IBM Enterprise Records 5.1: System Maintenance

(Course code F180)

Student Notebook

ERC 1.0

Authorized

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Contents

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Course description

IBM Enterprise Records 5.1: System Maintenance

Duration: 1 day

Overview

This course is for the administrator who maintains an IBM Enterprise Records system. You monitor the IBM Enterprise Records system and the IBM FileNet P8 system with which it runs. You configure and run the sweep processes, as well as configure and run automatic destruction processes and automatic volume creation. You also configure auditing, export audit logs and retain, archive, and purge metadata.

Audience

This course is for those whose job responsibilities include maintaining an IBM Enterprise Records system.

Prerequisites

- F140 - IBM FileNet P8 5.0 Prerequisite Skills using Workplace
- F178 - IBM Enterprise Records 5.1: Core Skills
- F179 - IBM Enterprise Records 5.1: System Configuration
- F142- IBM FileNet P8 Platform 5.0: System Implementation and Administration - recommended

Skills taught

How to maintain an IBM Enterprise Records system.

Contents

- Configure multiple profiles of Disposition Sweep.
- Configure an instance of Hold Sweep.
- Configure automatic destruction of records.
- Configure automatic volume creation.
- Enable and configure auditing.
- View and export audit logs.

- Enable metadata retention on the file plan.
- Export and delete retained metadata from the production system.

Unit 1. IBM Enterprise Records 5.1: System Maintenance

What this unit is about

This unit describes how to configure sweep processes, automatic destruction of records, automatic volume creation, auditing, export audit logs and how to manage record metadata.

What you should be able to do

After completing this unit, you should be able to:

- Configure multiple Disposition Sweep profiles.
- Configure a Hold Sweep profile.
- Configure automatic destruction of records.
- Configure automatic volume creation
- Enable and configure auditing.
- View and export audit logs.
- Manage record metadata.

How you will check your progress

- Successfully complete the activities in the Student Exercises book.

References

http://publib.boulder.ibm.com/infocenter/p8docs/v5r1m0(IBM FileNet P8 Version 5.1 Information Center root URL)

IBM Enterprise Records 5.1: System Maintenance

Unit lessons

This unit contains these lessons:

- Configure sweep processes
- Configure automatic destruction
- Configure automatic volume creation
- Configure auditing
- View and export audit logs
- Manage record metadata

Figure 1-1. Unit lessons F1801.0

Notes:

Lessons in this unit

This unit has five lessons. After the first lesson, each lesson relies on information and skills taught in the prior lessons. For best results, do these lessons in the sequence presented.

Configure sweep processes – In this lesson, you are going to configure multiple Disposition Sweep profiles and configure a Hold Sweep profile.

Configure automatic destruction – In this lesson, you are going to configure automatic destruction of records.

Configure automatic volume creation – In this lesson, you are going to configure automatic creation of volumes using a workflow.

Configure auditing – In this lesson, you are going to enable and configure auditing.

View and export audit logs – In this lesson, you are going to view and export audit logs.

Manage record metadata – In this lesson, you are going to retain, archive, and purge metadata.

Lesson 1.1. Configure sweep processes

Lesson:

Configure sweep processes

Why is this lesson important to you?

- Your company file plan has become too large for your file plan sweep processes to finish within the allotted time frame. You can manage this load by setting up multiple sweep processes to work on parts of the file plan at different times.
- You configure multiple profiles of Disposition Sweep so that each one processes a different area of the file plan. Then you schedule each process to run on a different night of the week.
- Hold Sweep assigns and removes conditional holds. The file plan has too many dynamic holds to be processed within the allotted time. Unlike Disposition Sweep, Hold Sweep must run every night. To manage the load, you need to configure multiple Hold Sweep processes to run simultaneously on different servers. Each process must work on a subset of the holds.

Figure 1-2. Configure sweep processes F1801.0

Notes:

Configure sweep processes

Activities that you need to complete

- Configure multiple Disposition Sweep profiles.
- Configure a Hold Sweep profile.

Figure 1-3. Activities that you need to complete F1801.0

Notes:

Configure sweep processes

About Sweep profiles

- Store a set of configurations for a sweep in a profile.
  - Allows unlimited profiles.
- Run sweeps under different configurations using profiles:
  - Does not require reconfiguring the sweep each time.
  - Defaults to the original one if profile parameters are not used.
- Create a new profile or edit an existing profile:
  - Run the configure command with the profile name.
  - Creates a new configuration XML file under the following Windows folder:

  <Installation location>\RM\RecordsManagerSweep\lib\config

Figure 1-4. About Sweep profiles F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Disposition Sweep tool > Configuring the Disposition Sweep tool for your environment
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Configuring Disposition Sweep

Configure sweep processes

About Disposition Sweep

- Disposition Sweep is a system component.
  - Designed to be run automatically on a scheduled basis (for example, once every week)
  - Computes disposition-related properties
  - Launches cutoff and vital review workflows
  - Launches Auto Destroy action
- Disposition Sweep is configured and managed by the system administrator.
  - Normally invisible to regular users
- Schedule Disposition Sweep to run during nonpeak business hours.
  - In Windows, use Scheduled Tasks.
  - In UNIX, use Cron jobs.

Figure 1-5. About Disposition Sweep F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Disposition Sweep tool > Configuring the Disposition Sweep tool for your environment
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Configuring Disposition Sweep

Sweep processes

Disposition Sweep is used to find records that are ready to start moving through the various phases of their Disposition Schedules.

The key files installed for the Sweep processes are located in the <ier_install_path>/RecordsManagerSweep/ directory or one of its subdirectories.

- RecordsManagerSweep directory contains a lib directory, the RecordsManagerSweep batch or shell file, and the log4j.properties file. This directory is used to run the Sweep processes.
- RecordsManagerSweep/lib contains the .jar files required by both Disposition Sweep and Hold Sweep processes.
- RecordsManagerSweep/lib/config directory contains RMSweepConfiguration.xml and RMHoldSweepConfiguration.xml files, which are used to configure the Disposition Sweep and the Hold Sweep processes.

To run a sweep process, ensure that the JVM that you have installed on the machine running the process is JRE 1.4 or later.

Configure sweep processes

Configure Disposition Sweep profiles

1. Access the server where you installed the Disposition Sweep tool.
2. With a command prompt, navigate to the following directory: <ier_install_path>\RecordsManagerSweep
3. Open the Configuration settings page for the Disposition Sweep tool by running the following command:
   – UNIX

```
./RecordsManagerSweep.sh -DispositionSweep
  -configure -profile <profile name>
```

   – Windows

```
RecordsManagerSweep.bat -DispositionSweep
  -configure -profile <profile name>
```

4. In the Configuration settings page, enter the appropriate values for your environment.
5. Click Configure to start the configuration.

