an organization's risks during litigation and regulatory investigations.
- **Electronic shredding**—EMC Centera Compliance Edition Plus has been certified by the U.S. Department of Defense for meeting the requirements specified in its Directive 5015.2 for electronic shredding. EMC Centera Compliance Edition Plus enables organizations to destroy electronic content that is no longer required to be retained for internal or external purposes. Ensuring that selected records have been disposed of in an appropriate and permanent manner further allows EMC Centera Compliance Edition Plus to help organizations limit liability.

| Features                              | Governance Edition       | Compliance Edition Plus            |
|---------------------------------------|--------------------------|------------------------------------|
| Enforced retention period             | Yes                      | Yes                                |
| Retention classes                     | Yes                      | Yes                                |
| E-shredding                           | Yes                      | Yes                                |
| Remote management                     | Yes                      | No                                 |
| Audited delete                        | Yes                      | No                                 |
| Configurable default retention period | Yes; factory-set to zero | Yes; automatic default to infinity |
| Event-based retention                 | Yes                      | Yes                                |
| Litigation hold                       | Yes                      | Yes                                |
| Minimum/maximum retention             | Yes                      | Yes                                |

### Advanced retention features

Advanced retention features are optionally available with both EMC Centera Governance Edition and Compliance Edition Plus. These features include:

- **Event-based retention**—Starts the retention period when a specific event occurs. The event is triggered by the application and could include employee termination, mortgage pay off, etc.
- **Litigation hold**—Prevents deletion of any archived data related to a specific legal incident. The data cannot be deleted, even if the retention period has been reached, until the hold is released.
- **Minimum/maximum retention**—Allows the setting of minimum and maximum retention periods for all data in the archive.

### Expert compliance-related services

EMC's service and support is the industry's highest ranked and most comprehensive. We help our customers design and implement networked storage solutions aligned to key business drivers—including regulatory compliance services. Make regulatory compliance a reality for your organization. Contact your local EMC representative to learn how.



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#### Take the next step

To discover how your regulated business or agency can benefit from EMC Centera Governance Edition or Compliance Edition Plus, contact your local EMC sales representative or authorized value-added reseller, or visit our website at [www.EMC.com](http://www.EMC.com).