# Retention Policy Designer

## User Guide

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# What is Retention Policy Designer?

Retention Policy Designer allows you to manage the complete lifecycle of the documents or records in your Perceptive Content system. With Retention Policy Designer, you can create the event based, time based, or time and event policies you need to meet your retention schedule requirements.

Retention Policy Designer allows you to create simple and advanced policy types. A simple policy contains a single phase and path, while an advanced policy contains multiple phases, multiple paths, or both. To determine what documents or records fall under a policy, you assign a document type or record category to that policy. Retention Policy Designer allows you to assign one or more document types and record categories to a policy.

After you assign a document type to a policy, documents indexed with that same document type automatically fall under the policy. You assign record categories to policies in File Plan Designer. All records that are nested within the structure of that record category fall under the policy.

Both simple and advanced policy types contain phases, paths, and path details. A phase is a stage in a document or record's lifecycle, for example, online, offline, protected, and unprotected. Paths, together with the options you set for them, determine where a document or record falls under a policy. For each path you define, you must also define path details. These details include event, time, or event and time based rules for a path in a phase, the duration of the retention period, and the disposition action that occurs when the retention period ends.

# Glossary of retention terms

This table lists retention terms and descriptions. To view records functionality, you must install a Records Manager license.

| Term | Description |
| --- | --- |
| Accession | The transfer of physical and legal custody of documents or records to another owner, such as an archival institution. |
| Authority | An authority represents the legal, regulatory, statutory, or operational entity, such as the federal government or a legal department, that defines lifecycle requirements. |
| Destruction | The action or process of destroying physical or electronic documents or records beyond any possible restoration. |

| Term | Description |
| --- | --- |
| Disposition | A final action taken regarding documents and records after they are no longer required for day to day access. |
| Event | An event triggers the retention period of a policy and is comprised of conditions. |
| Executed policy | The retention policy that is currently applied. |
| Hold | A hold defines a period of time in which a document or record cannot be modified, destroyed or transferred, even when its retention period is met. |
| Offline storage | This storage option means that metadata is stored on your Perceptive Content system and that there is an entry point to its location. This type of storage always requires human intervention. You restore data to where it was staged with offline storage. Physical objects and sub-objects, such as annotations and forms data, are also transferred. |
| Online transfer | This storage option is instantly accessible by Perceptive Content. Online storage does not require any human intervention. The location of this storage must be accessible by ImageNow Server using a local or mapped network drive. |
| Path | The location of a document or record during a policy phase. |
| Path details | The time, event, or time and event based rules you define to determine where a document or record falls within a policy. In addition, you use path details to assign approvers and set the disposition action that occurs after the retention period ends. |
| Permanent | A final disposition action that preserves items indefinitely. |
| Phase | The particular time in the lifecycle. |
| Phase start date | The date when all conditions necessary for a phase are met. |

| Term | Description |
| --- | --- |
| Physical file | The hard copy version of an item. |
| Protected | A document or record that is under a protected phase or policy and therefore, you can make limited modifications, such as applying annotations and digital signatures, to it. |
| Retention policy | A policy determines the length of time a document or record is retained and describes what to do with the item after the retention period expires. |
| Retention schedule | A list that describes the length of time you need to retain each document or record type to meet the legal, administrative, and historical requirements of your organization. A retention schedule also includes the final disposition for a type after the retention period is met. |
| System metadata | This metadata stores special purpose information, which can include who captured, modified, or linked a document or record. This information is automatically-populated and managed in Perceptive Content. |
| Time period | The rule type you use to set the duration of the retention period when an event rule is also defined for the policy or to create a time based policy. |
| Unprotected | A document or record that is under an unprotected phase or policy can be modified or deleted by a user with the appropriate privileges. |

# Work with retention policies

## What is a retention policy?

A retention policy is the definition of how to manage a specific set of documents or records, including how long to keep the items and when to remove them.

To view records functionality, you must install a Records Manager license.

You base retention policies on a phase and a path. A phase is particular time in the item s lifecycle. A path is where the items are located during that time period.

Retention Policy Designer enables you to create a simple or advanced policy. In a simple policy, the Retention Policy Designer streamlines your work by providing the phase and path. When you create an advanced path using Retention Policy Designer, you provide the information for the phase and path instead of letting the designer create these items for you. In addition, you can add multiple phases and paths to an advanced policy. In either type, you can add to the policy by defining rules, selecting approvers, and setting the disposition action for each path.

You can protect items that fall under a simple or advanced policy. You protect the entire simple policy as well as protect the phases in the advanced policy. In addition, you can assign authorities to both policy types.

# About assigning document types and record categories to policies

You assign specific document types or record categories to a policy. After you assign the document type or record category to a policy and activate that policy, Retention Policy Designer automatically places all documents and records indexed with that document type or record category under that policy.

You can assign multiple document types or record categories to the same policy. The document type or record category you assign to a policy also determines the rules you can create for that policy. When you define an event rule, you must make the conditions you define for that rule relevant for the document type or record category assigned to that policy. To create an event rule for a document type or record category, you must determine the custom properties, document or record keys, or task properties associated with the document type or record category. After you define the retention period duration and set the disposition action for the path, you assign the document type or record category to the policy.

Similar to event rules, the document type or record category you assign to a policy is also a consideration for time rules. If you create a time rule that uses the custom property date type, you must associate that date with the document type or record category you assign to the policy.

> **Note:** When you configure a policy that contains rules specific to records, the system prevents you from assigning document types.

# Assign document types to a policy

The retention policy defines how long to keep documents of specific types and when to remove them. To assign document types to a policy, complete the following steps.

You can only assign inactive document types to a policy. To modify record categories assigned to a retention policy, update the file plan in File Plan Designer.

1. In **Retention Policy Designer**, click **File > Assign**.
2. Optional. To assign another policy, click **File > Open**. In the **Open Policy** dialog box, under **Select a policy**, select the policy you want and then click **OK**.
3. In the **<*Policy Name*>: Assignment** dialog box, on the **Document Type** tab, click **Add**.
4. In the **Select Document Types** dialog box, perform the following substeps.
    1. Optional. If the document or record type you want to assign does not appear under **Search** results, in the **Search for document types** box, type all or part of the document or record type

name and then click **Search**.
    2. Under **Search results**, select one or more document or record types and then click **Add**. To select multiple document or record types, select the first type, hold down `Ctrl`, and then click the remaining types.
    3. Click **OK**.
5. Click **OK**.