Figure 1-6. Configure Disposition Sweep profiles F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Disposition Sweep tool > Configuring the Disposition Sweep tool for your environment
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Configuring Disposition Sweep

Sweep profiles are stored in separate XML configuration files.

When you run the Disposition Sweep tool, an error log is created for troubleshooting.

You can have several computers with Disposition Sweep installed, or you can have several profiles of Disposition Sweep on one computer. These sweeps can be configured to process different areas of the file plan. For instance, if you have 15 areas to process, you can set up 15 profiles of Disposition Sweep on one server and have a few of them set to sweep simultaneously, depending on anticipated load.

Limit Disposition Sweep to a single file plan or part of a file plan.

- Index properties.

If you must sweep the entire file plan every night and the file plan is extremely large, you can install Disposition Sweep on different servers and have them as dedicated sweep machines. You also need to have several Content Engines, with one sweeper for each Content Engine. Although it might be possible to have several sweep machines pointing to a single Content Engine, you run the risk of the Content Engine becoming a bottleneck.

To install the Disposition Sweep program on another server, you need to use the IBM Enterprise Records Installation disk.

- Select the custom install.
- Select **only** the sweep component.

If you try to schedule two instances of DispositionSweep in Task Scheduler, it responds that it already has DispositionSweep scheduled and prompts you to replace it. To prevent this error, rename the batch files.

Configure sweep processes

Configuration settings for Disposition Sweep

- Content Engine server name
  - Specify the server where the records are stored.
- Port number
  - Specify the port number used by the Content Engine.
- Entity GUID
  - Specify the Records entity GUID on which to perform the sweep.
- User ID and password
  - Specify the user ID to log on to Content Engine and Process Engine.
- Process Engine Connection Point
- Activity Log File Name
  - By default, a file called ErrorFile is created.

Figure 1-7. Configuration settings for Disposition Sweep F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Disposition Sweep tool > Configuring the Disposition Sweep tool for your environment
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Configuring Disposition Sweep

Specify the appropriate values for the following fields. You can clear existing values by clicking Reset.

CE Server Name

Specify the name or IP address of the Content Engine server (where the records are stored) to sweep.

Port Number

Provide the Web Services Interface or EJB port number used by your Content Engine server.

- If http or https is selected in the Connection field, you must specify a WSI port number like 7001 for WebLogic Server, 9080 for WebSphere, and 8080 for JBoss Application Server.
- If any of the EJB protocols is selected in the Connection field, you must specify the default EJB port number for the application server you are using, for example, 2809 for WebSphere.

URL Path

Provide the user-defined path to the URL that the tool is configured to use to communicate with the Content Engine server. For example, /wsi is the path generally used and is the default value.

If any of the EJB protocols is selected, the default URL is FileNet/Engine.

File plan Object Store name (optional)

Provide the name of the file plan object store (FPOS) on which you want to run Disposition Sweep. If you do not provide a value, the Disposition Sweep process runs on all the file plan object stores associated with the specified Content Engine server.

Restriction: A value for the object store name is required for running Declassification Sweep.

Run for Record Types (optional)

When you specify the value as True, if the Disposition Schedule of any record type is modified, the Disposition Sweep process updates all the entities that are associated with that record type.

When you specify the value as False, by default, record types are not processed.

Entity **GUID** (optional)

Provide the GUID of the IBM Enterprise Records entity (Classification Scheme, Record Category, or Record Folder) for which you want to run the Disposition Sweep process. The Disposition Sweep process will run against the specified entity and all of its children. By default, this node is empty and all entities are processed.

User ID

Provide the user name that Disposition Sweep uses to log on to Content Engine for performing calculations and to log on to the Process Engine for launching workflows. The user must be assigned the Records Administrator role, be a member of the Content Engine Administrators group, and be an object store administrator for the FPOS.

Password

Provide the password for the user ID.

Process Engine connection point

Enter the name of the connection point used by Application Engine or Workplace XT. When configured to process only Auto Destroy actions, this field is not required and can be left blank.

Update Batch Size (optional)

By default, IBM Enterprise Records stores a maximum of 1,000 entities in a batch for update.

Read Batch Size (optional)

By default, IBM Enterprise Records stores a maximum of 10,000 entities in a batch for read.

Thread Count (optional)

Enter the number of processing threads that IBM Enterprise Records uses during the disposition sweep process. The best practice is to specify one thread for each logical CPU on the Content Engine server. For example, enter `8` if there are eight logical CPUs on your Content Engine server. The default is `1`.

Activity Log File Name (optional)

Provide the name and path of the error file to be created by the Disposition Sweep process.

By default, a file is created in the *ier_install_path*/RecordsManagerSweep folder by the Disposition Sweep process. If the process runs without error, the error file is 0 (zero) bytes in length.

Default Name: DispositionSweepActivity.log

Run For Vital (optional)

Select **True** to check all record categories, record folders, volumes, and records for any modifications made to the associated vital metadata. If the Disposition Schedule of any entity is modified, the Disposition Sweep process updates all the entities accordingly.

Select **False** to ignore the vital metadata. By default, vital metadata is not selected.

Configure sweep processes

Run Disposition Sweep profiles

- Disposition Sweep is a Java program that is usually initiated using a batch file.
  - Run the batch file using command line options (not case-sensitive).
- Command to start Disposition Sweep:

```
RecordsManagerSweep.bat -DispositionSweep -profile
<profile name>
```

- Command to stop Disposition Sweep:

```
RecordsManagerSweep.bat -DispositionSweep -stop
-profile <profile name>
```

- Command to generate a report :

```
RecordsManagerSweep.bat -DispositionSweep -Report
-profile <profile name>
RecordsManagerSweep.bat -DispositionSweep
-interimtransfer “dueDate” –o reportname -profile
<profile name>
```


Figure 1-8. Run Disposition Sweep profiles F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Disposition Sweep tool > Configuring the Disposition Sweep tool for your environment
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep

Verify that the Disposition Sweep tool ran correctly by viewing the log file at ier_install_path/RecordsManagerSweep/DispositionSweepActivity.log. If the Error count is 0, the Disposition Sweep process was successful.

