

# HP TRIM for SharePoint

## Data sheet

HP TRIM for SharePoint seamlessly manages all SharePoint content, including Web 2.0 content with HP TRIM software, a proven enterprise records management system that provides a scalable, policy-driven foundation to your information governance strategy. Proven records management—for your enterprise, for SharePoint, and for all your information.

Microsoft® SharePoint is being used by many organizations for collaboration. Users adopt SharePoint readily and are comfortable with the SharePoint experience. Businesses must meet records management and compliance standards and with the adoption of SharePoint for collaboration another dimension is added to the challenge of managing information. Acknowledging this growth, businesses must put processes and systems in place to manage SharePoint information in the same way they manage all business records.

### Seamlessly manage all SharePoint content

The HP TRIM for SharePoint, Records Management module enables you to add enterprise records management rigor to your Microsoft SharePoint 2010 and SharePoint 2007 environment. You can transparently manage, finalize, relocate, and archive SharePoint content such as blogs, wikis, discussions, documents, forms, and published pages for the end user according to established business rules.

The HP TRIM for SharePoint, Archive module enables administrators to set lifetime management policies on content for automatic archival of entire sites. This capability is delivered with complete transparency to the user. Managed content is delivered through SharePoint in exactly the same manner, which means minimal training requirements and improved staff productivity.

### Get best practice records management for your SharePoint

Microsoft SharePoint is a powerful collaboration environment that has enabled users to quickly and easily create, use, and share information. Also SharePoint is being adopted as a platform for business applications, adding to the requirement for records management rigor for SharePoint content. With the success of SharePoint in facilitating collaboration there is added pressure on organizations to both meet information governance and regulatory compliance obligations, and to enable its workers to use that information efficiently and effectively.

It is essential for good corporate governance and regulatory compliance to apply records management policies and processes over the lifecycle of all content, including SharePoint content. Organizations need to apply compliance policies as transparently as possible enabling the user to work most effectively in Office and SharePoint environments.

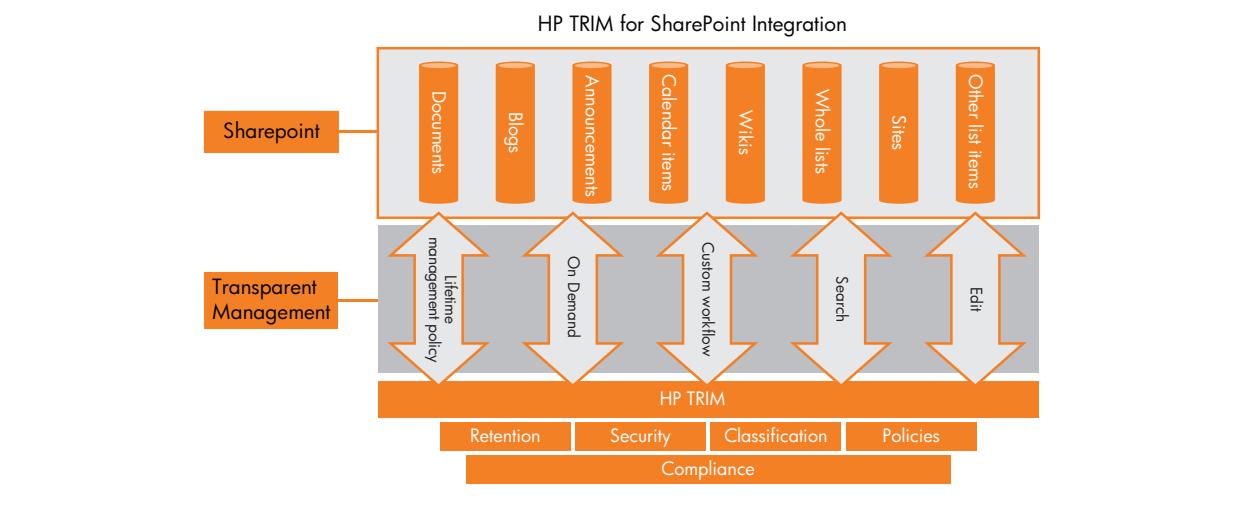
As HP TRIM for SharePoint manages all SharePoint content and classifies it according to defined business rules, the compliance and governance requirements you have for all enterprise content can be applied to SharePoint content. It does this in a way that is completely transparent for the user.

### Transparent records management

The records management module manages the lifecycle of all SharePoint content, including Web 2.0 content, according to your defined business rules providing records management rigor to SharePoint.

- You define the rules and all business records are managed for life supporting your compliance goals.
- Centrally defined and managed, security permissions and access controls protect corporate records from inappropriate access and misuse.





- You search across SharePoint, federated data stores, and HP TRIM from SharePoint enhancing your productivity.
- No matter how complex the business rules, the user's SharePoint experience doesn't change.

#### **Seamless site archiving**

With the archiving module business rules are automatically applied to archive entire SharePoint sites into HP TRIM according to lifetime management policies. The usability of the content is retained as sites are able to be rehydrated into SharePoint.

- Administrators set lifetime management policies on content in SharePoint for automatic archival of entire sites.
- Entire sites are automatically archived and removed from SharePoint when the configured policy rules are met.
- Policies are applied transparently with less impact on users.

#### **Get started quickly and easily**

By implementing the HP TRIM for SharePoint modules organizations concerned about extending their SharePoint across the enterprise can get the green light with HP TRIM. You can confidently manage the growth of SharePoint sites and content, and build new business applications on the SharePoint platform knowing that your information governance platform is in place.

HP TRIM software is a proven, highly configurable commercial off-the-shelf enterprise records management solution. With HP TRIM you get a quick return on investment, without the wait as there are no lengthy and expensive bespoke developments required before you are operational.