## Assign a record category to a policy

You can assign a record category to a policy. To assign a record category to a policy, complete the following steps.

1. In **Management Console**, in the left pane, in the **Select a Department** list, select a department.
2. Click **Records > File Plans**
3. On the **File Plans** tab, select a file plan and then click **Modify**.
4. In **File Plan Designer**, right-click a record category and then click **Modify**.
5. On the **General** tab, select a policy from the **Policy** list.
6. Click **OK**.
7. In **File Plan Designer**, click **Save**.

## View record categories assigned to a policy

You can assign a retention policy to record categories in File Plan Designer. To view a list of the record categories associated with a retention policy, complete the following steps.

1. In **Retention Policy Designer**, click **File > Assign**.
2. Click the **Record Categories** tab.

## Activate a policy

When you activate a policy, the documents or records indexed with the assigned type fall under that policy. When a policy is active, you cannot inactive it, nor can you modify the disposition actions. To activate a policy, complete the following steps.

1. In **Retention Policy Designer**, click **File > Activate**.
2. Optional. To activate another policy, complete the following substeps.
    1. Click **File > Open**.
    2. In the **Open Policy** dialog box, under **Select a policy**, select the policy you want and click **OK**.

## Open an inactive policy

After you create and save a policy, you can modify the details before or after you activate the policy. To open a saved policy that you have not activated, complete the following steps.

1. In **Retention Policy Designer**, click **File > Open**.
2. In the **Open Policy** dialog box, select the **Show inactive policies** check box.

3. Under **Select a policy**, select the policy you want to modify and then click **Open**.
4. Perform one of the following actions, depending on the policy type.

| Situation | Steps |
|---|---|
| For a simple policy | • Modify the event rule, time rule, approvers, or action. |
| For an advanced policy that contains a single phase and multiple paths | • In the **Paths** column, select the path that contains the event rule, time rule, approvers, or action you want to modify. The **Paths** column displays only when more than one path is defined. |
| For an advanced policy that contains multiple phases | 1. In the **Phases** column, select the phase that contains the path you want to modify.<br>2. In the **Paths** column, select the path that contains the event rule, time rule, approvers, or action you want to modify. |

5. On the **File** menu, click **Save**. After you save the policy, that policy remains inactive.
6. Optional. Assign document types to the policy.
7. Click **OK**.
8. Optional. To activate the policy, click **File > Activate**.

   After you activate a policy, the documents or records indexed with the assigned document or record type fall under that policy. You cannot disposition actions set in a policy after you activate that policy.

## Modify policy properties

The properties are general information related to the policy such as authorities, and policy name. To change the policy properties, complete the following steps.

1. In **Retention Policy Designer**, click **File > Properties**.
2. In the **Policy Properties** dialog box, perform one or more of the following actions:
   - To modify the policy name, in the **Name** box, type a new name.
   - To add or modify the identifier, in the **Identifier** box, type an identifier.
   - To add or modify the description, in the **Description** box, type a description.
   - To add or modify authorities assigned to the policy, under **Authorities**, click **Modify** and add or remove the authorities you want.
   - To add comments to the policy, under **Comments**, click **Add**. Type a comment in the text box.
3. Click **OK**.

# View policy properties

To view the general properties for a policy, such as the authorities or the description, complete the following steps.

1. In **Retention Policy Designer**, click **File > Properties**.
2. In the **Policy Properties** dialog box, view policy information, such as the policy description, identifier, and policy authorities.
3. Click **OK**.

# View policy state

To view the active or inactive state of a policy, complete the following steps.

1. In **Retention Policy Designer**, click **File > Properties**.
2. In the **Policy Properties** dialog box, in the **Status** field, **Active** or **Inactive** appears.
3. Click **OK**.

# Create a policy

## Create a simple policy overview

A simple policy is a retention policy that contains only one path and only one phase. With this policy type, you create an event rule that triggers a time rule. The time rule determines the retention period. To create a simple policy that includes an event and a time rule, complete the following steps.

1. /1.
2. Perform one of the following actions, depending on the type of policy you want to create.

| Situation | Steps |
|---|---|
| Create a simple policy based on time and event | 1. /1.<br>2. /1. |
| Create a simple policy based on event | 1. /1.<br>2. /1. |
| Create a simple policy based on time | 1. /1.<br>2. /1. |

3. Optional. /1.
4. Optional. /1.
5. Optional. /1.
6. /1.
7. To review the options you set for the policy, in the **Details** column, click the **Summary** tab.

8. /1.

   After you activate a policy, it becomes available to assign to record categories in **File Plan Designer**.

## Create an advanced policy overview

An advanced policy can contain multiple phases and multiple paths. An item enters the first path in the phase when the event rule conditions are met. You define a time rule to determine the duration of the retention period. To create a policy that contains multiple phases, complete the following steps.

1. /1.
2. /1 for each phase you want to include in the retention policy.
3. /1 for each phase in the policy.
4. For each path in the retention policy, perform one of the following actions.

| Situation | Steps |
|---|---|
| Base path on an event rule | 1. /1.<br>2. Optional. /1.<br>3. /1.<br>4. Optional. /1.<br>5. /1.<br>6. To review options you set for the path, in the **Details** column, click the **Summary** tab. |
| Base path on a time rule | 1. /1.<br>2. Optional. /1.<br>3. /1.<br>4. To review options you set for the path, in the **Details** column, click the **Summary** tab. |
| Base path on a time and event rule | 1. /1.<br>2. Optional./1<br>3. /1.<br>4. Optional. /1.<br>5. /1.<br>6. To review options you set for the path, in the **Details** column, click the **Summary** tab. |

5. Optional. /1.
6. /1.
7. **Note: To assign records to a retention policy, modify or create record**

**categories in File Plan Designer.**

/1.

### What is policy protection?

Retention Policy Designer allows you to protect a simple policy. When you protect a retention policy, you cannot modify or delete items that fall under that policy but you can accession them.

