ATIPXpress

Retention Module

v11.8.0

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OPEXUSTECH.COM

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ATIPXpress v11.8.0 Retention Module

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Contents

1 Retention Module 4
1.1 How Retention Works 4
1.2 Accessing Retention Management 4
2 Retention Policies 6
3 Mark for Action 8
4 Apply Retention Action 10
5 Retention Management Actions Report 14

1 Retention Module

The ATIPXpress Retention Module allows Administrators to create policies for retaining system data, with gateways to mark Requests for retention and apply retention action, ensuring Requests are managed according to your unique organizational requirements.

Here we'll provide a quick look at how the retention module works, including:

- The retention process
- Creating Retention Policies
- Marking Requests for action
- Applying retention actions
- The Retention Management Actions Report

1.1 How Retention Works

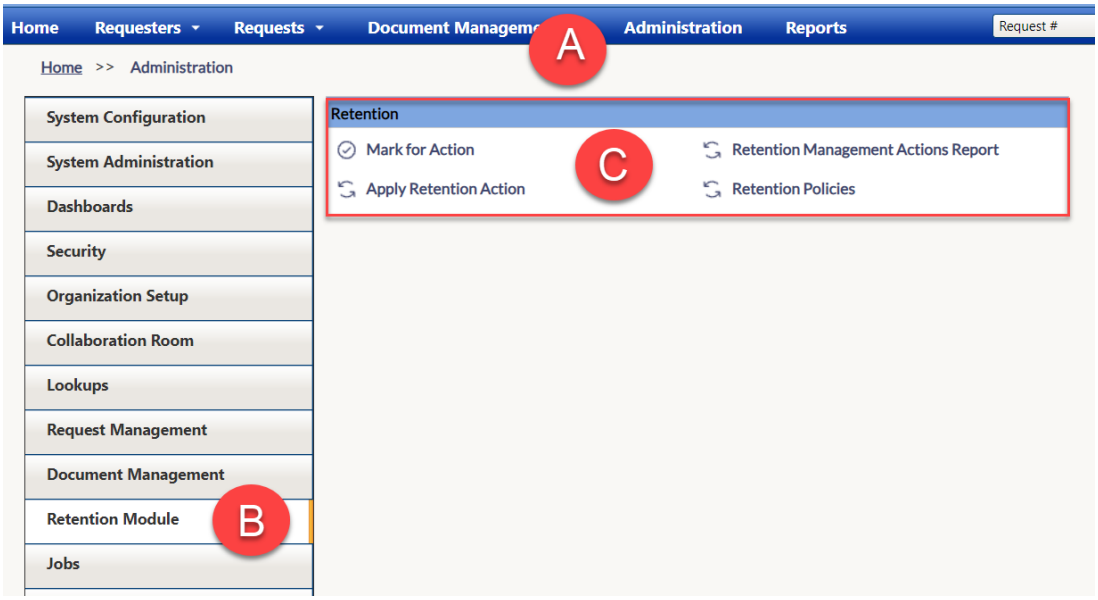
ATIPXpress Administrators manage the retention process. Retention management in FX follows these basic steps:

1. Administrators create a Retention Policy for a specific Request Type, which determines how long Requests of that type should be retained, as well as the disposition to be applied after the retention period.
2. Requests are marked for action, using search and filtering options to locate specific Requests, with the ability to mark for action in batches if needed.
3. Retention Actions are applied to Requests marked for action, with options to Delete, Archive, and Restore Requests.
4. All retention actions are captured and reportable on the Retention Management Actions Report.

1.2 Accessing Retention Management

You can access the Retention management options from the *Administration* section.

Click (**A**) **Administration**, then from the left navigation select (**B**) **Retention Module**. The (**C**) *Retention* options display:

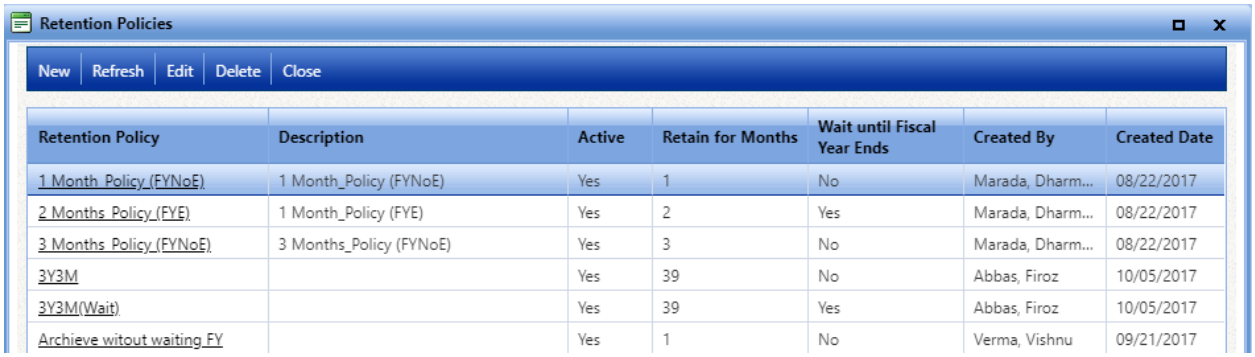


Options are **Mark for Action**, **Apply Retention Action**, **Retention Policies** and **Retention Management Action Report**. See the steps in the following sections for details on each.

