

Autonomy Meridio Overview

In today's enterprise, information is often locked inside end-users' desktops and departmental file systems, embedded in collaboration and email systems, and integrated into business processes, creating a significant challenge for information governance and the mitigation of risk. Many legacy approaches require the identification of records and the movement of these into a stand-alone central repository, a time-consuming approach that relies on users' willingness and discipline. In addition, this approach allows the possibility of records being overlooked, either in error or as a result of a deliberate act. Today's regulatory environment demands a more consistent, automated approach.

Unlike traditional records management, Autonomy Meridio automates information governance and disposition by understanding the meaning of all information across an enterprise regardless of data type, language or repository. Information can be automatically categorized to determine its retention and disposition schedule based on business value, regulatory requirement or relevance to a legal matter. Policies can be defined, monitored and enforced on a global basis to comply with country-specific information privacy laws while supporting global certifications such as DoD 5015.2 and VERS.

Autonomy Meridio has nearly one million users across the globe, customers in every market and is especially strong in the public sector. Autonomy Meridio has been awarded the U.S. Federal Government's SmartBUY contract for Electronic Document and Records Management software, enabling e-government and helping to meet the goals of the President's Management Agenda, a strategy designed to improve the management of the federal agencies. The United Kingdom's Cabinet Office has standardized on Autonomy Meridio to manage and control hundreds of thousands of electronic documents and records across the government organization.

Autonomy Meridio enables enterprises to benefit from:

- *Enterprise retention and disposition policy management across 400+ repositories*
- *Certifiable adherence to any compliance regulations across all industries*
- *Military grade security and certification to:*
 - *US DoD5015.2, UK TNA2002, Australia's VERS, ISO 15489*
- *One consolidated enterprise-wide Electronic Stored Information (ESI) index with conceptual and keyword search*
- *Automatic classification and clustering to create and extend records management fileplans and taxonomies*
- *Automatic alerts for document custodians if deletion of important information is attempted*
- *Close integration with email messaging/IM archives both on-site and hosted*
- *A single dashboard for retention and disposition schedules*
- *Seamless integration with desktop applications*
- *Manage in Place (MIP) – records securely managed in source repository*



No Need to Declare Records

Unlike other solutions, Meridio seamlessly delivers records retention and disposition that users can and will adopt without the need to declare records. Meridio automates the process of records declaration and leverages automatic categorization using the power of Autonomy's Intelligent Data Operating Layer (IDOL). Through duplicate and near duplicate identification, storage costs are minimized and by using Meridio in conjunction with other Autonomy ZANTAZ modules, information under legal hold will not be inadvertently disposed of.

Automation: It's Not an Either / or Choice

Fully automating retention and disposition has obvious efficiency gains, but the perceived loss of control might appear to be a stumbling block for implementing such solutions in heavily regulated sectors such as a government. Autonomy's experience as the leader in pan-enterprise search has led it to understand that customers don't necessarily want an either / or choice with regards to automation. Autonomy Meridio's solutions are fully configurable: records declaration, categorization, and the definition of corresponding retention periods can not only be automated using a policy-based approach, but these processes can also be enhanced by end user involvement should administrators so wish.



Manage In Place (MIP)

Furthermore, rather than duplicating data in stand-alone records management systems, Autonomy Meridio now allows enterprises to manage information "in-place". The Autonomy Meridio infrastructure platform approach builds on the fact that pan-enterprise search platforms – such as Autonomy IDOL – have already solved the difficult challenge of securely gaining access to the hundreds of different repositories. Many enterprises have an IT environment with a number of existing and diverse document stores (e.g. Documentum, SharePoint, Files Stores, Email Archives) and each will have its own way of handling retention and disposition. Autonomy Meridio allows an enterprise to implement consistent retention policies while leaving documents 'in-place' by standardizing on Autonomy Meridio as the corporate policy engine.

