



ARCHER EXPERTS

ISN'T IT TIME YOU CALLED AN EXPERT?

Use Cases Datasheet—Records Retention Utility

Records Management

Regulatory Requirements:

Gramm-Leach Bliley Act (GLBA)

Sarbanes-Oxley (SOX)

Payment Card Industry Payment Security Standard (PCI)

Health Insurance Portability and Accountability Act (HIPAA)

Corporate Requirements:

Corporate Data Classification & Handling Policy

Archer Records Management Use Cases

Issue Management:

Findings

Remediation Plans

Policy Exceptions

Third Party Vendor Risk Assessments

Controls Monitoring/Program Management/Assessment Certifications (SOX, PCI, GLBA)

Policy Program Management

IT Security Vulnerabilities Program/IT Risk Management/Security Incident Management

Audit Engagements and Work Papers

Business Resiliency/Disaster Recovery Planning

Product Highlights

Designed to meet Corporate Record Retention requirements for RSA Archer Customers.

Users select records within any application or questionnaire and export to a Global Report. All Records are exported in bulk as their own individual attachment using any of the Archer supported file formats or as a mail merge template.

A separate meta-data file is created to support import into 3rd party record retention tools.

The Records Retention Utility contains an intuitive user interface that guides the user step by step through program execution.

Archer Experts Records Retention Utility

Use Cases - special points of interest:

**Regulatory
Requirements**

**Corporate
Requirements**

**Archer Records
Management**

**3rd Party Vendor Risk
Assessments**

SOX, PCI, GLBA

**Policy Program
Management**

**IT Security
Vulnerabilities**

Audit Engagements

**Business Resiliency /
Disaster Recovery**



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Use Cases Datasheet Records Retention Utility

Identification Of Archer Report To Export

The screenshot shows the 'Archer Experts Records Retention Utility v0.5.1' interface. The left sidebar lists steps: Login Config, Report Config, File Output Config, Metadata Preview, Record Preview, and Perform Action. The main area is titled 'Archer Module And Report Config' and contains two input fields: 'Archer Module ID (Application)' with the value '65' and 'Archer Report ID' with the value '6280'. At the bottom, there are 'Back' and 'Next' buttons. The footer includes 'Licensed to: Archer Experts', 'Change License', and '©2017, Archer Experts LLC'.

File Output Options

The screenshot shows the 'Archer Experts Records Retention Utility v0.5.1' interface. The left sidebar lists steps: Login Config, Report Config, File Output Config, Metadata Preview, Record Preview, and Perform Action. The main area is titled 'File Output Options (Select 1 or more)'. It contains three sections: 1) 'Export Metadata As File' with 'Output Format' (radio buttons for CSV and JSON) and 'Output File' (radio buttons for Per Record, All In One File, and Both). 2) 'Export Mail Merge As File' with 'Template ID' (input field with '5'), 'Output Format' (radio buttons for DOCX, PDF, and DOC), and a note: '(This must match mail merge setting in Archer, otherwise file won't open)'. 3) 'Export Record Content As File (Native Archer Export Format)' which is currently unchecked. At the bottom, there are 'Back' and 'Fetch Metadata' buttons. The footer includes 'Licensed to: Archer Experts', 'Change License', and '©2017, Archer Experts LLC'.

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