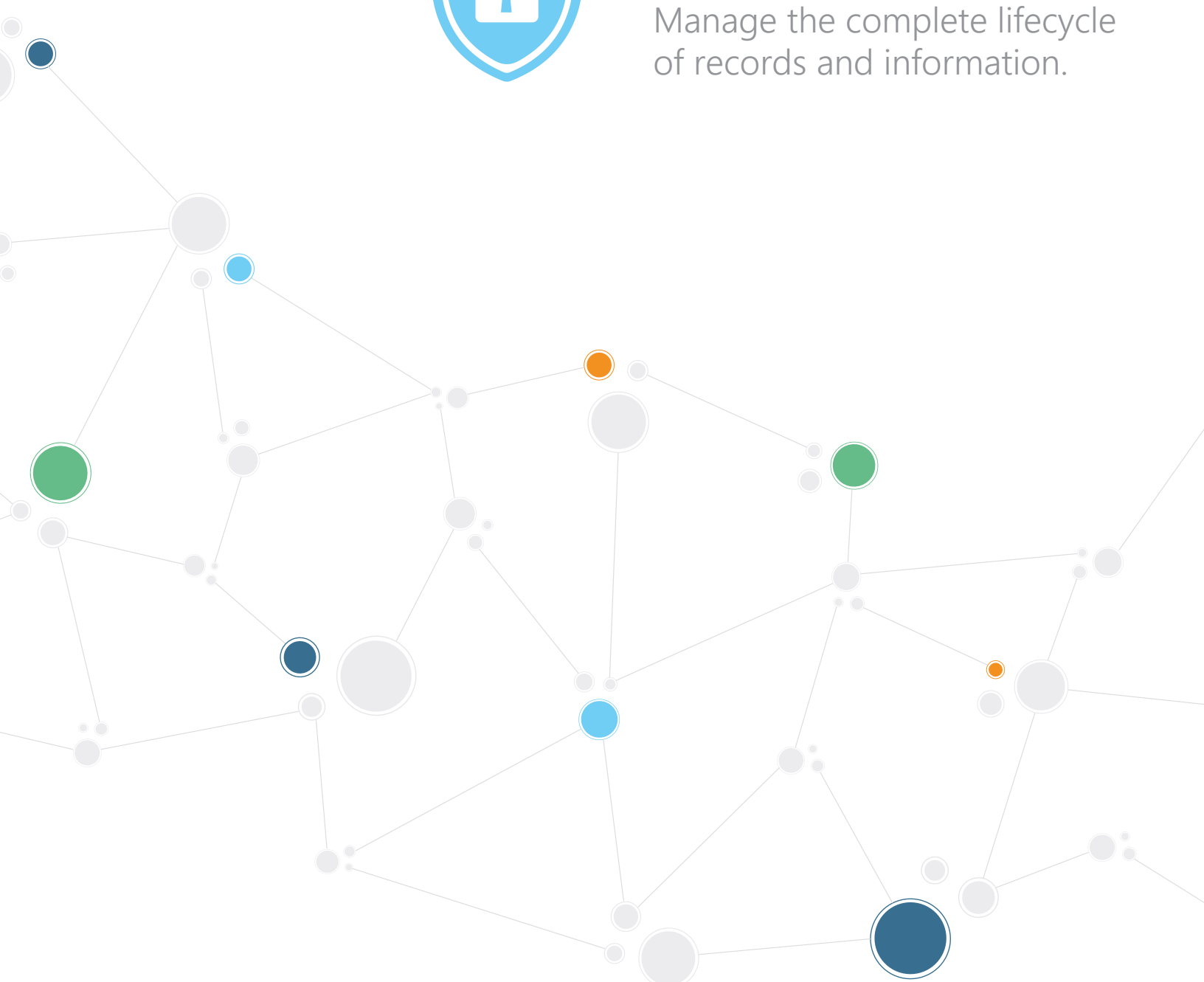




# Gimmel Records

Manage the complete lifecycle of records and information.



Gimmel Records helps you make the most of your software investments by managing all of your records and information within all of your current content repositories. Now you can manage, monitor, and track corporate records, working documents, or physical records, in any repository – anywhere. With a truly cloud-based platform, you can now implement records management software as a service, lowering your total cost of ownership and infrastructure required.