To run the Disposition Sweep tool in UNIX, execute the following command:

UNIX (From a Cron job or command prompt)

```
./RecordsManagerSweep.sh -DispositionSweep
```


Configure sweep processes

About Hold Sweep

- Hold Sweep is a program that does the following:
  - Finds records that meet conditions specified in conditional holds.
  - Places those records on hold.
- New entities, added after the hold was created, are placed on hold if they meet the conditions of the hold.
- Remove the conditional holds by initiating a Remove Hold Request and then running the Hold Sweep.
- Like Disposition Sweep, Hold Sweep runs as a scheduled process.
  - Schedule to run Hold Sweep during nonpeak business hours.
  - In Windows, use Scheduled Tasks.
  - In UNIX, use Cron jobs.

Figure 1-9. About Hold Sweep F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running hold sweeps > Configuring Hold Sweep
- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > Configuring IBM Enterprise Records after installation > Configuring the IBM Enterprise Records tools > Configuring the Hold Sweep tool
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running hold sweeps > Running Hold Sweep

Hold Sweep is a Java program that is usually started using a batch file.

You can run the batch file using command line options.

Command to configure Hold Sweep:

```
RecordsManagerSweep -HoldSweep -configure
```

Command to start Hold Sweep:

```
RecordsManagerSweep –HoldSweep
```

Command to stop Hold Sweep:

```
RecordsManagerSweep –HoldSweep -stop
```


Configure sweep processes

Get the GUID for a container

- In the Enterprise Manager application, select the container that you want.
  - Open the Properties page.
  - Select Custom & System Properties.
  - Copy the ID property value.

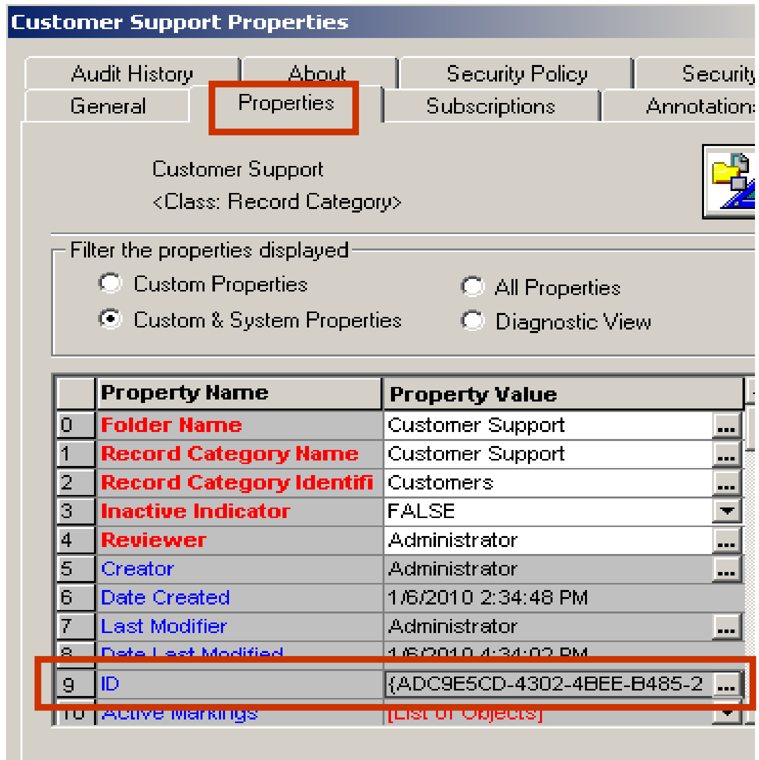


Figure 1-10. Get the GUID for a container F1801.0

Notes:

The diagram shows the Property page for a container. The ID property name and its value are highlighted.

Configure sweep processes

Get the GUID for a Hold

- In the IBM Enterprise Records application, select the Disposition tab.
  - Click the Holds link.
  - Click the Get Info icon for the specified Hold from the list.
  - Click the Detail link in the Hold Information pane.
  - Copy the GUID value.

Figure 1-11. Get the GUID for a Hold F1801.0

Notes:

The diagram shows the Information page for a Hold. The ID property name and its value are highlighted.

Configure sweep processes

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: Configure sweep processes
- Activities:
  - Configure multiple Disposition Sweep profiles.
  - Configure a Hold Sweep profile.

Figure 1-12. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

Lesson 1.2. Configure automatic destruction

Lesson:

Configure automatic destruction

Why is this lesson important to you?

- Your company keeps security camera surveillance files on record for 90 days, after which time these records are automatically destroyed unless a matter arises in which the files might be used. Normally, nobody reviews these files before destruction because it would be too time-consuming. You must configure a sweep process to perform automatic destruction of these files.

Figure 1-13. Configure automatic destruction F1801.0

Notes:

Configure automatic destruction

Activities that you need to complete

- Configure automatic destruction of records.

Figure 1-14. Activities that you need to complete F1801.0

Notes:

Configure automatic destruction

Features of automatic destruction

- Auto Destroy is bulk destruction of the following entities:
  - Records
  - IBM Enterprise Records containers
- Increased records-destruction performance.
  - No workflow is launched.
  - No manual approval step is required.
  - Multithreaded batch operations are supported.
- Existing disposition process is used.
  - Auto Destroy uses Disposition Sweep.
- All necessary validations are done before deletion.
  - On-hold and multiple-filing validations
  - Schedule validation
  - DoD validation

Figure 1-15. Features of automatic destruction F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep for an Auto Destroy action

The regular Auto Destroy action uses IBM Enterprise Records workflows and requires manual review and approval steps. Workflows affect system performance and scalability.

With automatic destruction, the system immediately and automatically destroys all entities having the Auto Destroy action, which are ready for disposition and which are not on hold.

If an entity is filed in multiple containers, it is unfiled from the container targeted by the sweep. It is not destroyed until it is removed from the last parent container.

The Auto Destroy feature is able to destroy a large volume of records efficiently while continuing to do all necessary validations.

A public API is provided in order to delete or destroy records without using an IBM Enterprise Records schedule or Disposition Sweep. A business might have its own disposition requirement and does not need Disposition Sweep to run.

Advantages of Auto Destroy

- Avoids the overhead of launching and completing a workflow.
- Avoids the need to customize the Auto Destroy workflow.
- Achieves faster processing by directly destroying entities instead of relying on workflow and component integration to complete the record destruction.

Configure automatic destruction

Set up automatic destruction

- Define Auto Destroy action in IBM Enterprise Records.
  – Configure > Action
  – No approval workflow is specified.
- Use normal Disposition Schedule setup.
  – Specify cutoff trigger condition and phase.
  – Additional step: Schedule must assign the Auto Destroy action to its destruction phase.
- You can modify any existing Disposition Schedules to use the automatic destruction functionality.
  – Replace phase in schedule that uses regular Destroy action with Auto Destroy action.