When you accession an item, you transfer the physical custody of that item to a new owner, such as an archival institution. Policies are not protected by default. Allow a policy to remain unprotected when you want to modify the keys or custom properties for items that fall under that policy.

### Protect a simple policy

When you protect a policy, you cannot modify or delete the documents or records that fall under that policy, but you can transfer or accession them. You cannot protect a policy after you activate that policy. To protect a policy, complete the following step.

- In **Retention Policy Designer**, click **Edit > Protect Policy**.

## Delete a policy

To delete a retention policy that is not assigned to document or record types, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Retention > Policies**.
3. In the right pane, under **Select a policy**, select a policy and then click **Delete**.
4. In the **Delete Policy** message box, click **Yes**.

## Work with Authorities

### Create an authority

Create an authority when you want to designate the entity that sets the requirements for a policy. To create an authority, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Retention > Policies**.
3. In the right pane, on the **Policy Authorities** tab, click **New**.
4. In the **New Policy Authority** dialog box, perform the following substeps.
    1. In the **Name** box, type an authority name.
    2. Optional. In the **Description** box, type a description.
    3. Click **OK**.

### Delete an authority

To delete an authority from a retention policy, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Retention > Policies**.
3. In the right pane, on the **Policy Authorities** tab, under **Select an authority**, select an authority and then click **Delete**.
4. In the **Delete Policy Authority** dialog box, click **Yes**.

## Work with date periods

### Copy a date period

You can give litigation and audit holds an absolute expiration date using date periods. To copy a retention date period, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Retention > Policies**.
3. In the right pane, on the **Date Periods** tab, under **Select a date period**, select a date period and then click **Copy**.

   **Note:** For all date periods created in versions of Perceptive Content prior to version 7.0, the **Start Date** displays a default year of 2009.

### Delete a date period

To delete a date period defined for a retention policy, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Retention > Policies**.
3. In the right pane, on the **Date Periods** tab, under **Select a date period**, select a date period and then click **Delete.**

   **Note:** For all date periods created in versions of Perceptive Content prior to version 7.0, the **Start Date** displays a default year of 2009.

4. In the **Delete Date Period** dialog box, click **Yes**.

### Modify or rename a date period

To change a date period for a retention policy, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the

list.

2. In the left pane, expand **Retention** and then click **Policies**.
3. In the right pane, on the **Date Periods** tab, under **Select a date period**, select a date period and then click **Modify**.

   > **Note:** For all date periods created in versions of Perceptive Content prior to version 7.0, the **Start Date** displays a default year of 2009.

4. In the **Modify Date Period** dialog box, change the name, description, cycle in months, or the start date, and then click **OK**.

# Work with phases

## What is a phase?

A phase is a stage, such as online, offline, protected, or unprotected, in a document or record's lifecycle.

A retention policy can contain a single phase (simple policy) or multiple phases (advanced policy). A phase contains paths. These paths, together with the details you set for them, determine when a document or record enters the phase of the policy.

Phases are sequential. To move to the next phase in a policy, a document or record must meet the current phase conditions. You can designate a phase as "protected." While documents and records are in a protected phase, you cannot modify or delete the documents or records. By default, phases are unprotected.

## What is phase protection?

When you protect a phase, you cannot modify or delete the documents or records that fall under that phase in a retention policy, but you can transfer or accession them.

You can accession items in a protected phase, meaning that you transfer the physical custody of an item to a new owner, such as an archival institution. By default, phases are unprotected. When a phase is unprotected, you have the ability to modify item keys or custom properties for items that fall under that phase.

If the first phase of a policy is protected, all items under the policy are automatically protected even if those items do not meet the conditions for any of the paths in that policy.

> For example, the Admissions department wants to retain a student's transcript for thirty years after the end of the calendar year in which the student graduates. After fifteen years, because the need to access a student's transcript diminishes, a transfer to offline storage can occur. The manager creates an advanced policy that contains three phases.
>
> The first phase of the policy is set to begin on the student's graduation date, but remains unprotected until the second phase. The second phase begins at the end of the calendar year of the year the student graduates. When the transcript enters the second phase, it is protected and cannot be modified. After fifteen years from the start date of the second phase, the transcript is transferred to

offline storage. The third phase retains the transcript for an additional fifteen years. The disposition action for this last phase is destruction. To complete this policy, the manager assigns the document type, Transcript, to the policy.

# Add a phase

To create a phase with one or more paths for an advanced retention policy, complete the following steps.

If you add an additional phase to a simple policy, it becomes an advanced policy. Retention Policy Designer displays the Phases, Paths, and Details columns for advanced policies.

1. In **Retention Policy Designer**, click **File > New > Phase**.
2. In the **New Phase** dialog box, perform the following substeps.
   1. In the **Name** box, type a phase name.
   2. In the **Description** box, type a description of the documents or records under this phase.
   3. Click **OK**.

   The **New Path** dialog box opens.
3. In the **New Path** dialog box, type a path **Name** and **Description** and click OK.

   The new path is highlighted in blue.
4. Repeat this procedure for each phase you want to create.

# Copy a phase for an advanced policy

To copy a phase in an advanced policy that is not activated, complete the following steps.

1. In **Retention Policy Designer**, in the **Phases** column, select the phase you want to copy. The selected phase is highlighted in blue.
2. Click **Edit > Copy**.

   The new phase appears in the **Phases** column.

# Modify a phase for an advanced policy

To modify the name or description of a phase after you have activated a policy, complete the following steps.

1. In **Retention Policy Designer**, in the **Phases** column, select the phase you want to modify. The selected phase is highlighted in blue.
2. Click the **Phase Information** button.
3. In the **Modify Phase** box, modify the phase name or description and then click **OK**.

# Protect a phase for an advanced policy

To protect a phase in a policy that is not activated, complete the following steps.

1. In **Retention Policy Designer**, in the **Phases** column, select the phase you want to protect. The selected phase is highlighted in blue.
2. Click **Edit > Protect Phase**.

**Result** A gold shield displays next to the phase name to show that it is protected.

## Delete a phase from an advanced policy

To delete a phase in an inactive advanced policy, complete the following steps.

