



## SOLUTIONS

### Retention Managed Desktops

Desktop documents need to be managed for retention, eDiscovery, knowledge, and cost. But users today create, modify, share, and store documents on their desktops, without regard for corporate retention policies. Trusted Edge's Retention Managed Desktops manages desktop documents based on the premise that not

all documents are equal, not all need to be preserved for the same period of time, and some need to be preserved off the desktop. Retention Managed Desktops enables companies to retain documents according to their business and regulatory policies.

Retention Managed Desktops lets the enterprise quickly define and implement its document retention and filing policies and refine those policies over time. Trusted Edge's Retention Managed Desktops reduces corporate risk by ensuring that those documents that need to be preserved are retained according to corporate policy, and that at end-of-life, all copies of expired documents are disposed.

**PROBLEM** Desktops contain documents unknown to and unmanaged by the enterprise.

**SOLUTION** Manage desktop documents according to corporate retention policies.

**HOW** Manage, Classify, File, and Dispose

- ◆ Centrally managed classification and filing policies.
- ◆ 1-Click interactive classification of documents on save.
- ◆ Classification is branded within the document.
- ◆ Documents are managed in-place at the desktop or filed in another location according to corporate policy.
- ◆ Enforcement of "Litigation Holds" on desktop documents.
- ◆ All copies of documents are disposed according to retention policy.

Desktop Document Archiving future-proof Tiered Solution Offerings:

- ◆ Desktop + File Server
- ◆ Desktop + Microsoft SharePoint
- ◆ Desktop + Archive + Records Manager
- ◆ Desktop + ECM + Records Manager

**BENEFITS**

- ◆ Comprehensive application-independent document capture.
- ◆ Digital Disposal of all copies of documents at their end-of-life.
- ◆ Litigation hold at the desktop.
- ◆ Seamless online and offline operation.
- ◆ Future-proof tiered solutions offerings that leverage existing IT infrastructure.