Figure 1-16. Set up automatic destruction F1801.0

Notes:

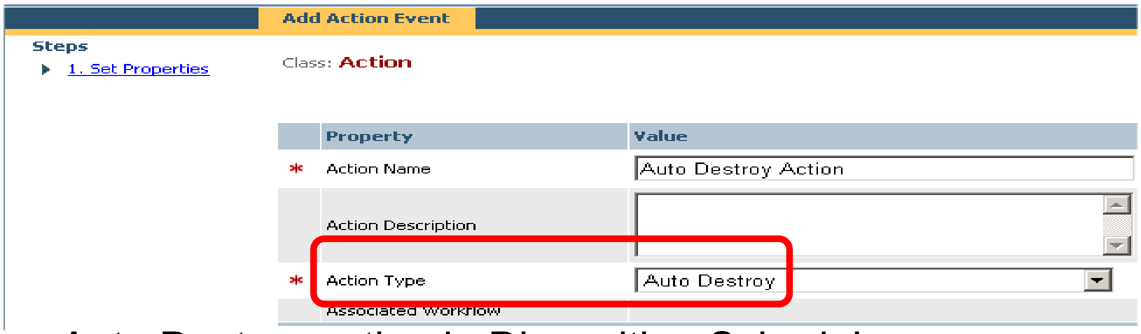
Help paths

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep for an Auto Destroy action
- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Creating a file plan > Defining a disposition schedule
- Search for "Update schedules to use auto destroy"
- Search for "Modifying a disposition schedule"

Configure automatic destruction

Auto Destroy configuration interface

- Select Auto Destroy action type.



- Use Auto Destroy action in Disposition Schedule.

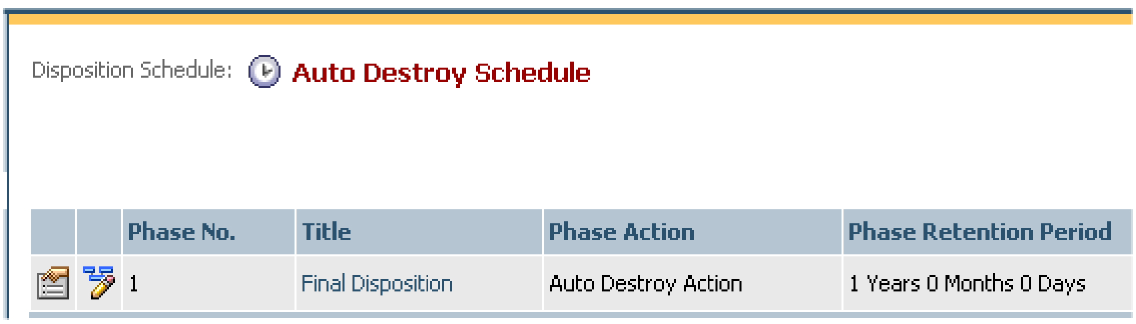


Figure 1-17. Auto Destroy configuration interface F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Creating a file plan > Adding an action

The diagram shows the user interface for selecting Auto Destroy action type and using Auto Destroy action in Disposition Schedule.

When you select Auto Destroy for the Action Type, the Associated Workflow field is disabled.

Assign the Enterprise Records action to a phase in the Disposition Schedule.

Configure automatic destruction

Run an Auto Destroy process

- Steps to automatically destroy entities:
  1. Define an Auto Destroy action.
  2. Run Disposition Sweep to process disposition for the schedule (prior to Auto Destroy).
  3. At end of disposition period, run Disposition Sweep again with **`autodelete`** parameter to automatically destroy the records.

```
RecordsManagerSweep -DispositionSweep –autodelete
[-profile "profile name"]
```

  4. Verify the activity log for the Disposition Sweep.
- Auto Destroy process
  – No user interface is displayed.
  – Records are automatically destroyed, without requiring approval.
  – Disposition Sweep calls the bulk destroy API and logs the results.

Figure 1-18. Run an Auto Destroy process F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep for an Auto Destroy action

Running Disposition Sweep with the **`autodelete`** parameter performs **only** the Auto Destroy function. No disposition processing is done. Disposition processing is done when the regular Disposition Sweep command is issued.

Configure automatic destruction

Disposition Sweep for an Auto Destroy action

- Disposition Sweep for an Auto Destroy action
  - Deletes the records that are marked for Auto Destroy immediately.
  - Unfiles the record from the container that is targeted by the sweep (for a record that is filed in multiple locations).
  - Leaves the record in other containers that are not associated with the sweep.
  - Requires that the records are already tagged with an Auto Destroy action.
  - Requires the Disposition Schedule to use Auto Destroy value in the Phase properties.

Figure 1-19. Disposition Sweep for an Auto Destroy action F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep for an Auto Destroy action

Configure automatic destruction

Auto Destroy report

- Disposition Sweep is enhanced to generate reports:
  - Reports contain a list of entities that are due for Auto Destroy.
  - Reports are saved as text files in the RecordsManagerSweep folder.
- Command:
  - RecordsManagerSweep -DispositionSweep -Autodelete "auto destroy due date" [-o "output filename"] [-profile "profile name"]
  - output filename
    - The name of a file where Disposition Sweep saves the output of the report.
    - Defaults to report.txt if parameter value not defined.

Figure 1-20. Auto Destroy report F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep
- Command for UNIX:

  ./RecordsManagerSweep.sh -DispositionSweep -Autodelete "auto destroy due date" [-o "output filename"] [-profile "profile name"]
- Command for Windows:

  RecordsManagerSweep.bat -DispositionSweep -autodelete "auto destroy due date" [-o "output filename"] [-profile "profile name"]

auto destroy due date

A specific date on which entities are due to be auto destroyed. The format of the date parameter is determined by localization. The format must be "JULY 25, 2011", 07-25-2011, or 07-25-11, depending on how the local environment is set up. Use quotation marks if there are spaces in the parameter values.

profile name

If you are generating a report with multiple profiles, you need to provide a *profile name*. Profile names are composed of characters, numbers, periods, underscores, or dashes and are constrained by what is allowed as a file name on the current operating system. In addition, file names cannot contain two or more consecutive periods.

The default profile is used if no value is provided.

Configure automatic destruction

Auto Destroy transcript

- Format for Auto Destroy transcript file:
  - "AutoDestroy" plus the date and time to run auto destroy.
  - Example: AutoDestroy_2011_12_3_14_13_30.log
- Information provided in the transcript file:
  - Time
  - RM entity type (record or container)
  - ID
  - Success or Failure of the deletion (including the reason for failure)
- Location of the transcript file:
  - <Installation location>\RM\RecordsManagerSweep folder.
- Performance:
  - Run the Disposition Sweep command without generating a transcript file to minimize impact.