1. In **Retention Policy Designer**, in the **Phases** column, select the phase you want to delete. The selected phase is highlighted in blue.
2. Click **Edit > Delete**.
3. In the **Delete Phase** message box, click **Yes**.

# Work with paths

## What are paths?

Paths determine the location of a document or a record during a phase. Paths, together with the options you set for them, determine where a document or a record falls when under a policy.

Each path has its own set of options, called "Details." Details can include an event rule, the retention period duration, and the disposition action that occurs at the end of that period.

The number of paths you define depends on the document or record type you assign to the policy. Document or record types are often associated with multiple custom properties and drawers. Instead of creating a separate policy for each custom property or drawer for that document or record type, you can create multiple paths. For example, consider the document type, "Administration documents." The Administration department assigns memos, meeting minutes, and contracts to this document type and the retention period for each of these documents varies. To address this scenario, you can create an advanced policy that contains a single phase and three paths, one for each type of administration document. You can then set the retention period and disposition action for each of these paths.

When there are multiple paths, Retention Policy Designer evaluates the paths in the order they display to determine where to place a document or a record. A document or a record can follow only a single path within a phase.

## What are path details?

You define path details to set the event, time, or event and time based rules for a path in a phase, the duration of the retention period, and the disposition action that occurs when the retention period ends. When you define a path, you must also set the details for that path.

A document or record falls under a path in a policy when it meets the rule conditions you define. Rules are based on events, times, or a combination of an event and a time. To set the duration of the path retention period, you select a date type, such as a system date, custom property date, or a date period you define. When the retention period ends, a disposition action occurs. You set a single disposition action for each path. Disposition action options include destruction, permanent, and accession. You can assign a user or group to approve the disposition action before it occurs. An approver receives an email notification when his or her approval is required.

# Add a path

Paths in phases determine the location of a document or a record using details that can include an event rule, retention period duration, and disposition action. To create a new path for a phase in an advanced retention policy, complete the following steps.

After you add an additional path to a simple policy, it becomes an advanced policy. Retention Policy Designer displays the Paths and Details columns for advanced policies.

1. In **Retention Policy Designer**, in the **Phases** column, select the phase to which you want to add a path.
   The selected phase is highlighted in blue.
2. Click **File > New > Path**.
3. In the **New Path** dialog box, perform the following substeps.
   1. In the **Name** box, type a path name.
   2. Optional. In the **Description** box, type a description.
   3. Click **OK**.
4. Repeat this procedure for each path you want to include in the phase.

# Copy a path for an advanced policy

To copy a path in an advanced policy that is not activated, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures.

| Policy Layout | Steps |
|---|---|
| Your policy contains a single phase and multiple paths | • In the **Paths** column, select the path you want to copy. |
| Your policy contains multiple phases | 1. In **Retention Policy Designer**, in the **Phases** column, select the phase that contains the path you want to copy.<br>2. In the **Paths** column, select the path you want to copy. |

2. Click **Edit > Copy**.
   The new path displays in the **Paths** column.

# Modify path properties for an advanced policy

To modify the path name or description in a policy, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures.

| Policy Layout | Steps |
|---|---|
| Your policy contains a single phase and multiple paths | • In the **Paths** column, select the path you want to modify. |
| Your policy contains multiple phases | 1. In the **Phases** column, select the phase that contains the path you want to modify.<br>2. In the **Paths** column, select the path you want to modify. |

2. Click the **Path Information** button.
3. In the **Modify Path** box, modify the path name or description and then click **OK**.

# Delete a path from an advanced policy

To delete a path from an advanced policy that is not activated, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures.

| Policy Layout | Steps |
|---|---|
| Your policy contains a single phase and multiple paths | • In the **Paths** column, select the path you want to delete. |
| Your policy contains multiple phases | 1. In the **Phases** column, select the phase that contains the path you want to delete.<br>2. In the **Paths** column, select the path you want to delete. |

2. Click **Edit > Delete**.
3. In the **Delete Path** message box, click **Yes**.

# Use event rules

## About defining event rules

An event rule allows a document or record to fall under a path in a policy based on an event.

You define event rules using one or more of the following conditions: custom properties, document or record keys, and task properties.

For example, consider a retention policy for contracts. "Contracts," the document or record type assigned to the policy, is associated with the custom property, "Approval status." An approval status is either "Approved" or "Denied." You want to retain approved contracts for two years and denied contracts for one year. To meet these requirements, you create an advanced policy that contains a single phase and two paths, one for each approval status. The first path you define is for approved contracts. For this path, you create an event rule using the custom property, "Approved." To address denied contracts, you create a second path and create an event rule using the "Denied" custom property. Retention Policy Designer evaluates the event rules to determine the appropriate path for the contracts.

You configure an event rule for event based and event and time based policies. When you create an event rule, to determine when the disposition action can occur, you must also define a time rule.

The following example shows a simple policy with start date based on an event.

Nick is the records manager at the University of Washington. Nick wants to enforce retention policies for curriculum documents. At the end of each semester, the university requires students to fill out course evaluations. The university needs to retain these evaluations for three years after the end of the current quarter.

Nick creates a simple policy for the evaluations. He creates an event rule that uses the custom property, "End of quarter date." This custom property is associated with the document type, "Course evaluation." To set the duration of the retention period, Nick creates a time rule based on the custom property, "End of quarter date," and sets the duration to three years from this date. Nick sets the disposition action to "Destruction." To complete the policy, Nick then assigns the "Course evaluation" document type to the policy.

The following example shows an advanced policy with multiple paths and an event based start date.

Stephanie is the records manager at the University of Kentucky. The Psychology Department receives grant applications from students who want funding for their graduate studies. Stephanie wants to create a retention policy for applications that are granted funding and those that are not. The document type "Grant application" is associated with the custom property, "Application status." This status is either "Funded" or "Not funded."

Stephanie creates an advanced policy that contains a single phase and two paths. The first path is for funded applications. Stephanie creates an event rule for applications with a custom property set to "Funded." She then creates a time rule for this path that retains the application for three years after final termination of the grant. The "Grant termination date" is the custom property date Stephanie selects for the time rule. This custom property date is associated with the document type assigned to the policy. Stephanie creates an event rule for the second path. This path is for applications that are not funded. In addition, Stephanie creates a time rule that retains applications that are not funded for two years after the student terminates his or her studies at the university. The termination date is a custom property date and is associated with the document type assigned to the policy. Stephanie sets the disposition action for each path to "Destruction." To complete this policy, Stephanie then assigns the document type, "Grant application," to the policy.

