



### Highlights:

- Classification of records at creation
- Manage all document copies, *in-place*, wherever they reside on the corporate network from creation through destruction
- Email and Document branding and filing
- Centralized policy management
- Comprehensive application-independent document capture
- Litigation Hold—flag individual records or entire computers as “Under Litigation” using policies that will prevent the modification and deletion of documents
- Seamless online and offline operation
- Digital Disposal—digitally shred documents on desktops, laptops and file servers once their retention has expired within the repository

### How to Contact Us

#### FileTek, Inc

9400 Key West Avenue  
Rockville, MD 20850

Phone 301.251.0600

Email [info@filetek.com](mailto:info@filetek.com)

Web [www.trustededge.com](http://www.trustededge.com)

## Trusted Edge Solutions for Microsoft® SharePoint®

Desktop documents need to be effectively managed for retention, eDiscovery, knowledge, and cost. But users today create, modify, share, and store documents on their desktops without regard for corporate retention policies. The Trusted Edge Solution for SharePoint plays a pivotal role in managing unstructured data through the capture, classification and control of information created, used and stored on the desktop and at the network's edge. Following the deployment of Trusted Edge, businesses can apply corporate policies to desktop information, and then subsequently manage all documents and emails based on internal and external policies. Trusted Edge improves retention compliance, reduces litigation risk and optimizes enterprise storage costs by classifying and routing files to their appropriate location.

### Empowering SharePoint

By utilizing a unique approach to data classification, Trusted Edge is a perfect complement to SharePoint's baseline ECM functionality, and provides a controlled collection methodology that stores unstructured data (content, documents, files, etc) into the SharePoint repository. Trusted Edge solves a key problem facing businesses today - how to successfully implement a “best practices” digital records management policy across the entire enterprise network, including the desktop, where 80% of documents are created. Unlike traditional stand-alone ECM solutions, Trusted Edge enforces the mandatory categorization of desktop-generated content from MS Office applications and extends SharePoint's controls to files stored outside the repository, dramatically reducing risks associated with unknown or unidentified copies.

### The Trusted Edge Solution for Microsoft SharePoint:

#### Enhances

- Trusted Edge enhances the Records Management functionality of SharePoint.
- With Trusted Edge's desktop agent, the organization has tighter control on the proper classification of content to ensure that proper policies and records controls are applied immediately upon receipt into the SharePoint repository.
- Traditional ECM products do not contain the robust controls and rich taxonomy enforcements that Trusted Edge extends within the SharePoint environment.

#### Extends

- Trusted Edge extends the policy enforcement from the SharePoint's Records Management Services throughout the enterprise and back to the desktop.
- Once SharePoint enacts expungement commands, or litigation holds within the repository, Trusted Edge will enforce those controls on any copies residing on the desktop or in file shares.
- The extension of SharePoint's controls to files stored outside the repository dramatically reduces risks associated with unknown or unidentified copies that were to have been expunged.

#### Enforces

- Trusted Edge enforces the mandatory categorization of desktop generated content from MS Office applications.
- Traditional stand-alone ECM solutions do not enforce policies on the desktop.
- With Trusted Edge information workers are forced to always categorize information that is automatically routed into the SharePoint repository for policy manage-