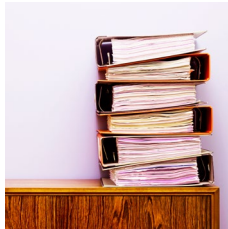


### Nautilus® Records Management

#### Securely Retain Nautilus Records From Document Creation Through Final Disposition

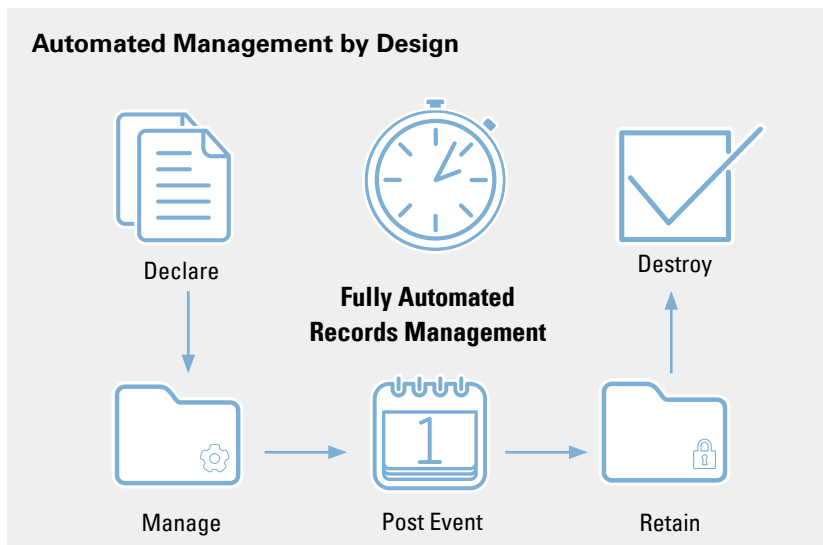


to declaration through final disposition. Data consistency and precision are greatly improved by managing multiple documents as a single record. To maximize efficiency, Nautilus Records Management automatically declares documents as records using embedded, rules-based conditions.

Robust security and efficient management of an organization's data is vital for growth and profitability. Nautilus Records Management from Fiserv simplifies your business record retention process for all associated business records, securely organizing them in the Nautilus database. Organizational business processes are strategically triggered by events or the passage of time, which automates virtually all of the record management process for greater staff productivity.

Managing data through its life cycle doesn't have to be an onerous process. Nautilus Records Management enables complete life cycle management from document creation

To manage records disposal, the solution allows automated disposal of qualified records after required approval according to your organization's chosen rules. Legal risks are reduced because expired records don't accumulate, and all electronic records are securely stored and managed within the Nautilus enterprise content management solution.

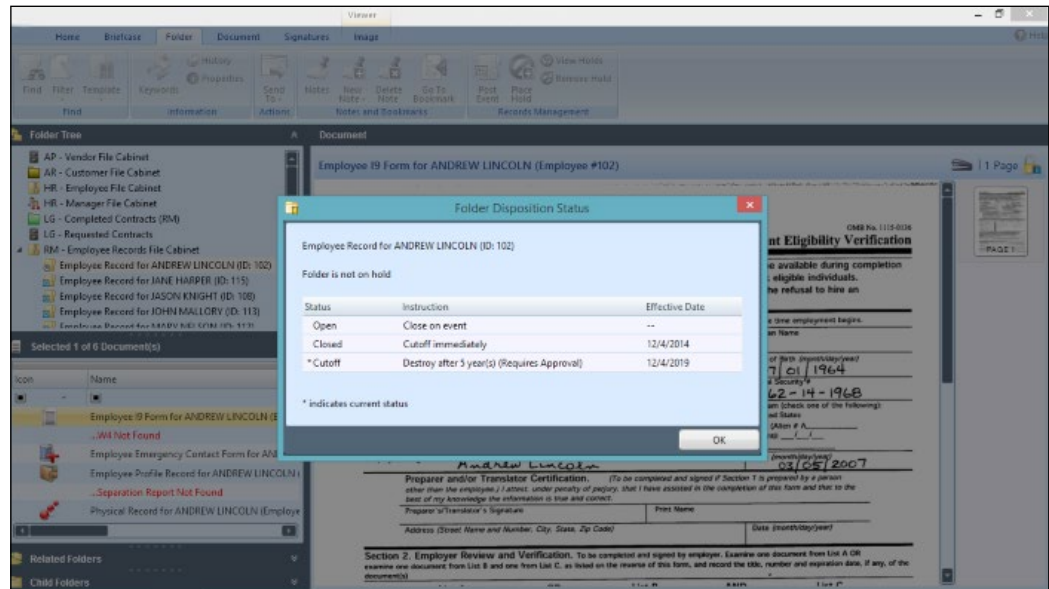


Documents, automatically declared as records (Declare), are auto-folded into a managed folder that is in Open Status (Manage). An Event occurs (Post Event) on the record (folder) (for example, employee separated or court case closed). When the event is posted according to your rule configuration, the record is moved to Closed Status, locking the record and preventing modification (Retain). This initiates the Retention Plan for the record. At the end of the retention period, the record, all documents and all metadata are destroyed (Destroy).