## What are event rule conditions?

Conditions form the part of an event rule that controls which documents or records fall under a path, and therefore, the policy.

A condition is analogous to a true-or-false question. If the answer to the question is true, the document or records falls under the path. If the result is false, the document or record does not fall under the path. Conditions are applied one at a time to each document or record in Retention Policy Designer to determine whether the document or record belongs in the path.

You must understand the order in which Retention Policy Designer evaluates event rule conditions. The clause that you choose AND or OR, and the grouping of the conditions determine the order in which Retention Policy Designer evaluates the rule conditions. If all of your conditions are connected by AND operators, you can leave them ungrouped. For policies that include OR operators, Retention Policy Designer always begins evaluation with the condition in the innermost (nested) parentheses.

> The following example shows AND operators:
>
> Drawer is equal to Approved Contracts AND Field1 is equal to Region 2 AND Submit Date is greater than 2010.
>
> In this example, all conditions must be evaluated to determine if the document or record will be added to the path. No grouping is necessary because if any condition evaluates to false, the document or record is skipped.

> The following example shows AND and OR operators grouped:
>
> Drawer is equal to Approved Contracts OR Field1 is equal to Region 2 AND Submit Date is greater than 2010.
>
> Grouped: ((Drawer is equal to Approved Contracts OR Field1 is equal to Region 2) AND Submit Date is greater than 2010).
>
> In this example, grouping ensures that the OR clause is evaluated first. If the condition evaluates to false for a given document or record, the remaining AND condition is ignored, and the document or record is skipped. If the condition evaluates to true, the remaining AND condition is evaluated. If the AND condition evaluates to true, the document or record is placed in the path. Otherwise, the document or record is skipped.

> The following example shows AND and OR operators grouped:
>
> Grouped: (Drawer is equal to Approved Contracts) OR (Field1 is equal to Region 2 AND Submit Date is greater than 2010).
>
> In this example, if the AND clause evaluates to true for a given document or record, the condition is satisfied. Therefore, the first condition before the OR is ignored, and the document or record is placed in the path. If the AND clause evaluates to false, the first condition is evaluated. If the first condition evaluates to true, the document or record is placed in the path. Otherwise, the document or record is skipped.

## Event rule conditions

The following conditions are available for event rules. Event rules use the Normal condition type. You can use the following options when creating event rules.

**Constrain by**

Custom property

**Type**

Normal

**Field**

Custom property field values are configurable. Customized values can be created and applied on a per-system basis.

**Approved operators**

- is equal to
- is not equal to
- is blank
- is not blank

**Coverage Start Date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- is blank
- is not blank

**Date of Hire operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- is blank
- is not blank

**Department operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain
- is blank
- is not blank

**Due Date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- is blank
- is not blank

**Job Title operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain
- is blank
- is not blank

**Not Approved operators**

- is equal to
- is not equal to
- is blank
- is not blank

**Plan Year operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain
- is blank
- is not blank

**Vendor Number operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- is blank
- is not blank

**Value**

Select or type a value

**Constrain by**

Cutoff property

**Type**

Normal

**Field**

- Cutoff date
- Is cutoff

**Cutoff date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Is cutoff operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Value**

Select or type a value

**Constrain by**

Document key

**Type**

Normal

**Field**

- Drawer
- Field1
- Field2
- Field3
- Field4
- Field5
- Document type

**Drawer operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Field# operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Document type operators**

- is equal to
- is not equal to

**Value**

Select or type a value

**Constrain by**

Record folder property

**Type**

Normal

**Field**

- Is vital
- Last review date
- Name
- Type

**Is vital operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Last review date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Value**

Select or type a value

**Constrain by**

Record property

**Type**

Normal

**Field**

- Author
- Filing date
- Name
- Originating organization
- Publication date
- Received date
- Record type

**Author operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Filing date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Name operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Originating organization operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to
- starts with
- does not start with
- ends with
- does not end with
- contains
- does not contain

**Publication date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Received date operators**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Record type operators**

- is equal to
- is not equal to

**Value**

Select or type a value

**Constrain by**

Task property

**Type**

Normal

**Field**

- Task due date
- Task status

**Template**

- (All)

**Task Due date**

- less than or equal to (<=)
- greater than or equal to (=>)
- any integer with a maximum of 999
- hours
- days
- weeks

**Task status**

- Assigned
- Return
- Complete pending review
- Complete
- Canceled
- Invalid

**Constrain by**

Time property

**Type**

Normal

**Field**

Time in path

**Operator**

- is equal to
- is not equal to
- is less than
- is greater than
- is less than or equal to
- is greater than or equal to

**Value**

Select or type a value

## Create an event rule

Before you activate a policy, to create an event rule in a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type.

| Layout Design | Steps |
|---|---|
| Simple policy | • On the **Event** tab, click the **Add** button. |

| Layout Design | Steps |
|---|---|
| Advanced policy with a single phase and multiple paths | 1. In the **Paths** column, select the path to which you want to add an event rule.<br>2. On the **Event** tab, click the **Add** button. |
| Advanced policy with multiple phases | 1. In the **Phases** column, select the phase that contains the path to which you want to add an event rule.<br>2. In the **Paths** column, select the path to which you want to add an event rule.<br>3. On the **Event** tab, click the **Add** button. |

2. For any policy type, in the **Add Condition** dialog box, perform the following substeps.
    1. In the **Constrain by** list, click the kind of constraint that sets up the lists you need in the **Type**, **Field**, and **Operator** boxes.
    2. In the **Type** list, **Normal** displays.
    3. In the **Operator** list, select an operator, such as "is equal to" or "is greater than," that is used in the comparison.
    4. In the **Value** box, select or type a value using the selected operator.
    5. Click **OK**.
3. To add more rule conditions, repeat the previous step.

