



# Gimmel Federal Records Management

Gimmel's Federal Records Management solution creates a centralized content repository in SharePoint that is compliant with the strict DoD 5015.2 requirements.

Gimmel Federal Records Management helps federal agencies provide timely responses to a fast-growing number of requests for information as well as meeting the requirements of ongoing and new initiatives such as the Presidential Records Management Directive. In accordance with Federal and organizational guidelines, Federal governments must properly manage classified records which are highly regulated records that require security level access and declassified records which must be made available to the public.

Gimmel Federal Records Management gives your organization a reliable and centralized repository in SharePoint that is compliant with both the baseline and classified standards of the Department of Defense (DoD) 5015.2 Records Management Program.

## Key Benefits

- Increase visibility by quickly identifying government records in response to requests for information
- Maximize compliance by meeting DoD 5015.2 standards and minimize risk with forensic destruction
- Increase security by disabling non-authorized users from accessing restricted information

## Key Features



**Centralized Records Management:**  
Preserve your most valuable assets – your federal records – in a secure, proven, and flexible SharePoint solution



**Centralized File Plan Creation and Maintenance:**  
Publish and update the file plan to multiple locations with easy-to-use controls built by compliance and records professionals

“We selected Gimmel to replace our Oracle RM Stellent installation with SharePoint. The solution connected our data resources and improved access to records through centralized management.”

– Megan Sibbert, ECM Business Manager, City of Bellevue

## Features

**Centralized Records Management:** Preserve your most valuable assets – your organizational memory – in a secure, proven, and flexible SharePoint solution

**Extended Retention Policy Controls:** Enforce time-based, case-based, or event-based retention

**Defensible Disposition:** Institute a formal disposition approval process, including generation of disposal certificates and audit history reporting

**Advanced Records Security:** Customize hierarchical security levels to secure records

**Centralized File Plan Creation and Maintenance:** Publish and update the file plan to multiple locations with easy-to-use controls built with compliance and records professionals in mind

**Document Transfer:** Transfer documents to an archive and manage records in that archive permanently or indefinitely

**Legal Holds:** Implement legal holds for records or record categories

**Email Records:** Effortlessly declare a record from Outlook

## Compatible Systems

- SharePoint 2010
- SharePoint 2013
- SharePoint 2016

## Related Products



### *Gimmel Records Management*

Records management software that easily manages the entire lifecycle of records and information while ensuring compliance throughout your whole organization



### *Gimmel Content Governance for SharePoint*

Information governance software that manages content and libraries across SharePoint and Office 365



### *Gimmel Document Management for SAP*

Document management software that easily connects SAP to SharePoint putting critical information and collaboration right where people work

## About Gimmel

At Gimmel, we believe organizations deserve to spend time on what really matters to them. We help our customers focus on their core missions by simplifying the management of information, no matter where it exists. Gimmel software solutions establish a new standard for productivity by providing the unique ability to manage information no matter where it exists. Our software ensures important information is managed across all systems with audit-ready policies on SharePoint, Office 365, Box, OneDrive for Business, legacy ECM platforms, file shares, and in physical formats. Content can be stored in secure record centers or managed in-place. For SAP®, Gimmel simplifies business processes by unifying content and data with Office 365.

Gimmel customers realize their digital transformation strategies more quickly, ensure records compliance and security more easily, and connect content with business transactions to improve efficiency and lower costs.

Learn more at [www.gimmel.com](http://www.gimmel.com).