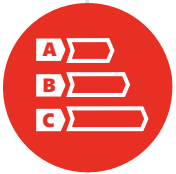
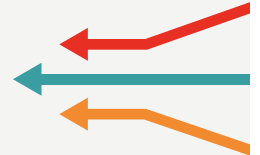


## SCENARIO

Ernie is asked to store specifically tagged documents as records after a specific period since last access.



**Step 1:** Upon looking through SharePoint, he discovers that the majority of the content is tagged with the default values of the classification option.

**Step 2:** Since the organization just purchased Compliance Guardian, Ernie uses it to scan all of his content and automatically update the tags with the correct values based on the contents of the document.



**Step 3:** Now that all content is tagged and classified, Ernie is able to archive files as records, moving them into long-term cold storage with higher levels of permissions to better protect those files for the required time.



### Your IT Administrators

Can quickly manage and maintain classification standards across all content in large batches.



### Your Compliance Team

Easily complies with complex records regulations.



### Your Organization

Establishes standardized content types and classification.