## Modify an event rule

Before you activate a policy, to modify an event rule in a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type:

| Policy Layout | Steps |
|---|---|
| For a simple policy | 1. Skip to step 2 |
| For an advanced policy that contains one phase and multiple paths | 1. In the **Paths** column, select the path that contains the event rule you want to modify. The selected path is highlighted in blue.<br>2. Click the **Event** tab. |
| For an advanced policy that contains multiple phases | 1. In the **Phases** column, select the phase that contains the path for which you want to |

| Policy Layout | Steps |
|---|---|
| | modify an event rule. The selected phase is highlighted in blue.<br>2. In the **Paths** column, select the path that contains the event rule you want to modify. The select path is highlighted in blue.<br>3. Click the **Event** tab. |

**Note:** The **Paths** column displays only when more than one path is defined.

2. To modify the event rule, on the **Event** tab, perform one of more of the following actions:

| Action | Steps |
|---|---|
| Modify a rule condition | 1. Double-click the condition you want to modify. Conditions display in blue underlined text.<br>2. In the **Add Condition** dialog box, make the changes you want.<br>3. Click **OK**. |
| Delete a rule condition | 1. In the vertical bar to the left of the conditions, click next to the condition you want to delete and then click the **Delete** button. |
| Rearrange rule conditions | 1. In the vertical bar to the left of the conditions, click next to the condition you want to rearrange, and either click the **Move Up** button or the **Move Down** button. Moving a condition up in the list means that **Retention Policy Designer** evaluates it earlier. Moving a condition down in the list means that **Retention Policy Designer** evaluates it later. |
| Group rule conditions | 1. To group any two conditions, in the vertical bar to the left of the conditions, click next to one row, hold down the `Ctrl` key, and then click next to the other row.<br>2. Click the **Group** button. |

3. Click **File > Save**.

## Rearrange rule conditions on a policy

You can rearrange rule conditions on a policy. Before you activate a policy, to rearrange event rule conditions on a policy, complete the following steps.

1. In **Management Console**, in the left pane, in the **Select Department** section, select a department from the list.
2. In the left pane, select **Retention > Policies**.
3. On the **Policies** tab, select a policy.
4. Log in to the **Retention Policy Designer**.
5. In **Retention Policy Designer**, on the **Event** tab, in the vertical bar to the left of the conditions, click next to the condition you want to rearrange.
6. Click the **Move Up** or **Move Down** button.

   Moving a condition up in the list means that **Retention Policy Designer** evaluates it earlier. Moving a condition down in the list means that Perceptive Content evaluates it later.
7. Click **File > Save**.

## Delete a rule condition on a policy

You can delete a rule condition on a policy. To delete a rule condition on a policy, complete the following steps.

1. In **Management Console**, in the left pane, in the **Select Department** section, select a department from the list.
2. In the left pane, select **Retention > Policies**.
3. On the **Policies** tab, select a policy.
4. Log in to the **Retention Policy Designer**.
5. In **Retention Policy Designer**, on the **Event** tab, in the vertical bar to the left of the conditions, click next to the condition you want to delete.
6. Click the **Delete** button.
7. Click **File > Save**.

## Modify a rule condition on a policy

To modify a rule condition on a policy, complete the following steps.

1. In **Management Console**, in the left pane, in the **Select Department** section, select a department from the list.
2. In the left pane, select **Retention > Policies**.
3. On the **Policies** tab, select a policy.
4. Log in to the **Retention Policy Designer**.
5. In **Retention Policy Designer**, on the **Event** tab, double-click the condition you want to modify.

Conditions display in blue underlined text.

6. In the **Add Condition** dialog box, make the changes you want, and click **OK**.
7. Click **File > Save**.

## Modify an event rule for a simple policy

To modify an event rule in a simple policy, complete the following steps.

1. In **Management Console**, in the left pane, in the **Select Department** section, select a department from the list.
2. In the left pane, select **Retention > Policies**.
3. On the **Policies** tab, select a policy.
4. Log in to the **Retention Policy Designer**.
5. In **Retention Policy Designer**, on the **Event** tab, select an event rule.
   You can modify, delete, rearrange, or group the event rule conditions.

## Modify an event rule for an advanced policy

To modify an event rule in a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy.

<table>
<tr><th>Policy Type</th><th>Procedure</th></tr>
<tr><td>Advanced policy that contains one phase and multiple paths</td><td>1. In the Paths column, select the path that contains the event rule you want to modify. The selected path is highlighted in blue.<br>2. Click the Event tab.</td></tr>
<tr><td>Advanced policy that contains multiple phases</td><td>Note: The Paths column displays only when more than one path is defined.<br>1. In the Phases column, select the phase that contains the path for which you want to modify an event rule. The selected path is highlighted in blue.<br>2. In the Paths column, select the path that contains the event rule you want to modify. The selected path is highlighted in blue.<br>3. Click the Event tab.</td></tr>
</table>

# Use time rules

## What are time rules?

A time rule determines the duration of the retention period when an event rule is also defined for the policy or to create a time based policy. The date type you select for the rule determines the duration options available.

You can use any of the following date types for time based policies and event and time based policies. To set the retention period duration, type a number and then select a duration, such as days, weeks, or years.

- `Custom property`. To base the start of the retention period on a custom property date, when defining a time rule, select custom property. The custom property date you select must be associated with the document or record type assigned to the policy.
- `Date period`. To start the retention period on a date you define, when defining a time rule, select date period. You can start the retention period from the beginning or end of this period.
- `Event date`. To start the retention period from the date of the event, when defining a time rule, select event date.
- `System date`. To start the retention period using a date generated by the Perceptive Contentsystem, such as the document creation date or last modified date, when defining a time rule, select system date.

## Time period conditions

The following conditions are available on the Time Period tab of Retention Policy Designer. In a retention policy, time periods determine how long a document stays within a phase. Documents remain in the time period queue until the rule is met. Time periods can be set for days, weeks, and years. You can use the following time period options when setting a retention period.

### Custom property

A custom property time period is used to keep a document for a certain amount of time according to the value in a date custom property. This calculation is based on the current value of the custom property. Until the time period is met, changing the custom property can extend or reduce the time a document stays in a policy. When the time period is met, the document moves to the approval or disposition phase. When a document is in disposition, changing the custom property does not return the document to a status of waiting.

