



Records Management

CARA provides full functionality for controlling the creation, distribution, use, maintenance, and disposition of recorded information, which needs to be maintained as evidence of business activities and transactions.

Records Management is a business-critical capability, and having the ability with CARA to streamline processes and reduce costs is a major benefit.

Auditing

The highly configurable audit trail in CARA can be set up to audit any particular user or system events, including any custom actions you might add to CARA. The auditing can be silent (nothing visible to the user when the auditing is being done) or can require users to enter information, either a Reason for the action or a Username/password and Reason to electronically sign for the action. The audit trail can then be displayed as a PDF (as an unalterable record), or exported to Excel (for searching / filtering purposes). This means that all items that you classify as records will have a full audit history.

Retention

CARA allows you to configure your definition of a record: this might be all content / data, or a subset which is in a particular location or has particular metadata, or status, or other identifying characteristics. You might even set up multiple categories of Records, which are each based on different rules. For each category of record, you then specify the retention policies: for example whether creating new versions is permitted, and how long to retain the record for.

Destruction / purging

The important corollary to retention is proper destruction or purging of records at the end of the retention periods. Again, you can define multiple purging categories, and specify the decommissioning options (e.g. remove content only and keep metadata, move to archive, completely destroy).