Figure 1-21. Auto Destroy transcript F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Running disposition Sweeps > Running Disposition Sweep for an Auto Destroy action

By default, Disposition Sweep for an Auto Destroy action generates a transcript file with the name "AutoDestroy" plus the date and time to run Auto Destroy.

For example, if you run RecordsManagerSweep.bat -DispositionSweep -autodelete on 12/03/2011 at 14:13:30, then the AutoDestroy_2011_12_3_14_13_30.log file is located in the RecordsManagerSweep folder.

Performance

No other entity information can be added or customized to minimize impact on performance.

Generating an Auto Destroy transcript can cause some performance degradation.

The following command can run Disposition Sweep without generating a transcript file

UNIX:

```
./RecordsManagerSweep.sh -DispositionSweep -autodelete -notranscript
[-profile "profile name"]
```

Windows:

```
RecordsManagerSweep.bat -DispositionSweep -autodelete -notranscript
[-profile "profile name"]
```

Note: When the record deletion succeeds and because the transcript shows only the GUID, there is no way to get any detailed information about the deleted record. Therefore, run and save an Auto Destroy report before running the autodelete with transcript.

Configure automatic destruction

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: Configure automatic destruction
- Activities:
  – Configure automatic destruction of records.

Figure 1-22. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

Lesson 1.3. Configure automatic volume creation

Lesson:

Configure automatic volume creation

Why is this lesson important to you?

- Your organization uses a retention model file plan. The records and their retention period containers are destroyed using the Auto Destroy process as defined in the Disposition schedule. New retention period containers must be created at regular intervals (example: monthly) for the high volume of incoming records. You need to configure automatic volume creation. You are going to complete this task using the Auto Volume Creation workflow provided with the IBM Enterprise Records software.

Figure 1-23. Configure automatic volume creation F1801.0

Notes:

Configure automatic volume creation

Activities that you need to complete

- Configure automatic volume creation.

Figure 1-24. Activities that you need to complete F1801.0

Notes:

Configure automatic volume creation

Auto Volume Creation workflow

- A sample workflow is provided in the IBM Enterprise Records installation package.
- Workflow allows volumes to be automatically created.
  - Daily, weekly, or monthly in multiple record folders.
- File is located in the <Installation>\Samples\Workflow folder.
  - Name of the file: AutoVolumeCreation.pep.
- Launch the workflow from Application Engine or Workplace XT:
  - Auto Volume Creation request is displayed as a work item.
  - The work item is in the Tasks >RecordsManagerApproval Public Inbox.
  - A Records Manager or Records Administrator can process the work item.

Figure 1-25. Auto Volume Creation workflow F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > (Optional) Configuring IBM Enterprise Records after installation > Installing the Auto Volume Creation workflow

Configure automatic volume creation

Install Auto Volume Creation workflow

- Do the following steps to install the workflow from Workplace:
  1. Verify that the workflow file exists in the IBM Enterprise Records installation directory.
  2. Sign in to Application Engine (Workplace) with an account that is a member of the PWDesigner access role.
  3. Open the Author > Advanced Tools > Process Designer.
  4. Open the /Samples/Workflow/*filename*.pep file.
  5. Validate and transfer the *filename*.pep file.
  6. Add the file to the Root Folder/Records Management/Workflows folder in the FPOS.

Figure 1-26. Install Auto Volume Creation workflow F1801.0

Notes:

Help paths

- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > (Optional) Configuring IBM Enterprise Records after installation > Installing the Auto Volume Creation workflow
- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > (Optional) Configuring IBM Enterprise Records after installation > Installing the Auto Volume Creation workflow > Installing the sample workflow in Application Engine
- IBM FileNet P8 Version 5.1 Information Center > Installing additional IBM FileNet P8 products > IBM Enterprise Records Installation and Upgrade > (Optional) Configuring IBM Enterprise Records after installation > Installing the Auto Volume Creation workflow > Installing the sample workflow in Workplace XT

After installing and configuring IBM Enterprise Records, you can install and transfer the Auto Volume Creation sample workflow, AutoVolumeCreation.

Configure automatic volume creation

Set properties for auto volume creation

- Complete the following steps to set properties for the volume creation work item:
  – Select the date and time to start the recurring workflow.
  – Enter the frequency to run the recurring workflow.
  – Set the properties for the new volumes.
    - Prefix_VolumeName (optional)
    - Reviewer. Required property
    - VitalRecordIndicator (optional)
    - VitalRecordReviewAction (optional)
    - VitalRecordReviewandUpdateCycle (optional)
  – Select the parent folders where the workflow will create the volumes.

Figure 1-27. Set properties for auto volume creation F1801.0

Notes:

Help path

- Refer to the Readme - Auto Volume Creation workflow.pdf file located in <installation Directory>\Samples\Workflow folder.
- In the student system, it is located in C:\Program Files\IBM\EnterpriseRecords\Samples\Workflow folder.

Complete the following instructions to set properties for volume creation:

Select the date and time to start the recurring workflow.

The workflow will start creating volumes at the next interval after this starting date. For example, if the start is set as August 31, 2011, 23:00:00, and Frequency Month is set as 1, Frequency Year and Frequency Day are 0, then the first volume creation time will be September 31, 2011, 23:00:00. If the date is already in the past, the workflow creates make-up volumes for the time passed between the launch date and start date.

Enter the frequency to run the recurring workflow.

Frequency can be set by the day, month, or year. It must be a whole, positive number.

Set the properties for the new volumes:

a. Prefix_VolumeName (optional). If it is null, the system uses the default volume naming pattern. Otherwise, the volume name will be Prefix_VolumeName plus volume creation date and time in UTC in format [YYYY][MM][DD]T[hh][mm][ss]Z (for example, 20110521T054531Z).

b. Reviewer. Required property. The default value is the workflow originator.

c. VitalRecordIndicator (optional). Set to True if you are setting a value for a vital records volume. The default value is False.

d. VitalRecordReviewAction (optional). Enter the ID of vital record review action. This field is required if VitalRecordIndicator is True.

e. VitalRecordReviewandUpdateCycle (optional). Enter the ID of the recurring event trigger. This field is required if VitalRecordIndicator is True.

Select the parent folders where the workflow will create the volumes.

Configure automatic volume creation

Parameter validation error – troubleshooting

- Workflow verifies the provided property values after Set Properties step is complete.
  - If there is a parameter validation error, the volume creation process stops.
  - RecordsManagerApproval queue receives a notice for Verification Failure Review.
  - The work item contains the properties verification errors in the value of the ParameterVerifyResult property.
  - Step has the options for you to modify the values or stop the workflow.