## Practical Applications

- **Lending:** Lenders can use Nautilus Records Management to effectively manage all documents associated to a mortgage, installment or commercial loan. Since loans can be closed prior to the end of term, they require event-based retention. Once the loan has been closed, the event will be posted to the managed folder and the retention period will commence.
- **Back-Office Operations:** Human Resources departments can use Nautilus Records Management to manage all employee records (job applications, medical records or tax returns, for example) and policy documents. Regardless of employment length, an organization is required to retain all employee documentation for a set period of time after separation from the company. Once the employee has left the organization, an event will be posted to the managed folder and the retention period will initiate.

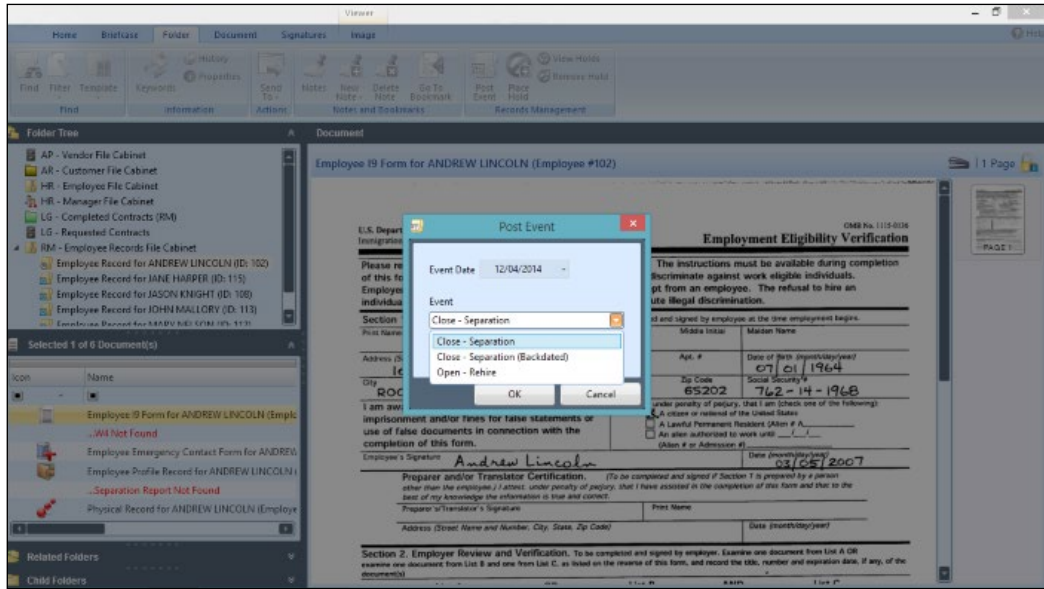
## An Intuitive Interface



Display Folder Disposition Status from Nautilus Folder Interface (right-click option)



Fiserv is driving innovation in Payments, Processing Services, Risk & Compliance, Customer & Channel Management and Insights & Optimization. Our solutions help clients deliver financial services at the speed of life to enhance the way people live and work today. Visit [fiserv.com](http://fiserv.com) and [fiserv.com/speed](http://fiserv.com/speed) to learn more.



Post Event on Folder from Unity Client Folder Interface

### The Fiserv Advantage

Nautilus Records Management is part of a powerful set of enterprise content management solutions designed for Nautilus from Fiserv. With Nautilus, you can create, organize and control access for all types of content across your business from a single interface. Nautilus Records Management helps your organization automate virtually all of your records management tasks from document creation to declaration through final disposition.

### Key Benefits

- Managed folders are built on the Nautilus Folder interface, providing security in an organized structure
- Auto-folding automatically adds documents to a folder and declares them as a business record
- Retention Plan Sets allow flexible, keyword-based retention periods to ensure compliance with complex requirements
- Retention Event Sets define the business events that lock down electronic records and initiate retention
- Holds temporarily prevent modification or destruction of records (exclude from final disposition)

### Connect With Us

For more information about Nautilus Records Management, call 800-872-7882, email [ReplyECM@fiserv.com](mailto:ReplyECM@fiserv.com) or visit [www.fiserv.com](http://www.fiserv.com).



**Fiserv, Inc.**  
255 Fiserv Drive  
Brookfield, WI 53045

800-872-7882  
262-879-5322  
[getsolutions@fiserv.com](mailto:getsolutions@fiserv.com)  
[www.fiserv.com](http://www.fiserv.com)