


## Essentials of SharePoint Records Management


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Microsoft

Education Code: FR02-2196




## Learning Objectives

- \* Upon completion of this session, participants will be able to:
    - Create SharePoint Content Types
    - Develop a file plan in SharePoint Records Center
    - Manage retention and disposition in SharePoint
    - Configure the SharePoint records declaration process
- 


## Session Agenda

- \* Microsoft Office SharePoint Server (MOSS) 07 Records Management Feature Overview
  - \* MOSS 07 Records Management Feature Demonstration
  - \* MOSS 07 DoD 5015.2 Certified Resource Kit Overview
  - \* SharePoint 2010 Records Management
  - \* Questions
- 


## Session Goals

- \* A high-level understanding of basic MOSS 07 Records Management functionality
  - \* Familiarity with MOSS 07 DoD 5015.2 Certified Resource Kit
  - \* Update on SharePoint 2010 and Records Management
- 

## Ground Rules

- \* Turn off cell phones or set them to vibrate
  - \* Hold questions for the end of the session
- 

## MOSS 07 Records Management Features

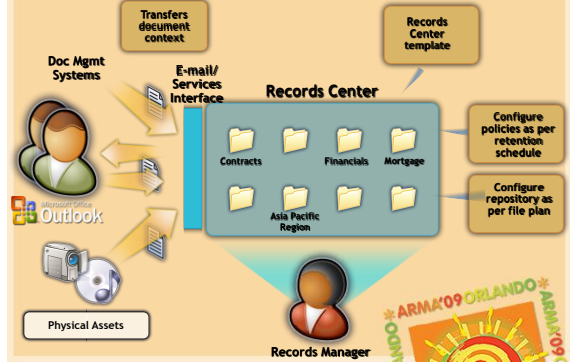
- \* Records Center
  - \* Content Types
  - \* File Plans
  - \* Information Management Policy
  - \* Records Routing Table
  - \* MOSS 07 Records
- 

### MOSS 07 Records Management Features

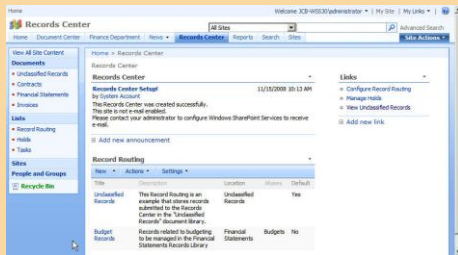
- \* Records Center
- \* Content Types
- \* Records Libraries
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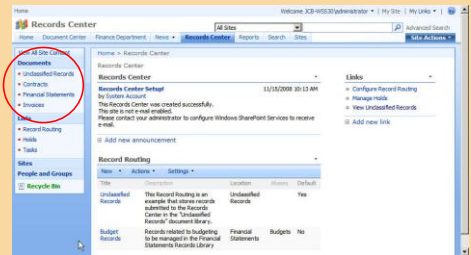
### MOSS 07 Records Center



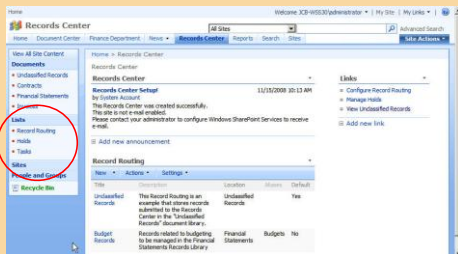
### The Records Center



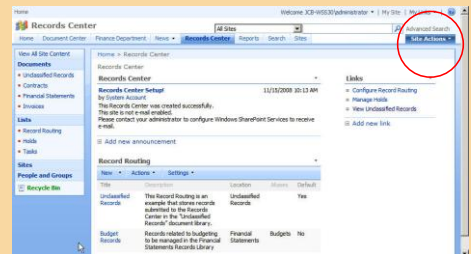
### The Records Center



### The Records Center



### The Records Center



### MOSS 07 Records Management Features

- \* Records Center
- \* Content Types
- \* Records Libraries
- \* Information Management Policy
- \* Records Routing Table
- \* MOSS 07 Records Metadata and History Files