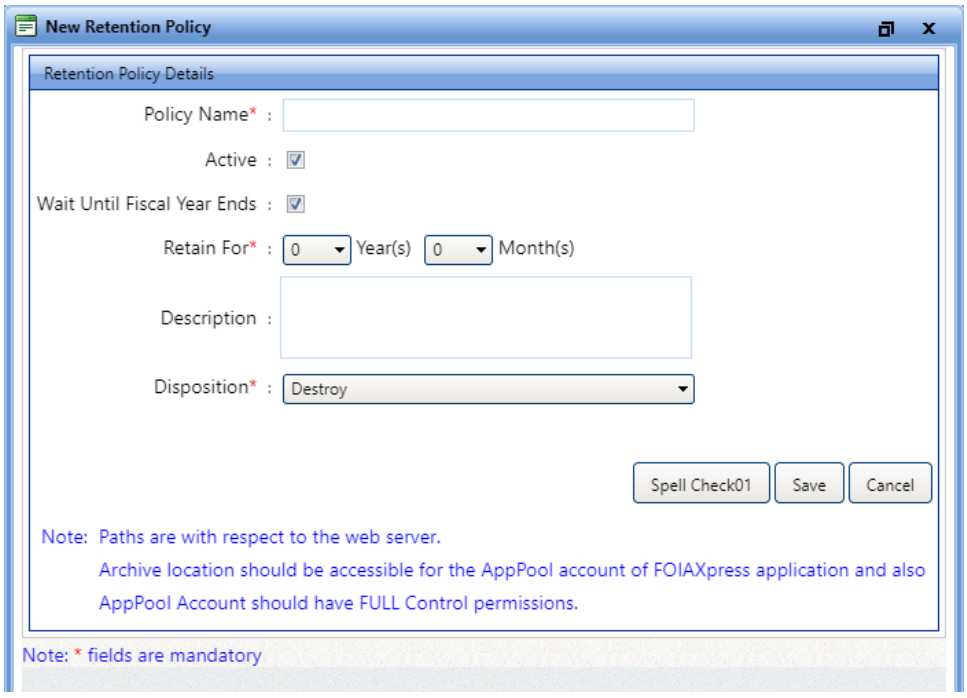
2 Retention Policies

The first step in the Retention process is to establish a Retention Policy. Follow the steps below to create an active Retention Policy.

1. Navigate to **Administration > Retention Module > Retention Policies**. The *Retention Policies* screen appears:



2. Existing policies are listed on this page. Click **New** to create a new Retention Policy. The *New Retention Policy* screen appears as shown below:



3. Add a description *Policy Name*.
4. For this example, ensure the *Active* checkbox is selected.
5. Use the *Retain For* drop downs to select the number of **Years** and **Months** to retain requests under this policy.

6. Use the *Disposition* drop down to select either **Destroy** or **Archive**. *Archiving* requests saves the Request Report, which is archived to the same server where the FX application is maintained.
7. Click **Save** to save the policy.
8. The new policy is now *Active*. It is available in the *Retention Policies* list for editing, and can also be deleted from this list.

