

What is electronic document retention?

DRM (digital rights management) systems play a valuable role in the lifespan of an electronic document. This is possible because such systems can enforce the retention period of documents. How many times have we seen vital documents falling in wrong hands? Who is to be blamed? Is it the system or the persons in charge of the system? The truth is that your security can only be as strong as the guards who are managing your security.

The documents that have fallen in wrong hands were never intended for them, yet it managed to fall in their hands. The same holds true for electronic documents too, the only difference being that they can travel immense distances in the blink of an eye, thanks to the internet. While the speed at which they can travel to various destinations gives these electronic documents an advantage over their paper counterparts, the chances of abusing the same also increases with the electronic version.

For the simple reason that it can travel over continents in a second, means your competitor can access your valuable documents at the same time you can. Is this not reason enough to protect your electronic documents properly? Most presentations and text files are sent across to others in the form of a pdf file. Till recently the one and only way of protecting these pdf files were by password protection.

This technology has become outdated and there are many password-cracking softwares available that can decipher the toughest of passwords in a matter of minutes. This issue is handled adeptly by the EDR (electronic document retention) systems. This system ensures that the electronic documents cannot be created without setting certain rules for the same.

One has to set who has got the right to view those documents, who has got the right to view and even alter the documents and what is the lifespan of the document. This protection should be implemented in documents that are in the office, those that are leaving the office and even those documents that are coming to the office from other places. It sort of makes all documents foolproof against spying eyes. Suppose that you want to hold an urgent meeting after an hour.

The document should have encoding that will permit it to be viewed only by those who have been invited to the meeting. There is no point in setting a code that will allow certain viewers to edit the document… this is a meeting and all have to attend. Since the meeting starts in one hour, the expiration time and date of the document can be set to 70 minutes after creation. At the end of that time the electronic document will cease to exist. These wonders can be achieved by systems using DRM software.

About the Author

Most people do not know the values of [document security](#). [Protect pdf](#) files by using [drm software](#).

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