### Content Types



- \* Predefined metadata boilerplates
- \* Can be used to route records to the Records Center



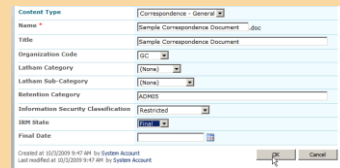
### Content Types



- \* Facilitate Managing the Document Information Lifecycle



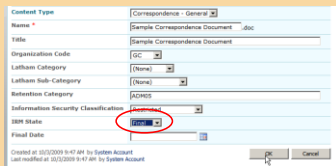
### Content Types



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### Content Types



- \* Facilitate Managing the Document Information Lifecycle

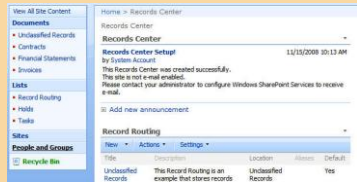


### MOSS 07 Records Management Features

- \* Records Center
- \* Content Types
- \* Records Libraries
- \* Information Management Policy
- \* Records Routing Table
- \* MOSS 07 Records



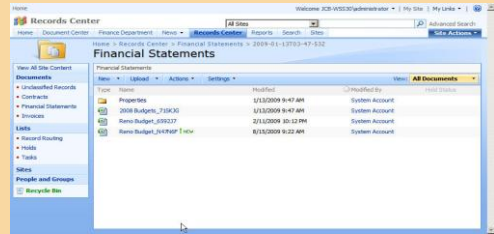
## Records Libraries



- \* Records Libraries manage each records series
- \* Includes an Unclassified Records Library



## Records Libraries



## MOSS 07 Records Management Features

- \* Records Center
- \* Content Types
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- \* Information Management Policy
- \* Records Routing Table
- \* MOSS 07 Records



## Information Management Policy



- \* Manages records disposition (expiration)
- \* Applied to the Records Libraries

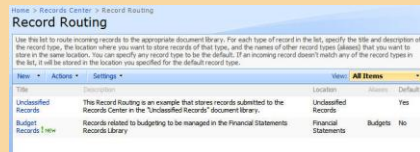


## MOSS 07 Records Management Features

- \* Records Center
- \* Content Types
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- \* Records Routing Table
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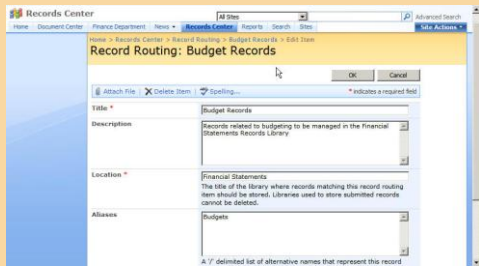
## Records Routing Table



- \* Used to route incoming records to the appropriate Records Library
- \* Routes records based on Content Type



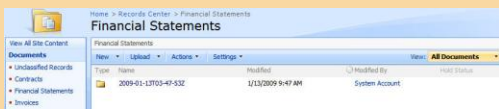
## Records Routing Table



## MOSS 07 Records Management Features

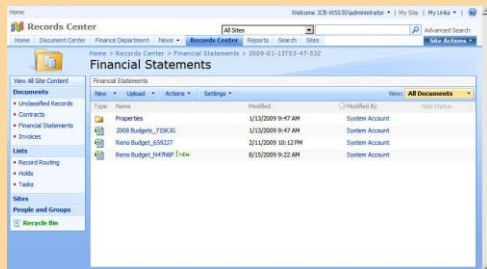
- \* Records Center
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## MOSS 07 Records



- \* Creates a folder with a unique record number
- \* Contains record and audit history and properties XML files