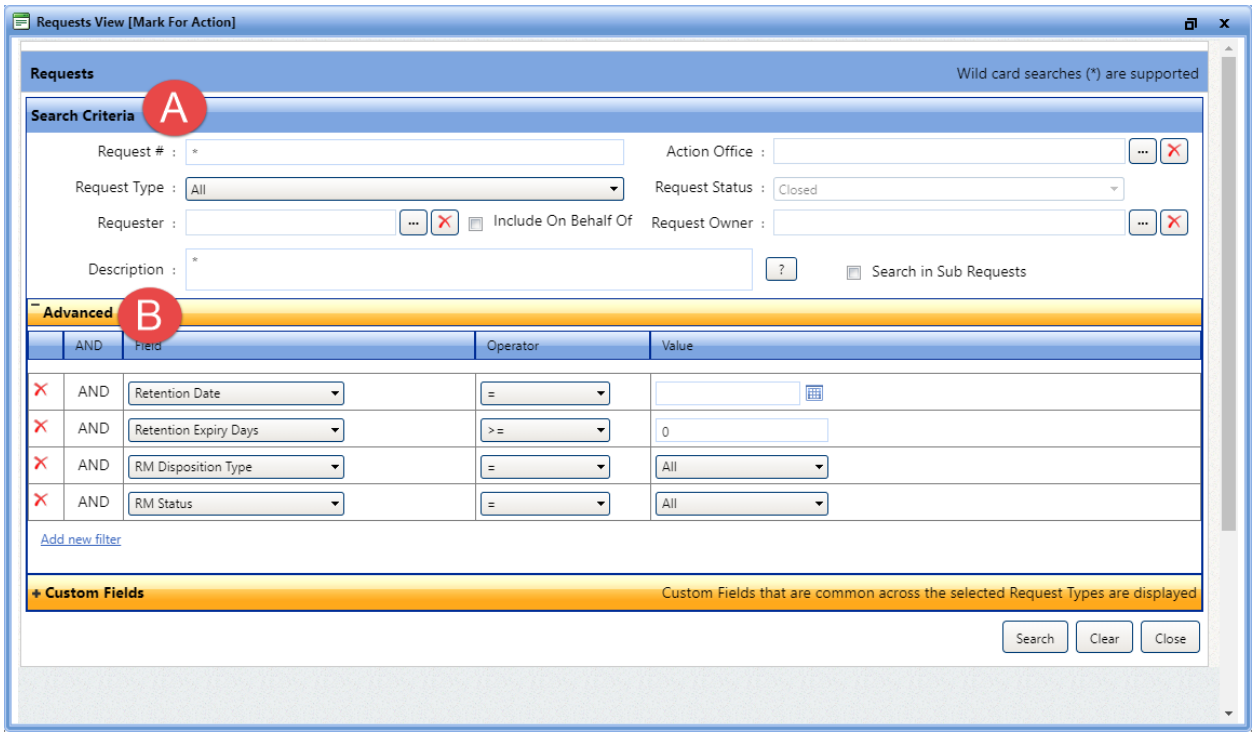
3 Mark for Action

Retention management allows for multiple layers of review and approval before Requests are destroyed or archived. The first gateway is to mark Requests for action. Requests captured by this policy can be reviewed before the retention action is manually applied.

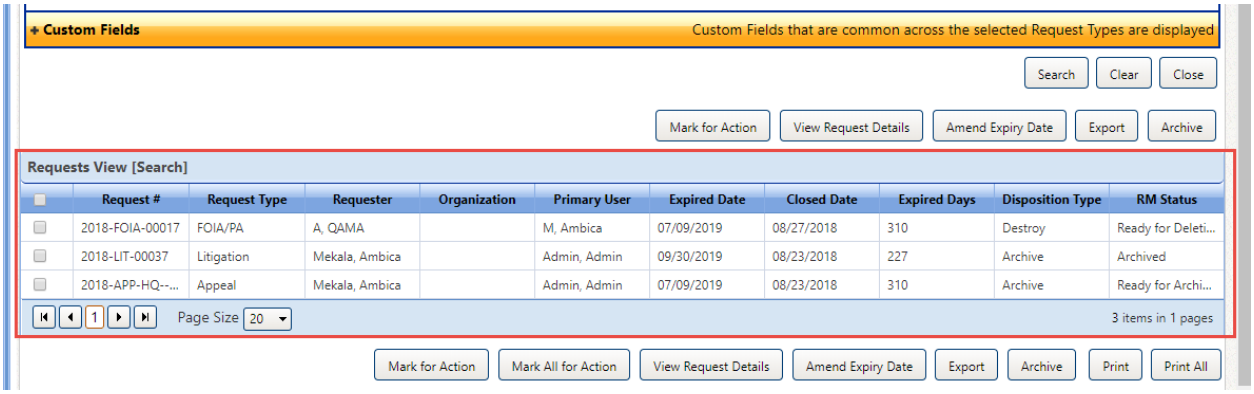
Only *Closed* requests with an assigned retention policy can be marked for action.

Follow the steps below to review Requests within retention policy and mark these for action.