Figure 1-28. Parameter validation error - troubleshooting F1801.0

Notes:

Help path

- Refer to the Readme - Auto Volume Creation workflow.pdf file located in <installation Directory>\Samples\Workflow folder.
- In the student system, it is located in C:\Program Files\IBM\EnterpriseRecords\Samples\Workflow folder.

Configure automatic volume creation

Auto Volume Creation – troubleshooting

- Auto Volume Creation failure:
  - If a failure occurs during volume creation, the process continues.
  - The RecordsManagerApproval queue receives a notice.
- Troubleshooting steps:
  - Review the volume creation errors.
  - Manually create the missed volumes.
- Example scenario:
  - The failure occurs if the Record Folder is set to Inactivate.
  - Activate the folder and create the missed volume manually.

Figure 1-29. Auto Volume Creation - troubleshooting F1801.0

Notes:

Help path

- Refer to the Readme - Auto Volume Creation workflow.pdf file located in <installation Directory>\Samples\Workflow folder.
- In the student system, it is located in C:\Program Files\IBM\EnterpriseRecords\Samples\Workflow folder.

Configure automatic volume creation

Pause, restart, or terminate the auto volume creation

- Use the Process Administrator tool to manage the process.
- Set the value of HaltAutoProcess property of the work item:
  – True to pause the process.
  – False to restart the process.
- From the Tasks menu, select Delete Work to terminate the process.

Figure 1-30. Pause, restart, or terminate the auto volume creation F1801.0

Notes:

Help path

- Refer to the Readme - Auto Volume Creation workflow.pdf file located in <installation Directory>\Samples\Workflow folder.
- In the student system, it is located in C:\Program Files\IBM\EnterpriseRecords\Samples\Workflow folder.

Steps to manage the auto volume creation process:

1. Launch Process Administrator.

- From Application Engine, select the Admin tab and click Process Administrator.
- From Workplace XT, navigate to Tools > Administration > Process Administrator.

2. Search the work item:

   a. In Process Administrator, select Edit (all fields) for the Search mode.

   b. Click Find Now.

   c. Locate the work item for Auto Volume Creation.

3. Set the value of HaltAutoProcess to True to pause the process.
4. Set the value of HaltAutoProcess to False to restart the process.
5. From the Tasks menu, select Delete Work to terminate the process.

Configure automatic volume creation

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: Configure automatic volume creation
- Activities:
  – Configure automatic volume creation.

Figure 1-31. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

Lesson 1.4. Configure auditing

Lesson:

Configure auditing

Why is this lesson important to you?

- Your company policy is to destroy video records on schedule and to provide proof that the records were destroyed. You need to show the audit log that proves that the records were destroyed on schedule to someone from the legal department .
- An inspector is investigating a case and needs to know when certain documents have been accessed or deleted. You must audit the document content access and deletion events and send a compiled report to the inspector.

Figure 1-32. Configure auditing F1801.0

Notes:

Configure auditing

Activities that you need to complete

- Configure auditing.

Figure 1-33. Activities that you need to complete F1801.0

Notes:

Configure auditing

Auditing in IBM Enterprise Records

- Auditing is enabled for certain predefined IBM Enterprise Records events:
  - Events that are performed on the Records entities
- Additional Records events can be audited using regular Content Engine system auditing.
  - Example: Record-level auditing
- Records auditing is enabled at the object store level using Enterprise Manager.
- Auditing is either on or off for these predefined IBM Enterprise Records events.
- Auditing generates read-only audit logs.

Figure 1-34. Auditing in IBM Enterprise Records F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Configure auditing

Objects and actions that can be audited

- Entities that can be audited using the RM Audit custom event class:
  - Category, Folder, Volume, and Record
- Entities that are automatically enabled:
  - Category, Folder, and Volume
- Record-level auditing must be manually enabled using standard Content Engine system auditing.
- RM Audit events that are automatically audited when any auditing is enabled:
  - Delete
  - Relocate
  - Destroy
  - Transfer
  - Interim Transfer
  - Export
  - Review (in a disposition phase)

Figure 1-35. Objects and actions that can be audited F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Category, Folder, and Volume auditing is automatically enabled when any auditing is enabled on a file plan object store.

Auditing at the Record level must be manually enabled using standard Content Engine system auditing on each of the Record classes, because it can impact performance.

When you log the RM Audit events, certain IBM Enterprise Records operations are automatically logged. The auditing does not log Creation events. In order to use metadata filtering, you must enable Update events. So in addition to RM Audit events, you are going to log Creation events and Update events.

Destroying a record is not the same thing as deleting it. In order to destroy a record, the record must go through a destruction disposition phase.

Configure auditing

Information provided by audits

- When you enable and configure audit logging on an object store, the system generates audit log entries.
- These entries exist as a table in a database in the object store.
- The audit log stores the following information:
  - The entity on which the action is performed
  - The user performing the action
  - The date and time of the action
  - Whether the action succeeded or failed
  - The reason for performing the action (RM Audit events only)

Figure 1-36. Information provided by audits F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Configure auditing

RM Audit events

- Import an IBM Enterprise Records data model into an object store.
  - The RM Audit event is added to the object store.
  - The event is automatically subscribed to RecordCategory, RecordFolder, and Volume classes.
  - Can manually configure this event for the Record class.
- The RM Audit event records an audit entry whenever any of the following actions are performed on an entity:
  - Delete
  - Relocate (does not apply to volumes)
  - Destroy
  - Transfer
  - Interim Transfer
  - Export
  - Review (in a Disposition phase)

Figure 1-37. RM Audit events F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

When an IBM Enterprise Records data model is imported into an object store, the RM Audit event is added to the object store. In addition, the event is automatically subscribed to for the RecordCategory, RecordFolder, and Volume classes of an FPOS, and you can manually configure this event for the Record class. Note, however, that auditing is not automatically enabled for the object store.

In addition to recording audit events for the IBM Enterprise Records actions that are listed in the page, you can configure auditing for the system events supplied with Content Engine.

For more information on the list of system events, refer to the documentation.

Configure auditing

Auditing features

- Audit specific events
  - Example: An entity is created, moved, or destroyed.
- Specify which types of entities should be audited.
  - Example: Record Categories
- Search for and display audit events.
  - Your search can include all audit events or a subset.
- Examine the audit events generated for a specific entity.
- Generate and print reports on user activity.
- Create custom audit history reports.
- Declare a snapshot of audit events as an IBM Enterprise Records record.
  - All or a subset of audit events

Figure 1-38. Auditing features F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Configure auditing

Enable audits for record objects

- Task overview
  - Enable RM Event auditing on the FPOS.
  - Add audit definitions to selected IBM Enterprise Records classes in Enterprise Manager.
- Optional
  - Add system audit events to selected Document classes on the RDOS.
  - Example: If you are interested in logging the Get Content event, you need to audit the Document class on the RDOS.