## MOSS 07 Records



## MOSS 07 Records Management Functionality Demonstration



## What Did We Just Learn?

- \* Create Site Columns
- \* Create Content Types
- \* Create Records Libraries (File Plans)
- \* Create Information Management Policies
- \* Apply IMP's to Record Library
- \* Create a Record Routing Table
- \* Assign a Content Type to a Document Library
- \* Declare a Document a Record
- \* Configure Records Repository Connection

# MOSS 07 DoD 5015.2 Resource Kit

Records Center New DoD 5015.2 STD Features



Records Center

# DoD 5015.2 RMA Standard MOSS 2007 Records Center Features

- Supplemental Marking
- Access Control Columns
- Enhanced Search Capabilities
- Metadata Propagation
- Email Records Declaration
- Records Relationships
- Cutoffs and Retention Schedule Processing
- File Plan Builder
- Closing of records folders
- Vital Record Review
- Folder Holds
- Enhanced Multi-cycle Disposition
- Records Screening and Reporting
- Many more...



The screenshot shows the 'File Plan Builder - Record Categories' page in the Records Center. It features a table with columns for Record Category, Description, Link to Library, and Cutoff Approval for Record Categories. A text box labeled 'File Plan Builder' is overlaid on the bottom right of the table.

| Record Category              | Description                                       | Link to Library         | Cutoff Approval for Record Categories |
|------------------------------|---------------------------------------------------|-------------------------|---------------------------------------|
| 01-13 - Financial Statements | Add a new record category to the site.            | View Category's Library | Cutoff Approval for Record Categories |
| 03-01 - White Papers         | Accounting policy records.                        | View Category's Library |                                       |
| 03-02 - Sample Code          | Financial corporate accounting procedure records. | View Category's Library |                                       |
| 03-03 - Documentation        | 01-03 - Accounting Procedures                     | View Category's Library |                                       |
| 03-04 - Projects             | 01-04 - Accounts Payable                          | View Category's Library |                                       |
| 03-05 - Resources            | 01-05 - Audits                                    | View Category's Library |                                       |
| 05-01 - Supplies             | 01-06 - Bank Account Reconciliations              | View Category's Library |                                       |
| 05-02 - Events               | 01-07 - Banking                                   | View Category's Library |                                       |
| 05-03 - Security             | 01-08 - Contracts                                 | View Category's Library |                                       |
| 05-04 - Building Management  | 01-09 - Correspondence                            | View Category's Library |                                       |
| 05-05 - Building Management  | 01-10 - Donations and Contributions               | View Category's Library |                                       |
| 05-06 - Security             | 01-11 - Education                                 | View Category's Library |                                       |
| 05-07 - Building Management  | 01-12 - Employee Expenses                         | View Category's Library |                                       |
| 05-08 - Security             | 01-13 - Financial Statements                      | View Category's Library |                                       |

The screenshot shows the 'File Plan Builder - Record Folders' page in the Records Center. It features a table with columns for Record Category, Description, Link to Folder's records, and Cutoff Approval for Record Categories. A text box labeled 'File Plan Builder' is overlaid on the bottom right of the table.

