HP TRIM software: Industry standards and compliance

Solution brief

Combine industrial-strength document and records management software with compliance and best-practice requirements.

Implement best practices and achieve compliance

While individual standards and compliance criteria may vary across geographies, all organisations around the world must consider what they are legally and professionally required to address in their business operations. This is especially important in regards to managing information within a private or public sector organisation.

Managing information based on standards helps you achieve compliance and be prepared for discovery for legal and audit purposes while at the same time increasing the productivity of your day-to-day operations.

The developers of HP TRIM software have worked closely with international organisations for more than 25 years, developing document and records management software that lets you readily implement best practices and achieve compliance. HP TRIM includes best-practice business rules out of the box, guiding you in your implementation of business policies and processes.

Comply with standards from around the world

The creators of HP TRIM were involved in the world's first standard for records management, the Australian standard AS4390. The international standard – International Organization for Standardization (ISO) 15489 – was built on this.

Today, HP TRIM development continues to support the creators of information standards and has provided ongoing feedback to:

- Joint Interoperability Test Command (JITC) for the development of the U.S. Department of Defense (DoD) 5015.2 standard

- The National Archives (TNA) of the United Kingdom for the development of the TNA 2002 requirements

- Department of Infrastructure (Victoria, Australia) for the development of the Australian Victorian Electronic Record Strategy (VERS) standard

- The European Community for the development of Model Requirements for the Management of Electronic Records (MoReq and MoReq2)

The developers of HP TRIM have also been involved in working groups and advisory boards with archival authorities, such as:

- National Archives and Records Administration (NARA)

- The National Archives of Australia

- Government agencies in the US, United Kingdom, Australia and New Zealand

HP TRIM applies this commitment to best practices. HP TRIM has received certification for:

- U.S. Department of Defense (DoD) 5015.2 Version 3
  - Mandatory Requirements – Chapter 2 and Chapter 5
  - Management of Classified Records – Chapter 3
  - Managing Records for the Privacy Act and the Freedom of Information Act – Chapter 4
  - Non-Mandatory Features – Chapter 6

- The National Archives (TNA) of the United Kingdom – TNA 2002

- Victorian Electronic Record Strategy (VERS) standard.

HP TRIM helps you adhere to the following key standards:

- ISO 15489, the international standard for records management

- AS4390, the Australian standard for records management

- Model Requirements for the Management of Electronic Records (MoReq)

- US FDA 21 CFR 11 digital signature rendition

- The Basel Capital Accord (Basel ll)

- ISO 2788, guidelines for the establishment and development of 'monolingual thesauri'

- The British standard BSI DISC PD0008 for Legal Admissibility and Evidential Weight of Information Stored Electronically

- The U.S. Federal Rules of Civil Procedure

- Section 508 of the U.S. Rehabilitation Act, including compatibility with Microsoft® Accessibility Architecture (MSAA) Compatibility

The principles found within these standards and record-keeping practices have influenced HP TRIM development. Specifically, HP TRIM encompasses the requirements of ISO 15489, which describes best practices for records management. As such, it applies to all other compliance standards that address records management. The ISO 15489 standard mandates that 'all the links between documents, held separately but combining to make up a record should be present.' In accordance with this standard, HP TRIM lets you combine groups of individual documents into a folder record.

Manage your information with standard records rules

At the core of HP TRIM are the rules to maintain the four characteristics of a record as described in ISO 15489, including authenticity, reliability, integrity and usability, so that you can manage your enterprise information for compliance and discovery purposes while benefiting from productivity improvements.

Authenticity

Authenticity means that a record is what it purports to be. This requires that you authorise alterations to a record, monitor access and authenticate users. HP TRIM provides strict access controls and security features that are compliant and certified with U.S. DoD 5015.2, Chapter 3. HP TRIM maintains strict audit trails that show the full history of a record and prove the record's authenticity. It stores two separate audit trails so that you can detect any alterations.

Reliability

Reliability means that records are an accurate representation of the transaction that they describe and that you can depend upon them in future transactions. Therefore, you need to capture records easily as part of your business processes. HP TRIM tightly integrates with your office productivity applications. It also provides a software developers kit to capture records automatically from your automated business processes. For example, you can capture records through a business process management application, such as BizTalk or Tibco. HP TRIM also supports adaptors from a variety of vendors for integration with other enterprise content management systems, capturing records automatically from your line-of-business applications.

Integrity

Integrity means that a record has to be kept as a complete entity of all the components or documents that constitute it. HP TRIM implements security and retention aggregation rules that automatically preserve the integrity of your records at all times.

Usability

Usability means that a record can be located, retrieved, presented and interpreted. To maintain the usability of records over long periods of time, HP TRIM provides a document viewer that can view old and obsolete formats. It also provides a server-side rendering processor that can render documents into long-term storage formats. Extensive classification structures and taxonomies allow you to interpret a record in the context of your corporate information structure.

A complete solution

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For more information

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