**Date type**

Custom property

**Number**

Type a number

**Period**

- Days
- Weeks
- Years

**From**

Select a custom property

## Event date

The event date is used to keep a document based on the policy event found on the Event tab in the policy designer. Unlike the custom property period, there is no way to alter the amount of time the document stays in the aging queue. It can be useful to keep a document based on a non-date custom property. For example, keeping a contract 90 days from when the accepted property is equal to no .

**Date type**

Event date

**Number**

Type a number

**Period**

- Days
- Weeks
- Years

## Date period

A date period can be considered as a year that starts on an arbitrary day, such a school year, fiscal year, or the beginning of a calendar year. For example, where a calendar year begins on Jan 1, a fiscal year may begin on March 1. Like an event date, the calculation begins the date the event criteria was met. Date periods are unique in that they can specify either a time from the beginning of or end of a certain period. Date periods calculated from the end of a date period are calculated from the end of the last completed time period. Date periods calculated from the beginning of a date period do not have to be completed to calculate the time period.

**Date type**

Date period

**Number**

Type a number

**Period**

- Days
- Weeks
- Years

**From**

Select a date period

**When**

- Begin
- End

## Immediate

Documents in the Immediate queue immediately move to the next queue with no delay. This should be used when an event controls the time a document spends in a phase, and the action specified in the phase should occur immediately after the event criteria is satisfied.

**Date type**

Immediate

## Standard date

A standard date is a specific day in the future. Until the standard date arrives, no documents can move forward to the next queue. After the standard date arrives, the queue functionality behaves similarly to an immediate queue, where all documents immediately move to the next queue with no delay. Note that this ties your policy to a point in time. Because there is currently no way to modify the time period of a policy, the date picked will remain indefinitely.

**Date type**

Standard date

**Date**

Select or type a date

## System date

System dates are similar to custom property time periods, but are based on the creation time, last modified time, or last viewed time for a document. The amount of time a document stays in a queue can be helpful for determining which documents are used more frequently than others.

The time calculation uses the current date for documents. The last viewed or modified times update each time a document is viewed or updated.

**Date type**

System date

**Number**

Type a number

**Period**

- Days
- Weeks
- Years

**From**

- Creation date
- Last viewed date
- Last modified date
- Received date
- Last review date
- Filing date
- Publication date

## Create a time rule

To create a time rule in a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type.

| Situation | Steps |
|---|---|
| Simple policy | • Click the **Time Period** tab. |
| Advanced policy with a single phase and multiple paths | 1. In the **Paths** column, select the path.<br>2. Click the **Time Period** tab. |
| Advanced policy with multiple phases | 1. In the **Phases** column, select the phase.<br>2. In the **Paths** column, select the path.<br>3. Click the **Time Period** tab. |

2. Under **Details > Time Period > Date type**, select the appropriate option.
   - To allow the disposition action to occur based on a custom property, click **Custom property**.
   - To allow the disposition action to occur within a specific date period, click **Date period**.

- To allow the disposition action to occur on an event date, click **Event date**.
- To allow the disposition action to occur immediately, click **Immediate**.
- To allow the disposition action to occur on a fixed date, click **Standard date** and in the **Date** list, in the calendar control, select a date.
- To allow the disposition action to occur on a system date, click **System date**.

If you choose a **System date**, note that the **Received date**, **Last review date**, **Filing date**, and **Publication date** options in the **From** field are record-only options and do not apply to documents.

3. Click **File > Save**.

## Modify time rules

To modify the time rule in a simple or advanced policy, complete the following steps.

The Paths column displays only when more than one path is defined.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type. Simple policies do not have multiple phases, so if you are using a simple policy, skip this step.

| Policy Layout | Steps |
| --- | --- |
| Your policy contains a single phase and multiple paths | • In the **Paths** column, select the path that contains the time period you want to modify. |
| Your policy contains multiple phases | 1. In the **Phases** column, select the phase that contains the path you want to modify.<br>2. In the **Paths** column, select the path that contains the time period you want to modify. |

2. Under **Details**, on the **Time Period** tab, in the **Date type** list, select a date.
3. Click **File > Save**.

# Use approvers

## What are approvers and approver levels?

An approver is a user or group member who must approve the disposition action set for a path before that action can occur.

When the retention period ends, the system sends an approval request notification email to an approver. This notification contains a link to an approval request task. To approve the disposition action, the approver simply completes the approval request task assigned to the set of documents or records that are ready for approval. An approver can view the documents or records before approving them. In addition to assigning approvers, you can also provide instructions. These instructions appear in the email notification and in the approval request task pane.

Use approval levels to assign a series of approvals that are sequential. Suppose your policy has three approval levels. The system generates an individual approval request task for each user or group member you assign to a level in the series. An approval series starts with Level 1. When all users or group members complete the approval request tasks for Level 1, a new approval request task is created for the approvers on Level 2. When the Level 2 approval request task is approved, the system creates a new approval request task for the Level 3 approvers, and so on. You can assign the same users or group to multiple levels. The disposition action cannot occur until all levels of approval are complete.

## Add approvers

To assign users or groups as approvers for a simple or advanced policy, complete the following steps.

You can assign multiple users or a single group to each approval level. You can also assign the same user or group to multiple approval levels.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type.

| Layout Design | Steps |
|---|---|
| Simple policy | • Click the **Approvers** tab. |
| Advanced policy with a single phase and multiple paths | 1. In the **Paths** column, select the path.<br>2. Click the **Approvers** tab. |
| Advanced policy with multiple phases | 1. In the **Phases** column, select the phase.<br>2. In the **Paths** column, select the path.<br>3. Click the **Approvers** tab. |

2. To assign a level of approval for any policy type, on the **Approvers** tab, perform one of the following actions.

| Situation | Steps |
|---|---|
| To assign approval users | 1. Click **Add Users**.<br>2. In the **Select Users** dialog box, search for and select the users and click **OK**. |
| To assign approval groups | 1. Click **Add Group**.<br>2. In the **Select Group** dialog box, select a group and click **OK**. |

3. Optional. To create additional levels of approval, click **Add Level** and then repeat the previous step as many times as needed to create the desired number.
4. Optional. In the **Instructions** box, type instructions.

