

## Gimmel Records Management Application for Microsoft SharePoint 2010

The Gimmel Records Management Application (RMA) for Microsoft SharePoint 2010 extends and enhances the records management capabilities of Microsoft SharePoint 2010 to enable Department of Defense (DoD) certification without requiring a separate enterprise content management or records management platform. The DoD standards have become widely adopted for records management applications in both government and commercial organizations. The Gimmel RMA is currently in the Joint Interoperability Test Command's queue for certification against the baseline requirements of the DoD 5015.2 Version 3 specification and is scheduled for release in the first quarter of 2011.

### Features

The Gimmel RMA easily installs into a SharePoint 2010 farm and includes the following features which can be selectively enabled:

- Enhanced File Plan Builder – Manage the retention policies of corporate record categories in a rich client interface and automatically synchronize those policies with SharePoint.
- Email Records Management – Manage email and attachments as records, capturing required metadata, and declaring email and attachments as a single record or separately as different record categories.
- Event-Based Retention – Define event-based records disposition criteria, manage related records together in folders, and dispose of related records as a single entity.
- Cut-off and Disposition Processing – Require approval to start the retention period for records and require approval to perform the disposition action, including digital shredding.
- Transfers – Import and export records using the DoD 5015.2 reference schema or an enterprise-defined schema.
- Vital Records – Identify and periodically require the review of records deemed vital to the organization.

### Benefits

The Gimmel RMA for SharePoint 2010 provides powerful records management capabilities, leveraging the ubiquitous SharePoint platform. By implementing the Gimmel RMA, an organization can ease the burden of implementing a Records Management solution.

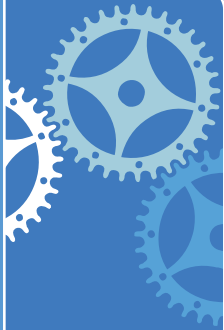
Organizations who have struggled to make an enterprise electronic records management program successful due to low user adoption can benefit. The Gimmel

### Value Propositions

- *Enterprise solution for Records Management*
- *Simplified administration for records managers and coordinators*
- *Provides ease of use and adoption for electronic records management users*
- *Single platform for work in progress documents and enterprise records*

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### Select Gimmal Clients

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RMA builds on the ease of use and end user adoption of SharePoint in its implementation of the records management functionality.

## Gimmal Differentiators

The Gimmal RMA leverages SharePoint, one of the most popular and widely adopted solutions in the history of Microsoft. With the addition of the Gimmal RMA, SharePoint becomes a repository for both work in progress collaborative documents and enterprise records that is easily embraced.

Additionally, when the RMA is used in conjunction with Gimmal's SharePoint Enterprise Framework, which is a foundation for enterprise content and records management, organizations benefit from the experience gained across many successful electronic records management implementations. Together, the Gimmal RMA and SharePoint Enterprise Framework ensure ease of content and records management administration, compliance with information policy definition, a governance process implementing these policies, and consistent user adoption of the solution.

## For More Information

For more information regarding this solution, contact Gimmal Sales at 713-586-6500 or [sales@gimmal.com](mailto:sales@gimmal.com).

## About Gimmal Group

Gimmal Group is a nationally recognized consulting, professional services and solution firm that helps the world's leading organizations improve business performance and compliance through the effective planning, implementation and integration of: Enterprise Content Management & Records Management (ECM/RM), Information Access, Web Design & User Experience.