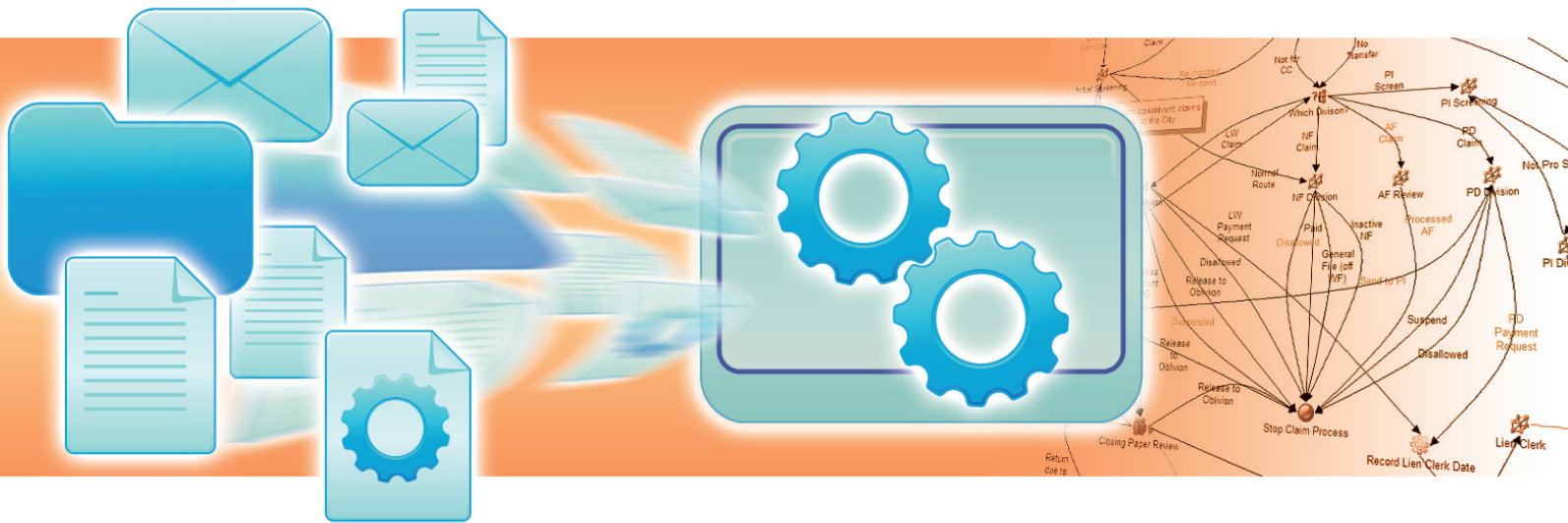


▼ Records Management Automation

Complying with Regulations • Achieving Transparency



Managing electronic records, achieving operational transparency, and complying with key regulations pose a challenge for most government agencies. However, most agencies have established a solid foundation for electronic document management (DM) and Records Management (RM) with one of the leading suppliers of DM and RM products. But, this is only the first step. Organizations need to:

- Automate the procedures associated with records management that connect with their RM solution – creation, capture, management, archive, and disposition; and
- Orchestrate activity and exchange records between multiple RM solutions.

Challenge

- Automate the processes that create, manage, and archive critical business records in support of Records Management (RM) requirements
- Leverage existing document and content repositories – Documentum, Open Text, Microsoft Office Sharepoint Server, and others – for RM
- Address formal RM certification for DoD 5015.02-STD
- Develop an enterprise strategy for RM automation, integration, and certification involving critical documents and business records

Solution

Automate RM processes and procedures using Northrop Grumman's e.POWER software platform for Business Process Management. Connect with the leading content repositories with a tool that is certified as compliant with DoD 5015.02-STD. Employ Northrop Grumman's BPM professionals experienced with RM and the certification process.

Value

- Leverage existing investment in content & records management
- Reduce life-cycle costs by standardizing on one process management solution connected with multiple repositories
- Reduce life-cycle costs – acquisition, deployment, and sustainment – for RM solutions.

With e.POWER solutions, Northrop Grumman's clients have certified applications:

- ✓ E-Mail Archiving
- ✓ Business records, e.g., Contract Documents
- ✓ Personnel records, e.g., Security Folders

Northrop Grumman is a leading provider of automated RM solutions to the Federal government. Experienced with DoD 5015.02-STD (the DoD standard governing RM requirements), experienced with electronic records from varying sources to varying uses, experienced with process automation, Northrop Grumman brings a clear vision for an enterprise records management and automation architecture.

In addition, e.POWER®, Northrop Grumman's platform for Business Process Management (BPM) has been certified as a DoD 5015.02-STD compliant BPM tool for more than a decade.

Enterprise Records Management & Process Automation

Records come in different shapes and sizes: engineering drawings, contract records, personnel records, e-mail correspondence, office documents, etc. Organizations often employ more than one of the leading DM/RM products: EMC Documentum, OpenText CyberDocs or LiveLink, Microsoft SharePoint Server. Automating RM processes, orchestrating RM activity and transferring records where appropriate, needs to be part of an Enterprise Architecture for RM and Process Automation.

With e.POWER, customers connect with more than one DM/RM repository. Procedures for capturing, creating, transferring, and archiving records can all be automated insuring compliance.

About Us

Northrop Grumman Information Systems is a leading global provider of advanced solutions that deliver timely, enabling information to where it is needed most, for the benefit of its military, intelligence, civilian, state and local and commercial customers. We are a \$10 billion business employing approximately 35,000 employees with offices in 50 states and 18 countries.

Our customers look to us for large-scale enterprise solutions. We support commanders who manage far-flung forces via global command, control and communications systems; police and firefighters who will access high-speed data and video over a new broadband wireless network; government agencies who need to meet cybersecurity requirements; battlefield commanders who use a tactical Internet to lead their troops; Department of Homeland Security staffers who rely on their classified network infrastructure; intelligence analysts who rely on their systems to get actionable information into the right hands at the right time; missile defense analysts who model and simulate scenarios at the Joint National Integration Center; states, counties and cities who rely on the management of their information infrastructures to deliver responsive services to their citizens; and businesses that adopt new software solutions to make their enterprise processes run more smoothly and efficiently.

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