## Deployment Methods



Cloud-based  
Web Application



On Premises



On-Premise and  
Cloud-based Hybrid

## Key Benefits

### *Manage all records and information, anywhere*

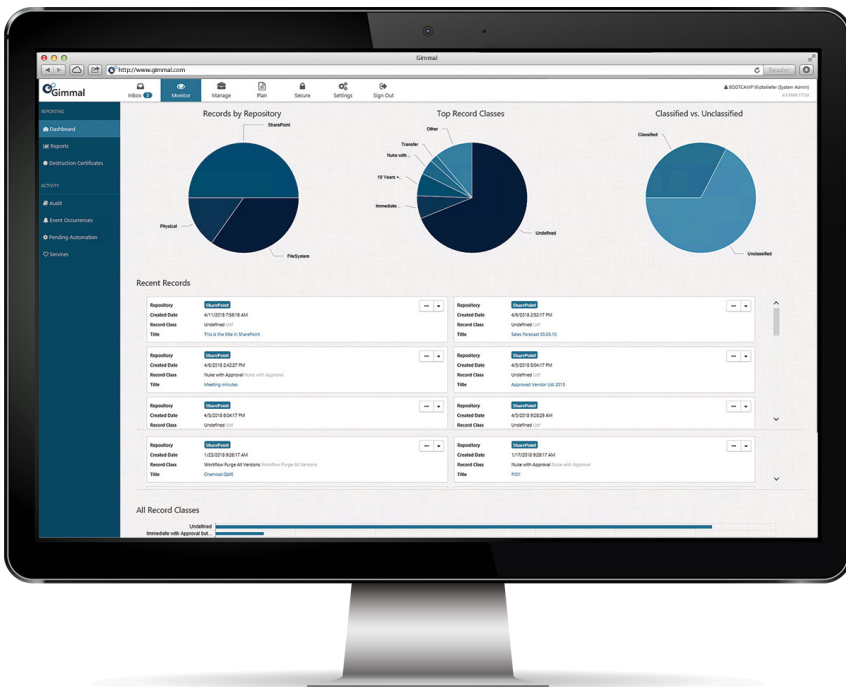
Implement comprehensive records management policies, no matter where your records live. By integrating with all of your content repositories, Gimmel Records manages all your records and information in place by assigning policies, retention schedules, and legal holds directly where the content lives.

### *Secure records in a DoD 5015.2-certified repository*

Upgrade your SharePoint environment to a DoD-certified Records 5015.2 Repository. Gimmel Records can give your organization a reliable and centralized repository in SharePoint that is compliant with both baseline and classified standards of the department of defense (DoD) 5015.2 records management program.

### *Full-featured software with no assembly required*

Maximize performance, reliability, and scalability with cloud-based records management software built upon Microsoft Azure. Organizations can access critical business information anytime, anywhere with web-based software that works with all major web browsers, so implementation and access is as easy as login and go! Gimmel Records is designed for the companies looking to implement records management without the headache of costly configurations, deployments, and downtime.



Manage records in:



## Features



### Lifecycle Management

Create flexible multi-phase lifecycles built around user-definable triggers, retentions, and actions



### In-place or Centralized Management

Classify and manage information across all platforms and/or move information to a central DoD 5015.2 compliant repository



### Legal Holds

Eliminate eDiscovery mistakes by placing information or entire case files on legal hold to prevent deletion



### Auditing and Reporting

Audit all system and record activity and run predefined or custom reports that provide current and historical visibility into the information



### Physical Records Management

Manage physical records alongside electronic documents and records regardless of location or format



### Automated Classification

Categorize content against a centralized file plan based on similar properties and locations across platforms



### File Plan Builder™

Use a single web interface to automatically apply classification and retention rules across all platforms



### Defensible Disposition

Destroy unwanted and obsolete data at the end of the information lifecycle without having to move content to a central repository

*"I knew what you could do with SharePoint, and it would be very difficult and tedious to be able to manage the rules if I managed them directly into SharePoint. This is where Gimmel's solution came in."*

- Howard Loos, Records and Information Manager, Brigham Young University



Gimmel simplifies records and information management with software that captures, manages, governs, and archives information so you can focus on your core mission. Gimmel software allows you to fully manage the lifecycle of content in SharePoint, Office 365, box, SAP, and other platforms.

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