Figure 1-39. Enable audits for record objects F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Configure auditing

Enable audits for documents

- The records manager is interested in auditing not only the records but also the source documents:
  – Information about when the document content is retrieved.
  – Confirmation when the document content is deleted.
- To audit events on IBM Enterprise Records entities, enable auditing on the FPOS that contains the entities.
- To audit events on declared documents, enable auditing on the RDOS that contains the documents.

Figure 1-40. Enable audits for documents F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Enabling or disabling auditing

Steps to audit:

1. Log on to Enterprise Manager as System Administrator.
2. Expand the node of the object store for which you want to configure audit events.
3. Navigate to the class you want to configure
   a. For the Record Category class, navigate to Other Classes > Folder > RMFolder > Record Category.
   b. For the Record class, navigate to Document Class > Record.
4. Right-click the class and click Properties.
5. Click the Audit Definitions tab.

6. From the Event list, select the event that you want to set and then select Success, or Failure, or both to specify if you want to log successful or failed actions. **Note:** To audit Transfer and Destroy events, select RMAudit.
7. Select “Apply to subclasses” if you want the event to also be configured for subclasses of this class.
8. Click Add.
9. Repeat steps 5 and 6 for each event that you want to configure for the class.
10. Click Apply and then click OK to save the changes made.

Configure auditing

Hold and Remove Hold auditing on entities

- Hold auditing uses the following mechanisms:
  - The standard Content Engine audit mechanism.
  - RMAudit event - to record an audit entry like other IER actions such as Delete, Relocate, Destroy.
- Do the following steps to configure Hold auditing:
  - Configure RMAudit event on class (Record, Record Category, RecordFolder, Volume).
  - Enable auditing for Object Store.
- View the audit log entries using the following methods:
  - Use Enterprise Manager.
  - Use the IBM Enterprise Records History View.
  - Use the IBM Enterprise Records Reports.

Figure 1-41. Hold and Remove Hold auditing on entities F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Enabling or disabling auditing

IER data model automatically subscribes the RMAudit event for RecordCategory, RecordFolder and Volume classes.

View the audit log entries using the following methods:

- Using Enterprise Manager:

  Use Content Engine Query Builder to search for RMAudit object.

  Specify the search criteria to include Audit Action Type with the condition Equal To Hold or Remove Hold.

- Using the IBM Enterprise Records History View:

  Click the History link of an information page, and then select the check box for RM Audit event.

- Using the IBM Enterprise Records Reports:

Configure auditing

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: Configure auditing
- Activities:
  - Configure auditing.

Figure 1-42. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

Lesson 1.5. View and export audit logs

Lesson:

View and export audit logs

Why is this lesson important to you?

- Your company maintains audit logs for records. The audit logs take up too much space on the server. The audit logs need to be archived to save space. You need to export the audit logs for archival purposes.

Figure 1-43. View and export audit logs F1801.0

Notes:

View and export audit logs

Activities that you need to complete

- View and export audit logs.

Figure 1-44. Activities that you need to complete F1801.0

Notes:

View and export audit logs

View audit history

- View audit entries for an entity using the History view in the Information page on the entity.

Figure 1-45. View audit history F1801.0

Notes:

The diagram shows the Information page and History view for a record entity.

View and export audit logs

View audit logs for destroyed records

- View audit logs in Content Engine Enterprise Manager.
  - Use the auditing-related Saved Searches that are included.
  - Run a new search using the Query builder.
- Audit data for the RM Audit event class is stored in a database table called RM Audit.
  - This table is separate from the Events table where all other Content Engine audit events are stored.

Figure 1-46. View audit logs for destroyed records F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

Although the records are destroyed, you can still obtain audit information about them. Audit data for the IBM Enterprise Records RM Audit event class is stored in a database table called RM Audit. This table is separate from the Events table where all other Content Engine audit events are stored. You can view the Audit Log using Enterprise Manager to search the RM Audit table or the Events table for audited events that have occurred in the object store.

View and export audit logs

View audit event properties

- View the audit properties for an event using the Information page on the event.

Figure 1-47. View audit event properties F1801.0

Notes:

The diagram shows the Information page of RM Audit event.

View and export audit logs

Metadata filtering

- You can filter the History view to show only the metadata that you are interested in.
- Do the following steps to enable metadata filtering:
  1. Enable auditing on the object store in Enterprise Manager.
  2. Add events to be audited to the class.
  3. In IBM Enterprise Records, click Configure > Audit Configuration.
  4. Select the properties for the object class that you want to display in the History page.
- Only authorized users (IBM Enterprise Records Administrators by default) can enable metadata filtering.

Figure 1-48. Metadata filtering F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

By default, the History page shows all metadata Update events. However, at times, the records manager wants to view only events that pertain to a particular property. To allow this, you must enable the Meta Data Filter.

You can filter the History view to show only the metadata that you are interested in.

Example: You want to see Update events on the Record Status property of Record class objects only.

To enable metadata filtering, do the following:

a. Enable auditing on the object store.

b. Use Enterprise Manager to add events to be audited to the class.

 i. Add “Update” event to audit changes made to the object metadata.

c. In IBM Enterprise Records, click Configure > Audit Configuration.

   i. Select the properties for the object class that you want to display in the History page.

View and export audit logs

Export audit logs

- You can use the Content Engine Query Builder to export audit logs to an XML file.
  - The XML file can be used in a reporting tool.
  - The XML file can be used to create a new document that is declared as a record.
- To export audit logs:
  - Search for desired audit log entries with the Add to Export Manifest action selected.
  - Verify that the XML file contains the objects to be exported.
  - Optional: Rerun the same search with the Delete Objects action selected to remove the audits from the system.
- You can also export the information to either a tab-separated value or comma-separated value (CSV) text file, which can be opened as a spreadsheet.

Figure 1-49. Export audit logs F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Performing auditing tasks > Auditing

You might be required to save old audit logs for legal reasons. One technique is to export them to an XML file and then delete them from the local system. Normally, you do this for audit logs older than some specified date. Because the RM Audit event is an object, you can use the DateCreated property to indicate the date when that event took place.

View and export audit logs

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: View and export audit logs
- Activities:
  - View and export audit logs.