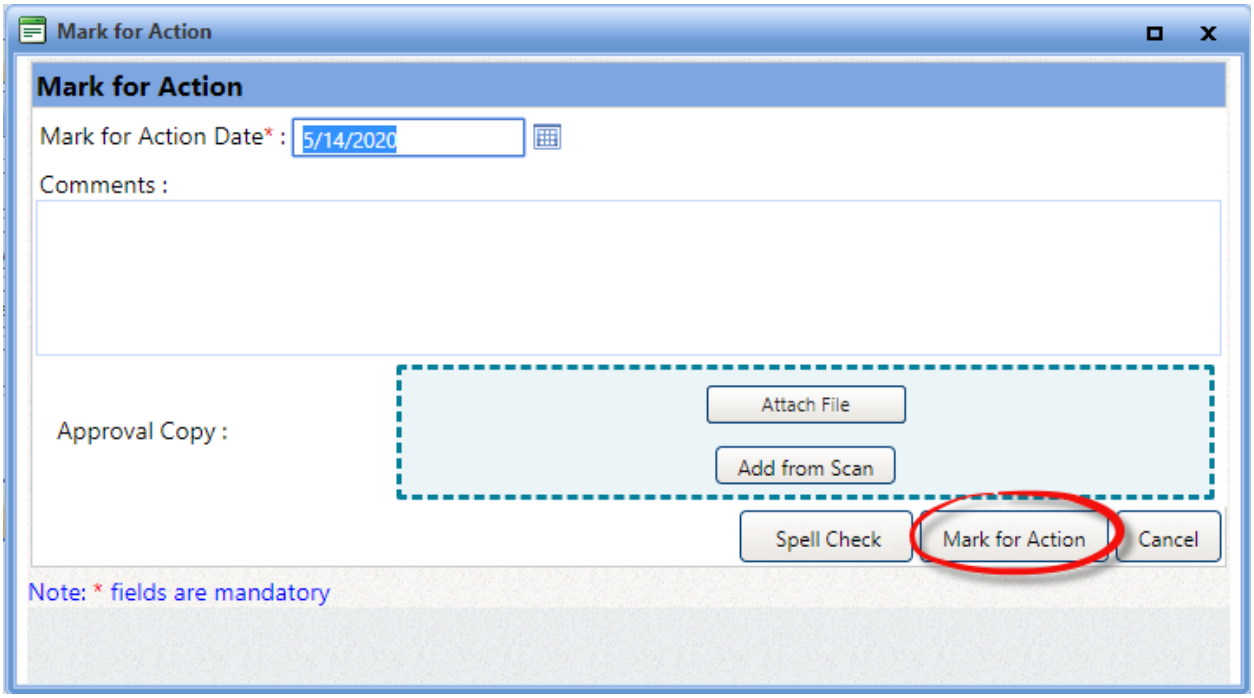
1. Navigate to **Administration > Retention Module > Retention Policies**. The *Requests View (Mark for Action)* screen appears:



2. Use the (**A**) *Search Criteria* fields to locate specific requests using the request details.
3. Alternatively, use the (**B**) *Advanced* options to locate Requests using additional details, including using Retention details, such as the retention date, expiration days and more. These can be combined to narrow down to highly specific results.
4. Click **Search** to locate Requests matching your search criteria. All matching Requests are listed in the *Requests View (Search)* list:



5. You can select Requests from this list and **View Request Details**, **Amend Expiry Date**, **Archive** and more. In this example, we'll opt to **Mark for Action**. The *Mark for Action* screen appears:

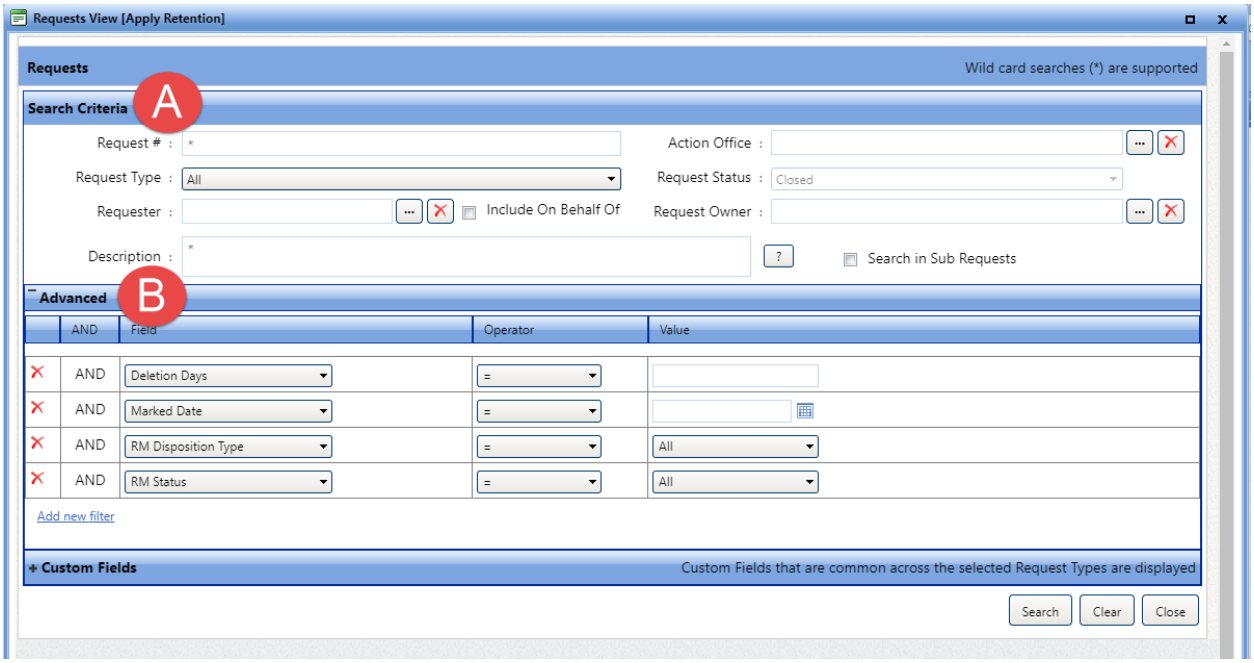


6. The *Mark for Action Date* defaults to today's date. There are also fields for adding *Comments* and adding an *Approval Copy*. When complete, click **Mark for Action**.
7. The Request is now marked for action, with the ability to apply retention actions to the Request. See the next section for steps.