The same instructions display to all approvers when processing approval requests.

5. Click **File > Save**.

## Modify required approvers

For each approval level, you can either require all listed approvers or select a number of approvers to advance the approval request. To modify the required approvers for a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, for advanced policies, perform the following substeps.
   1. If your policy contains multiple phases, in the **Phases** column, select the phase that contains the path from which you want to modify the level approval requirement.
   2. In the **Paths** column, select the path from which you want to modify the level approval requirement.

   Simple policies do not have multiple phases, so if you are using a simple policy, skip this step. The **Paths** column only displays when you create an advanced policy.
2. For any policy type, under **Details**, on the **Approvers** tab, assign approval levels and select approvers.
3. To modify the number of required approvers per level, in the **Levels** column, select a level and then click **Level Properties**.
4. In the **Level Properties** dialog box, under **Required Approvals**, select from the following options.
   - To require all users associated with a level to complete an approval request, select **All users must approve**.
   - To choose a number of approvers associated with a level to complete an approval request, select **Select the number of users who must approve** and then select a number.
5. Optional. Complete the previous step for any additional levels.
6. Click **OK**.
7. Click **File > Save**.

## Remove approvers

To remove approvers in a simple or advanced policy, complete the following steps.

1. In **Retention Policy Designer**, for advanced policies, perform the following substeps. Simple policies do not have multiple phases, so if you are using a simple policy, skip this step.
   1. If your policy contains multiple phases, in the **Phases** column, select the phase that contains the path from which you want to remove approvers.
   2. In the **Paths** column, select the path from which you want to remove approvers.

   **Note:** The **Paths** column displays only when more than one path is defined.
2. Under **Details**, on the **Approvers** tab, under the level from which you want to remove approvers, select the users or group you want, and then click **Remove**. If you remove approvers for an existing policy, **Retention Policy Designer** removes the approval task for that user.

   **Note:** To remove multiple users, select the first user, hold down `Ctrl`, and then click the remaining users. If you want to remove all users from a level, select the level, such as **Level 1**, and then click **Remove**.

3. Click **File > Save**.

# Use disposition actions

## What are disposition actions?

A disposition action determines what happens to a document or record when a retention period ends.

The number of phases in a policy determines the disposition action you set. When there is a single phase, you must set a final disposition action, such as permanent or destruction, for all paths in that phase. If an advanced policy contains multiple phases, the location of the path also determines the disposition action you set for that path. For example, when an advanced policy contains three phases, to ensure that a document or record can proceed from phase one to phase two, and so on, you must set at least one path in phase one and two to a disposition action that is not final, such as online transfer or next phase. In addition, because phase three is the last phase, you must set all paths in this phase to final disposition actions.

Retention Policy Designer offers the following actions.

- `Accession`. An action that transfers physical custody of documents or records to another owner, such as an archival institution. When you select this action, you can choose to delete pages and metadata (final), delete pages and retain metadata (not final), or retain pages and metadata (not final). The option you select determines whether or not accession is a final disposition action.
- `Destruction`. A final action that deletes documents and records permanently from the Perceptive Content system.
- `Next phase`. No action is taken on a document or record.
- `Offline transfer`. An action that exports and transfers documents and records to an offline physical location.
- `Online transfer`. An action that transfers documents and records to a new OSM set available to the ImageNow Server.
- `Permanent`. A final action that preserves a document or record indefinitely.

## Set a disposition action

To set a disposition action in a simple or advanced policy that is not activated, complete the following steps.

When an advanced policy contains multiple phases, to allow items to move from phase one to phase two and so on, at least one path in each phase must be set to a disposition action that is not final, such as online transfer or next phase. In addition, you must set all paths in the last phase to a final disposition action.

1. In **Retention Policy Designer**, perform one of the following procedures depending on your policy type.

| Layout Design | Steps |
|---|---|
| Simple policy | • Click the **Action** tab. |
| Advanced policy with a single phase and multiple paths | 1. In the **Paths** column, select the path.<br>2. Click the **Action** tab. |
| Advanced policy with multiple phases | 1. In the **Phases** column, select the phase.<br>2. In the **Paths** column, select the path.<br>3. Click the **Action** tab. |

2. For any policy type, to set the disposition action for items in the selected path, on the **Action** tab, perform one of the following actions.

| Situation | Steps |
|---|---|
| To accession items | 1. In the **Select the action to perform** list, click **Accession**.<br>2. In the **Select a removal method for documents after accession** list, select the desired removal method.<br>3. To select the accession location, in the **Select the physical location** list, select a physical location. |
| To destroy items | • In the **Select the action to perform list**, click **Destruction**. |
| To move items | • In the **Select the action to perform list**, click **Next phase**. |
| To export and transfer items to an offline location | 1. In the **Select the action to perform list**, click **Offline transfer**.<br>2. In the **Select the physical location** list, select a physical location. |
| To transfer items to a new Object Storage Manager (OSM) set available to the server | 1. In the **Select the action to perform list**, click **Online transfer**.<br>2. In the **Select an OSM set** list, select an OSM list. |
| To permanently retain items | • Click **Permanent**. |

3. Click **File > Save**.

**Next** You must set a final disposition action, such as destruction or permanent, for all simple policies.

## Modify an action

To modify a disposition action in a simple or advanced policy that is not activated, complete the following steps.

For more information about actions, refer to "About actions."

1. In **Retention Policy Designer**, for advanced policies, perform the following substeps. Simple policies do not have multiple phases, so if you are using a simple policy, skip this step.
    1. If your policy contains multiple phases, in the **Phases** column, select the phase that contains the path you want to modify.
    2. In the **Paths** column, select the path that contains the disposition action you want to modify.

    > **Note:** When an advanced policy contains multiple phases, to allow documents, records and reports to move from phase one to phase two and so on, at least one path in each phase must be set to a disposition action that is not final, such as online transfer or next phase. In addition, you must set all paths in the last phase to a final disposition action.

2. To modify the disposition action for documents or records in the selected path, under **Details**, on the **Action** tab, in the **Select** the action to perform list, select a disposition action.
3. Click **File > Save**.

**Next** You must set a final disposition action, such as destruction or permanent, for all simple policies.