Figure 1-50. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

Lesson 1.6. Manage record metadata

Lesson:

Manage record metadata

Why is this lesson important to you?

- Your company policy is to destroy records on schedule and to retain metadata on those records for 5 years. You need to enable metadata retention.
- After 5 years, the metadata needs to be archived to another location for safekeeping and removed from the production server. You need to export the metadata for archival and then delete the retained metadata from the system.
- You also need to export to provide the metadata information for some of the deleted records to your company.

Figure 1-51. Manage record metadata F1801.0

Notes:

Manage record metadata

Activities that you need to complete

- Manage record metadata.

Figure 1-52. Activities that you need to complete F1801.0

Notes:

Manage record metadata

What is retained metadata?

- When an entity is deleted, it is permanently removed from the object store.
  - Default option
- For compliance, companies must retain metadata of the deleted entities.
- The system administrator can configure the system:
  - To retain the metadata for each deleted entity
- If you have enabled retain metadata, following is the status of an entity when it is deleted:
  - Logically deleted from the system.
  - Not visible in the IBM Enterprise Records application.
  - Continues to persist in the object store.
  - The Is Deleted property value is set to True.

Figure 1-53. What is retained metadata? F1801.0

Notes:

Help path

- Search for "Retain metadata“.

If a container is deleted and the system is configured to retain metadata, then the metadata of any contained entities is also retained with one exception: if the contained entity is a record and the record is filed in more than one container, then the record is simply unfiled from the deleted container.

You configure the retain metadata option at the file plan level, so the configured setting applies to all entities in the file plan. Note that all metadata for an entity is retained, including metadata that specifies links and any audit log entries. The system administrator can export these deleted entities and all their metadata for historical purposes, and then permanently delete the entities from the object store.

Manage record metadata

Reasons to retain metadata

- Use metadata to verify the following facts:
  - The entity existed at one time.
  - The entity has been destroyed or deleted.
- Export retained metadata for the following reasons:
  - Backup
  - Retained metadata requests from a records manager
- Archive the retained metadata of deleted entities.
  - After archival, you can remove the metadata from the production system.

Figure 1-54. Reasons to retain metadata F1801.0

Notes:

Help path

- Search for "Retain metadata“.

Manage record metadata

Enable metadata retention

- Retain metadata in Content Engine Enterprise Manager
  - Retain Metadata is a property of a file plan object.
  - A file plan is a folder under the Root Folder > Records Management > File Plan folder in file plan object store.
- Configure retaining metadata
  - Set the Retain Metadata property value:
    - Property value = 1 means do not retain metadata (disabled).
    - Property value = 0 means retain metadata (enabled).
  - By default, the value is set to 1.

Figure 1-55. Enable metadata retention F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Configuring IBM Enterprise Records system > Configuring retaining metadata

Values for the Retain Metadata property:

1 –Specifies that the system must delete both the record metadata and the declared document.

0 – Specifies that the system must retain metadata for deleted documents.

Manage record metadata

View retained metadata of a deleted entity

- Search for deleted entities.
  - Use Query Builder in Content Engine Enterprise Manager application.
  - Select IsDeleted = TRUE for the search criteria condition.
- View the retained metadata for an entity.
  - Search displays all the deleted entities belonging to the selected type.
  - View the properties for the entity.
- IBM Enterprise Records can also be used to view the metadata that is retained.
  - Use the Search feature.
  - Select IsDeleted = TRUE for the search criteria condition.
  - Click the Get Info icon of an entity (from the results) that you want to view.

Figure 1-56. View retained metadata of a deleted entity F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Configuring IBM Enterprise Records system > Exporting retained metadata

When an entity is deleted, you can view its retained metadata if you have configured the option to retain metadata.

To view retained metadata for deleted entities:

1. Click the Search tab.
2. Select the appropriate type of search based on the entity whose retained metadata you want to view.
3. Select the Is Deleted property. You might have to add it to the search criteria as follows:
   a. Click Change.
   b. Select Is Deleted from the list of the next available property.

   c. Click Accept Changes.

4. Specify True as the value for the Is Deleted property and click Search.

   IBM Enterprise Records displays all the deleted entities belonging to the selected type.

5. Click the Get Info icon for the entity whose retained metadata you want to view**.**

Manage record metadata

Export retained metadata

- Search logically deleted entities in Enterprise Manager.
  - Use the Query Builder.
  - Select the type of entity class for the export.
  - Select IsDeleted = TRUE for the search criteria condition.
- Export the entities.
  - Select all the entities in the list from the details pane.
  - Perform the Add to Export Manifest task.
  - Perform the Export All Objects task on the Export Manifest folder.

Figure 1-57. Export retained metadata F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Configuring IBM Enterprise Records system > Exporting retained metadata

If the retained metadata is requested by the records manager, you want to export the data so that it can be viewed.

Manage record metadata

Formats for the exported retained metadata

- XML format
  - Export the data to an XML file.
  - Use an XSL file to parse the XML information.
- Crystal Report
  - Display the information in a custom Crystal Report.
- Text format
  - Export the data to one of the following file formats to view as spreadsheets:
    - Tab-separated value text file
    - Comma-separated value (CSV) text file

Figure 1-58. Formats for the exported retained metadata F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Configuring IBM Enterprise Records system > Exporting retained metadata

The XML output from the retained metadata export is not easy to read. For this reason, you need to present this information in a more meaningful format.

Option 1. Have a programmer create an XSL file to parse the output.

Option 2. Use Crystal Reports to display this information.

Option 3. Export the list in text format. You are going to use this option for the lab exercise.

Manage record metadata

Delete retained metadata

- Search logically deleted entities in Enterprise Manager.
  - Use the Query Builder.
  - Select the type of entity class for the export.
  - Select IsDeleted = TRUE for the search criteria condition.
- Export the entities.
- Delete the entities.
  - Select all the entities in the list from the details pane.
  - Perform the Delete Objects bulk operation.

Figure 1-59. Delete retained metadata F1801.0

Notes:

Help path

- IBM FileNet P8 Version 5.1 Information Center > Working with documents > Records management > Configuring IBM Enterprise Records system > Exporting retained metadata

If you plan to permanently delete the entities that you just exported, do not perform another query or shut down Enterprise Manager until you have performed the delete operation, because you need to perform the delete operation on the same search result set that you generated for the export operation.

Manage record metadata

Activities

In your Student Exercises

- Unit: IBM Enterprise Records 5.1: System Maintenance
- Lesson: Manage record metadata
- Activities:
  - Manage record metadata.

Figure 1-60. Activities F1801.0

Notes:

Use your Student Exercises to perform the activities listed.