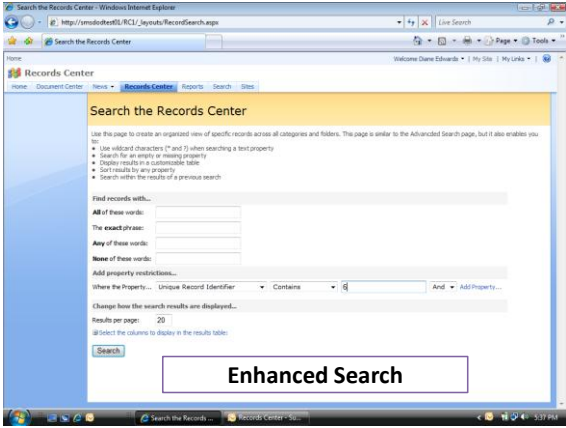
| Record Category                      | Description                          | Link to Folder's records | Cutoff Approval for Record Categories |
|--------------------------------------|--------------------------------------|--------------------------|---------------------------------------|
| 01-03 - Accounting Procedures        | 01-03 - Accounting Procedures        | View Folder's records    |                                       |
| 01-04 - Accounts Payable             | 01-04 - Accounts Payable             | View Folder's records    |                                       |
| 01-05 - Audits                       | 01-05 - Audits                       | View Folder's records    |                                       |
| 01-06 - Bank Account Reconciliations | 01-06 - Bank Account Reconciliations | View Folder's records    |                                       |
| 01-07 - Banking                      | 01-07 - Banking                      | View Folder's records    |                                       |
| 01-08 - Contracts                    | 01-08 - Contracts                    | View Folder's records    |                                       |
| 01-09 - Correspondence               | 01-09 - Correspondence               | View Folder's records    |                                       |
| 01-10 - Donations and Contributions  | 01-10 - Donations and Contributions  | View Folder's records    |                                       |
| 01-11 - Education                    | 01-11 - Education                    | View Folder's records    |                                       |
| 01-12 - Employee Expenses            | 01-12 - Employee Expenses            | View Folder's records    |                                       |
| 01-13 - Financial Statements         | 01-13 - Financial Statements         | View Folder's records    |                                       |

The screenshot shows the 'Disposition Cycles' page in the Records Center. It features a table with columns for Title, Disposition, Disposition Offset, Disposition Offset Unit, Record Disposition Event, and Cutoff Date. A text box labeled 'Enhanced Disposition' is overlaid on the bottom right of the table.

| Title                                                  | Disposition | Disposition Offset | Disposition Offset Unit | Record Disposition Event | Cutoff Date |
|--------------------------------------------------------|-------------|--------------------|-------------------------|--------------------------|-------------|
| Transfer 2 Years After End of Tour of Duty             | Transfer    | 2                  | Years                   | Transfer                 |             |
| Destroy 25 Years After Cutoff                          | Destroy     | 25                 | Years                   | Destroy                  |             |
| Destroy 3 Months After Cutoff                          | Destroy     | 3                  | Months                  | Destroy                  |             |
| Destroy Records When Status is Suspended               | Destroy     | 0                  | Years                   | Destroy                  |             |
| Destroy 7 Years After Cutoff                           | Destroy     | 7                  | Years                   | Destroy                  |             |
| To Be Determined                                       | Unknown     | 0                  | Months                  | Unknown                  |             |
| Destroy Record When Superseded                         | Destroy     | 1                  | Days                    | Date Superseded          |             |
| Destroy 5 Years After Agreement Superseded and Destroy | Destroy     | 5                  | Years                   | Destroy                  |             |
| Hold 6 Years and 3 Months After Cutoff and Destroy     | Destroy     | 75                 | Months                  | Destroy                  |             |
| Hold 6 Years After Last Entry and Destroy              | Destroy     | 6                  | Years                   | Destroy                  |             |
| Hold 2 Years After Cutoff and Destroy                  | Destroy     | 2                  | Years                   | Destroy                  |             |
| Hold 5 Years After Cutoff and Transfer to Risk         | Transfer    | 5                  | Years                   | Transfer                 |             |
| Hold 6 years after cut off then destroy                | Destroy     | 6                  | Years                   | Destroy                  |             |

The screenshot shows the 'Folder Level Holds' page in the Records Center. It features a table with columns for Type, Name, Modified By, and Link to folder's metadata. A text box labeled 'Folder Level Holds' is overlaid on the bottom right of the table.

| Type                         | Name                         | Modified By    | Link to folder's metadata |
|------------------------------|------------------------------|----------------|---------------------------|
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
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| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |
| 01-13 - Financial Statements | 01-13 - Financial Statements | System Account | View Folder's metadata    |



## SharePoint 2010 Records Management


 The business collaboration platform for the Enterprise and the Web



## Questions





## Essentials of SharePoint Records Management

**Please Complete Your Session Evaluation**  
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