There is no additional end user training for the SharePoint knowledge worker as the user experience doesn't change and records management is seamless for the user. SharePoint administrators, record managers, compliance officers, and department heads can be trained in a matter of days. That's one more benefit with a highly configurable commercial off-the-shelf solution.

You can leverage SharePoint to its greater potential with HP TRIM, a transparent compliance and governance backbone that makes it faster to get compliance with your regulatory obligations, faster to respond to e-discovery requests and faster to find information.

#### **Meet regulatory requirements**

Meeting internal governance and regulatory compliance requirements and responding to legal discovery, external investigation or audit, are both a business obligation and challenge.

HP TRIM is an enterprise scalable records management system designed to the international standards of records management, ISO 15489. It can help you meet demanding regulatory requirements for your SharePoint content and all other unstructured content.

Certified against US Department of Defense (DoD) 5015.2 V3 Chapter 2 (mandatory requirements), Chapter 3 (classified records), and Chapter 4 (Privacy and Freedom of Information acts), HP TRIM supports major regulatory standards. It is proven in government and regulated industry organizations, and is ideal for global organizations that need to meet regulatory compliance obligations, reduce risks, and improve overall productivity.

## Be prepared for e-discovery

To best prepare for e-discovery or investigation, organizations must adopt a proactive approach to the management of all information, including SharePoint content.

With HP TRIM you can proactively capture and manage all business records, apply corporate classification, retention, and disposal authorities, which helps enable authenticity, integrity, and reliability of corporate records. You can apply legal hold, search, and discover information in response to legal discovery and investigation.

Now with HP TRIM for SharePoint you have compliance rigor and preparedness for e-discovery applied to your SharePoint content reducing your exposure to financial, legal, and operational risks of the e-discovery process.

## Find the information you need with federated searching

HP TRIM can simplify access to information with powerful search tools and extensive metadata management enabling rapid retrieval of related information within the context of your business processes. HP TRIM for SharePoint integrates SharePoint federated search, letting you search all of your enterprise content and all repositories from one place.

HP TRIM manages your corporate classification scheme and file plan, applies security permissions and access controls and retention schedules. It also helps manage, search, and discover metadata and content from SharePoint.

Federated search from SharePoint will apply security permissions and return both SharePoint and HP TRIM records, enhancing the ability to find critical business information and improving the productivity of your staff.

## Security

HP TRIM applies rigorous security over all managed content. The HP TRIM for SharePoint integration extends its security model through an integrated authentication model.

It opens SharePoint to HP TRIM capabilities, which meet the rigorous records management and security certification requirements of the U.S. DoD 5015.2 V3 Chapter 3 for classified records.

With HP TRIM you can satisfy both corporate security requirements and user security requirements, and you do not need to implement additional security models or processes.

## Lifetime management of SharePoint content

HP TRIM for SharePoint applies lifetime policies to all managed content by mapping data between HP TRIM and SharePoint with each system is aware of the other. Policies are administratively managed by HP TRIM and applied to SharePoint content either at a site level for all content, specified at a list level, specified on an item-by-item basis, or content can be unmanaged.

For example, all content can be set to be managed at point of creation for a particular site. Individual tasks are managed when the status is "In Progress" and finalized when the status is "Completed". The whole document library would be automatically archived when one document project status is changed to "Delivered". The complete site would be archived a preset time after the project documents are last accessed.

Lifetime policies are applied transparently with content and sites relocated, archived, and deleted according to the established retention and disposal authorities. A full audit trail is maintained for all activities performed.

Using the SharePoint interface the user can create, edit, and version content and if the item is configured to be managed at a site or list level, then all iterative changes are managed. You can create sites, libraries, and content in SharePoint, and similarly create containers and records in HP TRIM.

All managed electronic documents are moved to the HP TRIM repository so that one authoritative document or record is maintained. Metadata is replicated seamlessly enabling integrity between the systems. SharePoint federated search returns both SharePoint and HP TRIM records with security permission applied. Users can search from SharePoint or HP TRIM and discover only information they are authorized to access.

## Key features and benefits

- Apply lifetime policies to all SharePoint content
- Manage and finalize SharePoint list items, and sites with a single click
- Transparent records management for the end user
- Federated search returns SharePoint and HP TRIM content
- Business classification, retention, and disposition are managed by HP TRIM
- Includes workflow and business process management tools
- HP TRIM is certified to U.S. DoD 5015.2 V3 Chapter 2, 3, 4
- Rigorous security is provided through an integrated authentication model
- Sites can be archived with a single click or automatically, through policy-driven rules

## A complete solution

### Our proven Microsoft SharePoint experience

Together, HP and Microsoft share 100,000 customers, with HP managing 2000 new Microsoft engagements every year. With 25,000 Microsoft-skilled and 16,000 Microsoft-certified professionals, HP has one of the world's largest, most specialized forces of consultants and support professionals for Microsoft environments. HP is one of the largest SharePoint users in the world. For more information visit

[www.hp.com/go/sharepoint](http://www.hp.com/go/sharepoint)

### Comprehensive training

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To learn more about HP Software Customer Connection, a one-stop information and learning portal for software products and services, visit [www.hp.com/go/swcustomerconnection](http://www.hp.com/go/swcustomerconnection)

## For more information

For more information on HP TRIM documentation, evaluation software, and QuickSpecs, please visit HP TRIM Web site [www.hp.com/go/hptrim](http://www.hp.com/go/hptrim)

For details on best practices, insight from industry experts, and blogs, visit HP Information Management Digital Hub [www.hp.com/go/imhub/trim](http://www.hp.com/go/imhub/trim)

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