

SAP Technical Brief

Enterprise Information Management
SAP NetWeaver Information
Lifecycle Management

Objectives

Solution

Benefits

Quick Facts

Holistically Manage the Retention of Structured and Unstructured Information



The Best-Run Businesses Run SAP™

Meet your needs for data governance and compliance

Meet your needs for data governance and compliance

The need to cut costs and reduce legal risk is driving more organizations to **manage the lifecycle of core information assets** more systematically and holistically. Proper information lifecycle management requires the storage of data and content for an appropriate duration (defined by legal and regulatory policy) before it is destroyed. It also requires a permanent audit trail.

Organizations must manage both **structured data** (typically generated by enterprise software applications) and **unstructured content** (generated by corporate communications such as internal documents and presentations, e-mails, faxes, images, and engineering plans).

Corporate governance also requires the proper handling of physical documents and digital media. In the event of a lawsuit pertaining to such information, the material may be placed under an enterprise-wide legal hold.

The SAP NetWeaver® Information Lifecycle Management component has robust retention management functionalities for managing structured data. The SAP® Extended Enterprise Content Management (SAP Extended ECM) application by OpenText supports records management of unstructured content and is certified to meet the rigorous 5015.2 standards of the U.S. Department of Defense (DoD). The solutions can be integrated for a holistic approach to retention management.



An integrated approach to retaining data and content

An integrated approach to retaining data and content

Implementing the business add-in

In many situations, SAP NetWeaver Information Lifecycle Management and SAP Extended ECM operate independently and use different retention policies. Increasingly, however, organizations need the two solutions to interface in managing and storing the content related to transactions supported by other software – especially with respect to the deletion of information.

Deletion of data on a schedule that is different from that for related content in effect “orphans” either the data or the content. This challenge is particularly important for organizations that require DoD Directive

5015.2 certification. It is also important to connect legal holds that might be put on data related to the documents.

You can ensure interoperability between SAP NetWeaver Information Lifecycle Management and SAP Extended ECM by implementing two business rules in SAP NetWeaver Information Lifecycle Management. The first rule prevents deletion of data in the component that is attached to a document. The second passes holds placed on SAP data in SAP NetWeaver Information Lifecycle Management to documents in SAP Extended ECM.

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Manage your data to comply with internal, external, and legal requirements for its retention and destruction.



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An integrated approach to retaining data and content

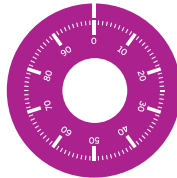
Implementing the business add-in

This assures that:

- SAP-related content is managed by the retention rules for SAP Extended ECM.
- SAP data associated with that content will not be destroyed until the content itself is destroyed.
- Legal holds placed through SAP Extended ECM will be extended to data managed by SAP NetWeaver Information Lifecycle Management.
- Legal holds placed through SAP NetWeaver Information Lifecycle Management will be transferred to SAP Extended ECM.

As it turns out, there is a mechanism for passing any legal hold from SAP NetWeaver Information Lifecycle Management to SAP Extended ECM. This functionality guarantees that a legal hold set by SAP NetWeaver Information Lifecycle Management will prevent destruction of associated documents by a partner solution.

Prohibiting the deletion of data in SAP NetWeaver Information Lifecycle Management when a document is attached requires a business add-in that extends the component's functionality.



Retention policy management and legal holds help you control the retention of your data during its entire lifecycle.



An integrated approach to retaining data and content

Implementing the business add-in

Implementing the business add-in

Normally, the destruction process for a structured data archive file in SAP NetWeaver Information Lifecycle Management is carried out at the file level. The process does not act on any specific data objects within the data archive file itself. A “veto” business add-in is needed to check the data objects within a file.

This add-in is called by the SAP NetWeaver Information Lifecycle Management destruction transaction. It checks whether relevant documents in SAP ArchiveLink® software still

exist as attachments to data objects within data archive files. If the business add-in finds any attachments, it will prompt the necessary veto to prevent destruction of the files.

The veto add-in can insert particular business logic into an automated destruction process. The main input parameters to the add-in are the ARCHIVEFILEKEY of the data archive file, the archive object name, and a list of possible items in the Business Object Repository (BOR).

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Implementing the business add-in

The data archive file is opened using the ARCHIVEFILEKEY. For each object within the data archive file, the data object key and the BOR object type is used by the function module ARCHIV_CONNECTINFO_GET_META to determine if an attachment exists. This is done by accessing internal database tables containing the SAP ArchiveLink object information using this function module. If an attachment exists for the archive object, the veto will be raised and the destruction process for the data archive file will not be executed.

An information log provides a list of all outstanding attachments for the data archive file that prompt the file destruction veto. After these attachments are destroyed (by the SAP Extended ECM retention engine) destruction of the data archive file will proceed as normal.

The veto business add-in will function with all versions of SAP NetWeaver Information Lifecycle Management that support file destruction.



A single platform that reduces complexity and cost

A single platform that reduces complexity and cost

In addition to helping you meet your audit and compliance requirements, combining SAP NetWeaver Information Lifecycle Management with SAP Extended ECM provides many other business benefits.

You gain a single platform for information lifecycle management that can:

- Reduce system complexity
- Enhance reliability
- Curb maintenance costs
- Preserve business knowledge
- Shrink your energy footprint

This platform can also reduce total cost of ownership for your software investment by decreasing administration and resource consumption and connecting to your choice of vendors for storing data and files.



Minimize legal and regulatory risk by storing content in an orderly manner and making it accessible for compliance purposes.



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Summary

The SAP NetWeaver® Information Lifecycle Management component has robust retention management functionalities for managing structured data. The SAP® Extended Enterprise Content Management (SAP Extended ECM) application by OpenText supports records management of unstructured content and is certified to meet the rigorous 5015.2 standards of the U.S. Department of Defense. The solutions can be integrated for a holistic approach to the deletion of information and other activities of retention management.

Objectives

- Meet corporate governance and regulatory requirements for information management
- Minimize information management costs
- Integrate retention policies for data and content to avoid “orphaned” information

Solution

- Integrated handling of structured and unstructured data
- Management and storage of data and content supported by SAP NetWeaver Information Lifecycle Management and SAP Extended ECM
- Certification to meet the 5015.2 standards of the U.S. Department of Defense

Benefits

- Reduce system complexity and maintenance while improving reliability
- Reduce total cost of ownership
- Preserve business knowledge
- Shrink your energy footprint

Learn more

To find out more, visit us online at www54.sap.com/solutions/tech/enterprise-information-management/software/overview/content-management.html.



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