Records Management Features

Records Classification

Feature	Rio	Avante
Autofiling: System can automatically file records in the proper records series, create records folders and set the filing date.	✔	✔
E-mail: Easily archive e-mail records through a drag-and-drop interface. Automatically extract metadata from Outlook.	✔	✔
Hierarchical File Plans: Classify and store documents according to your existing structure and access control lists.	Optional	Optional
Batch Record Processing: Organize related records and perform records management actions on all of them at once.	Optional	Optional
DoD 5015.2 version 3 Certification: Comply with DoD records management standards.	Optional	Optional
Import File Plans: System can create a complete file plan by reading a schedule from Excel.	Optional	Optional

Records Tracking

Feature	Rio	Avante
Track Electronic and Non-Electronic Records: Support records management for electronic and non-electronic records.	Optional	Optional
Lifecycle Management: Define cutoff criteria, retention, transfers and disposition of documents. Search for records and perform records management activities.	Optional	Optional
Legal Holds: Freeze records disposition when legal holds are placed.	Optional	Optional
E-mail Reports: Combine records management reporting with content, location and user-specific search criteria and e-mail to records managers.	Optional	Optional

Alternative Views: Customize views independent of records series to provide an intuitive look and feel for each department.	Optional	Optional