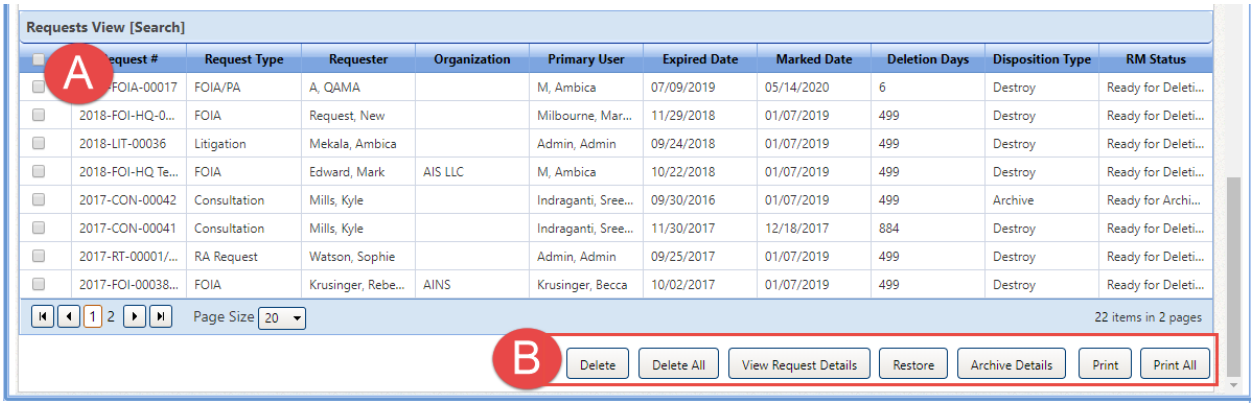
4 Apply Retention Action

The third step in the Retention process is to apply the approved retention action. Follow the steps below to apply retention actions to applicable Requests.

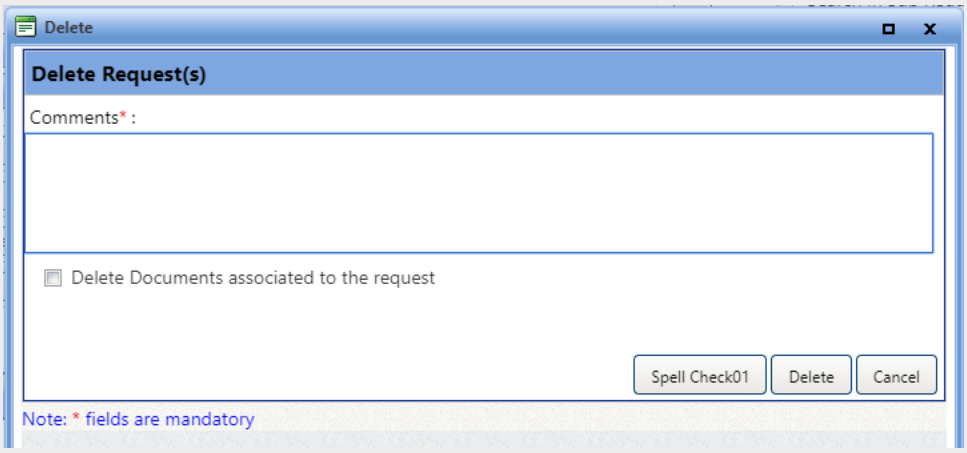
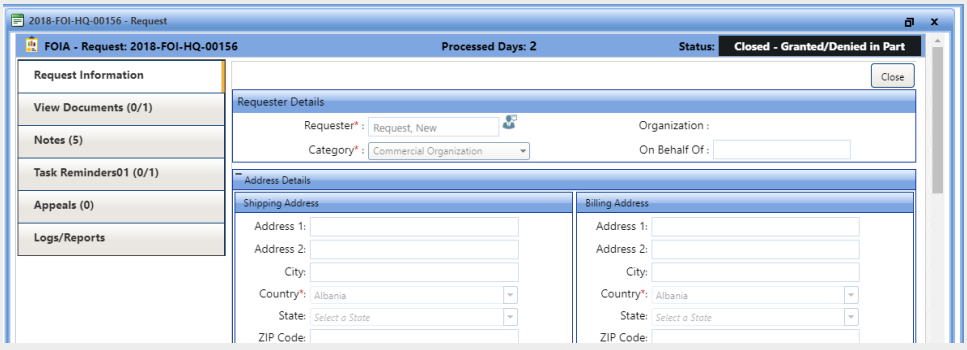
1. Navigate to **Administration > Retention Module > Apply Retention Action**. The *Apply Retention Action* screen appears:

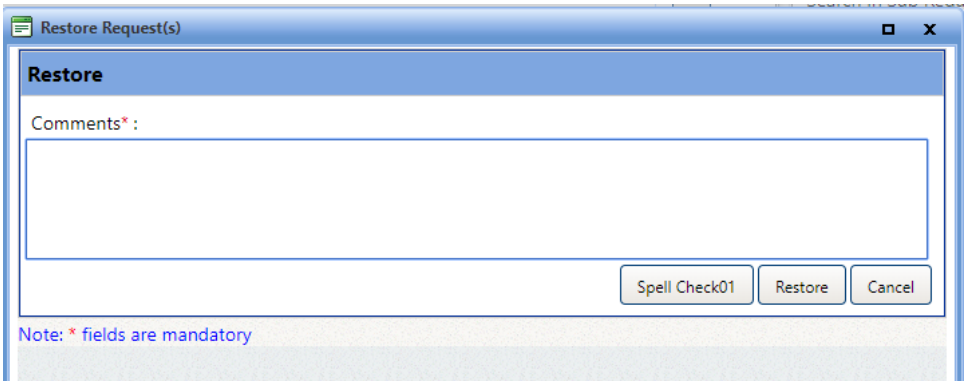
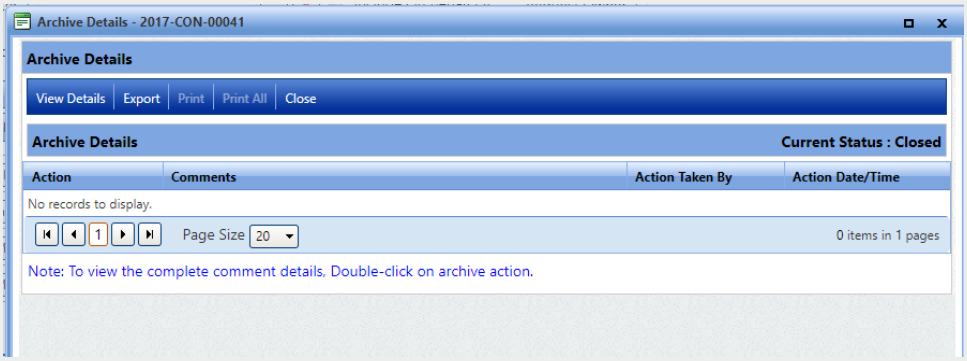


2. Use the (**A**) *Search Criteria* fields to locate specific requests using the request details.
3. Alternatively, use the (**B**) *Advanced* options to locate Requests using additional details, including using Retention details, such as the deletion date, marked date, disposition type, and more. These can be combined to narrow down to highly specific results.
4. Click **Search** to locate Requests matching your search criteria. All matching Requests are listed in the *Requests View (Search)* list:



5. Use the (**A**) **Checkbox** to select Request(s) to apply Retention Actions. The (**B**) *Retention Actions* are described below:

Retention Action	Description
Delete	Delete the selected Request. After clicking **Delete**, the *Delete* screen appears as shown below. Provide *Comments* (these are required). Optionally, click the checkbox to delete all documents associated with the request. Click **Delete** to commit the delete action. 
Delete All	Delete ALL requests matching the search results (even if the request is not checked). The same *Delete* screen appears for adding comments, which are required.
View Request Details	View a limited version of the Request Details, as shown below: 

Retention Action	Description
Restore	Restore the Request to the previous status. The following screen appears for providing *Comments* (these are required). Click **Restore** to commit the restore action. 
Archive Details	View archive details for the selected Request. The *Archive Details* screen appears with all archive records listed. Select an archive detail item and click **View Details** to view the item details: 

Retention Action	Description
Print/Print All	Click **Print** to output the search results in a table format, as shown below. Use **Print All** to print results from all pages.