Underlying Technology: IDOL

Autonomy's IDOL is an infrastructure layer that indexes an enterprise's data and serves as a platform for the conceptual and contextual understanding of information in an enterprise. This complete infrastructure layer allows for the automatic categorization, tagging, linking, retrieval and profiling of all forms of unstructured information in real-time regardless of repository. It automatically analyzes any piece of information from 1,000 different content formats, including text, voice or video and delivers over 500 functions including hyperlinking, agents, summarization, taxonomy generation, retrieval, channels, clustering, education, profiling, collaboration and alerting.



The IDOL platform provides a flexible framework, incorporating the essential attributes of an enterprise infrastructure platform:

- *Scalability - a linearly scalable system that can grow with the evolving information needs of an enterprise*
- *Mapped Security - delivering document and intra-document access control against user, group and role level entitlement*
- *Global Language Support - to enable the delivery of content in multiple languages*
- *Support for Future Technologies - delivered through an architecture that is extensible and can grow and adapt to new requirements and technologies*

Dashboard: 360° View of Information

Autonomy Meridio's web-based dashboard provides an unrivalled view of all the information held within an enterprise. Different views are available for the legal and compliance team, and records custodians and managers. These teams can see which repositories are being managed, what information they contain, where information is being created, who is creating it, the percentage of documents on legal hold and the number of duplicates. From this summary view, users are able to drill-down into more detail and begin to quickly and easily manage information retention and disposition processes.

- *Configure metadata definitions, retention policy, security settings*
- *Dynamically define and administer the corporate fileplan*
- *Protect information under legal hold from disposition*
- *Schedule tasks such as backup and content indexing, and other administrative settings*
- *Import FilePlans from different sources including shared drives and XML definition files*
- *Generate reports for compliance and audit purposes*

Seamless Integration with Existing Applications

Autonomy Meridio makes complying with corporate policies easy for employees by seamlessly integrating with a wide range of portals, web browsers, email and desktop applications.

Options for Implementation

Autonomy Meridio is available as an add-on extension to existing IDOL implementations, as a stand-alone solution or as the disposition component of Autonomy's Information Governance platform.

Autonomy Information Governance

Autonomy Information Governance automates real-time policy management based on forming a conceptual and contextual understanding of all enterprise information. This solution represents a major step forward in reducing risks inherent in information by applying policy based on understanding the actual content of an email, document or phone recording instead of relying solely on its metadata. Autonomy Meridio is a key component of this solution, delivering compliance and disposition management capabilities.



Dashboard for Pan-Enterprise Information Governance



Dashboard: Cluster Map



Dashboard: Retention Management View



Dashboard: Fileplan View

Autonomy Meridio Benefits

Autonomy Meridio has a wide range of benefits for both entirely new customers and those enterprises that are already using IDOL.

Autonomy Meridio for Compliance Officers or Legal Counsel

- *The only solution available that can ensure all enterprise content is understood and controlled by your enterprise*
- *Ensures that regulatory responsibilities are met*
- *Reduces compliance risk and cost*



Autonomy Meridio for IT Personnel

- *Builds on existing IT investment*
- *Simplifies the IT architecture*
- *Reduces costs compared with alternative federated approaches*

Existing IDOL Customers:

- *Quickly and easily extends current architecture to manage content to the highest retention management standards*

Customers

Autonomy's customer base is comprised of more than 17,000 global companies and enterprises including: 3, ABN AMRO, AOL, BAE Systems, BBC, Bloomberg, Boeing, Citigroup, Coca Cola, Daimler Chrysler, Deutsche Bank, Ericsson, Ford, GlaxoSmithKline, Lloyd TSB, NASA, Nestle, the New York Stock Exchange, Reuters, Shell, T-Mobile, the U.S. Department of Energy, the U.S. Department of Homeland Security and the U.S. Securities and Exchange Commission. The following is a partial selection of those customers who are using Autonomy Meridio.



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Other Offices
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