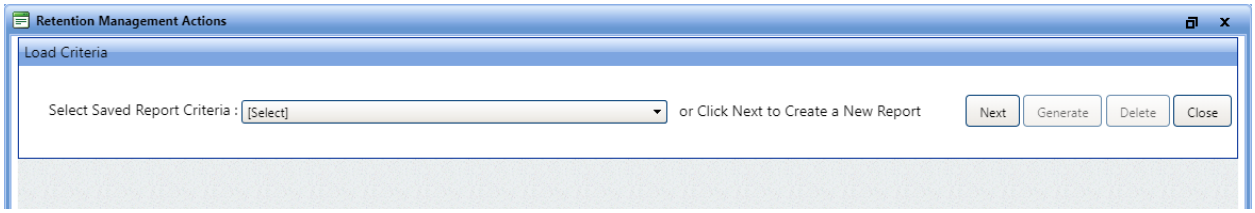
Print Close

Request #	Request Type	Requester	Organization	Primary User	Expired Date	Marked Date	Deletion Days	Disposition Type	RM Status
2018-FOIA-00017	FOIA/PA	A, OAMA		M, Ambica	07/09/2019	05/14/2020	0	Destroy	Ready for Deletion
2018-FOI-HQ-00136	FOIA	Request, New		Milbourne, Marcus	11/29/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-LIT-00036	Litigation	Mekala, Ambica		Admin, Admin	09/24/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-FOI-HQ Testing-00150	FOIA	Edvard, Mark	AIS LLC	M, Ambica	10/22/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-RTSS-00007	New RTSS	parker, peter		Y, Akhila	12/12/2017	01/07/2019	499	Archive	Archived
2018-RTSS-00004	New RTSS	Reddy, M		Y, Akhila	09/30/2018	01/07/2019	499	Archive	Ready for Archiving
2018-FOI-Dash_AO-00107	FOIA	parker, Tony		Agarwal, Riya	04/17/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-APP-Dash_AO-AY-00015	Appeal	stark, paul		Y, Akhila	01/11/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-YA AO- AO00001	Appeal RA	Marsh, Mitchell	CA	Y, Akhila	12/18/2017	01/07/2019	499	Destroy	Ready for Deletion
2018-FOI-HQ Testing-00073	FOIA	Bath, laura	AIS INC	M, Ambica	03/02/2018	01/07/2019	499	Destroy	Ready for Deletion
2018-LIT-00021	Litigation	In response to this requi. In response to this requi		Y, Akhila	10/01/2018	01/07/2019	499	Archive	Ready for Archiving
2018-APP-MARAD OCOO-DM-00005	Appeal	Kyle, Mills	MIK ORG	Admin, Admin	12/28/2017	01/07/2019	499	Destroy	Ready for Deletion
2018-APP-MARAD OCOO-DM-00003	Appeal	Kyle, Mills	MIK ORG	Admin, Admin	12/28/2017	01/07/2019	499	Destroy	Ready for Deletion
2018-FOI-AO 55 Code-00057	FOIA	Root, Jonathan	Ais	Y, Akhila	09/30/2018	01/07/2019	499	Destroy	Ready for Deletion
2017-RTI-00003	Request1	Mitchell, Bartner	BJM ORG	Admin, Admin	10/01/2018	01/07/2019	499	Destroy	Ready for Deletion
2017-FOI-MARAD OCOO-00101	FOIA	Kyle, Mills	MIK ORG	Indraganti, Sreekanth	10/01/2018	01/07/2019	499	Destroy	Ready for Deletion
2017-CON-00042	Consultation	Mills, Kyle		Indraganti, Sreekanth	09/30/2016	01/07/2019	499	Archive	Ready for Archiving
2017-CON-00041	Consultation	Mills, Kyle		Indraganti, Sreekanth	11/30/2017	12/18/2017	884	Destroy	Ready for Deletion
2017-RT-00001/RA	RA Request	Watson, Sophie		Admin, Admin	09/25/2017	01/07/2019	499	Destroy	Ready for Deletion
2017-FOI-00038-BK	FOIA	Kruzinger, Rebecca	AINS	Kruzinger, Becca	10/02/2017	01/07/2019	499	Destroy	Ready for Deletion

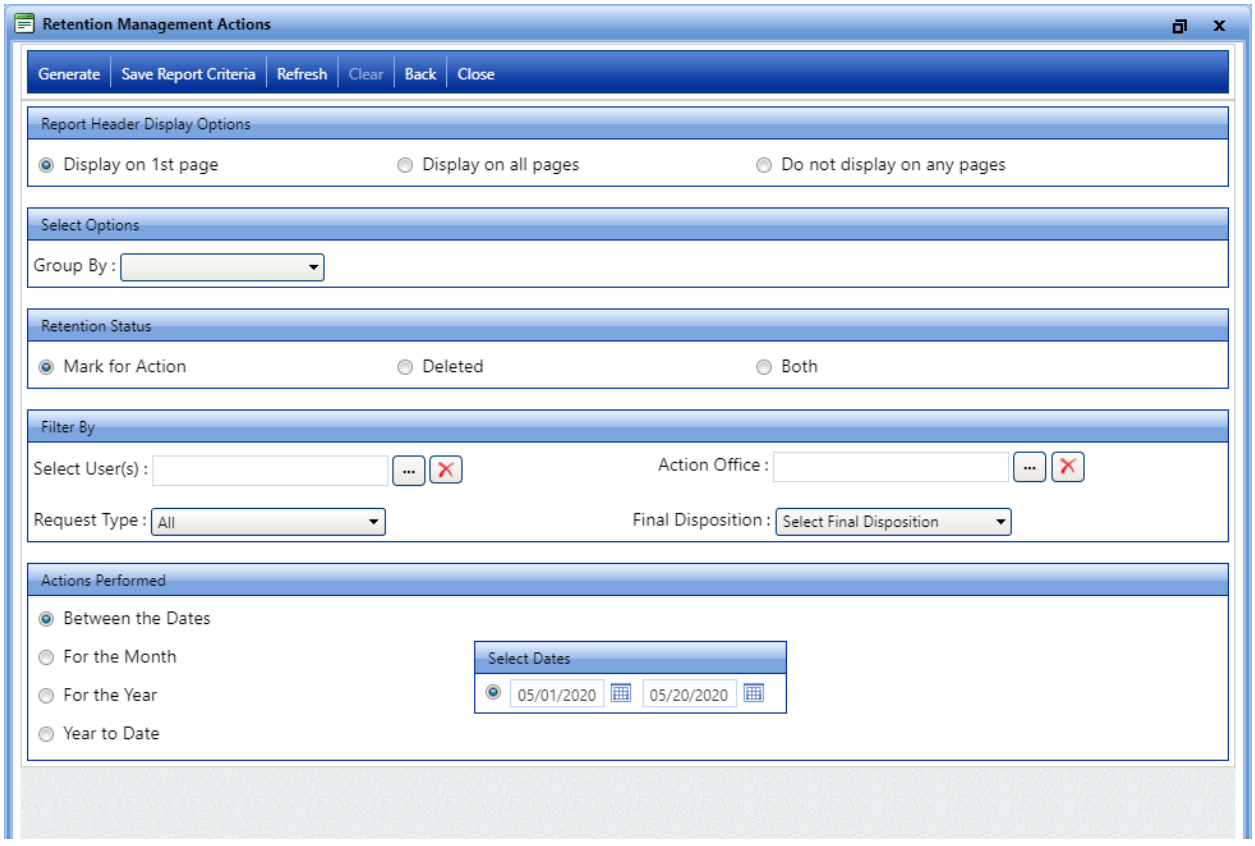
5 Retention Management Actions Report

All Retention Actions are logged in the system. These actions can be reported quickly and easily using the *Retention Management Actions Report*. To view a Retention Management Actions Report,

1. Navigate to **Administration > Retention Module > Retention Management Actions Report**. The *Retention Management Actions* screen appears:

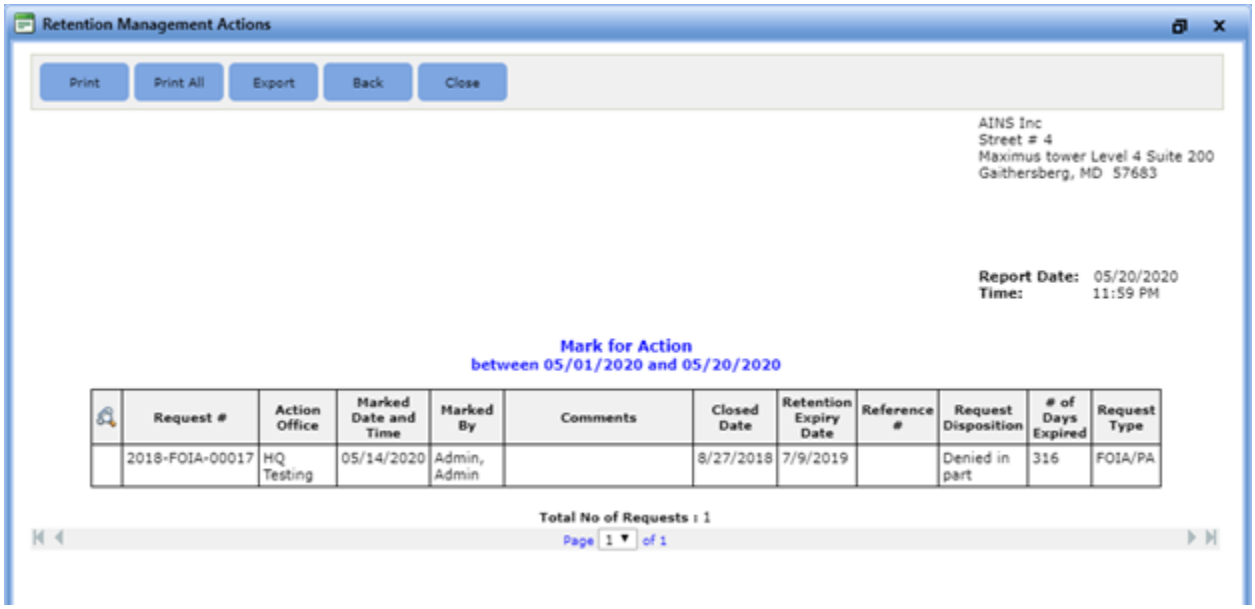


2. You have the option to select a saved report under the *Select Saved Report Criteria* drop-down. Otherwise, click **Next** to create a new report.
3. After clicking **Next**, the *Retention Management Actions* report appears as shown below:



4. Use the options on this screen to configure the report output. There are Report Header Display Options, Group By, Filter By, Retention Status and Select Dates for the Actions Performed.

5. Click **Generate** to generate the report output. You can also click **Save Report Criteria** to save this report for later use (selected in Step 2 above). A sample report output is shown below:



6. There are options to **Print** and **Export** the report. Click **Close** to close the report output.