



TITUS CLASSIFICATION CONTROLS CONFIDENTIALITY, DISTRIBUTION & RETENTION OF DOCUMENTS & EMAIL MESSAGES

Titus Classification & Labeling allows you to:

- *Classify information for easier categorization and sort/search*
- *Address growing need to protect sensitive information*
- *Facilitate compliance issues surrounding the retention, protection and archiving of email & document content*
- *Allow administrators to build rules to better manage & protect document & email content*
- *Control the flow of proprietary information and IP out of the enterprise*
- *Key contributor to an Information Asset Classification Process*

Customers Include:

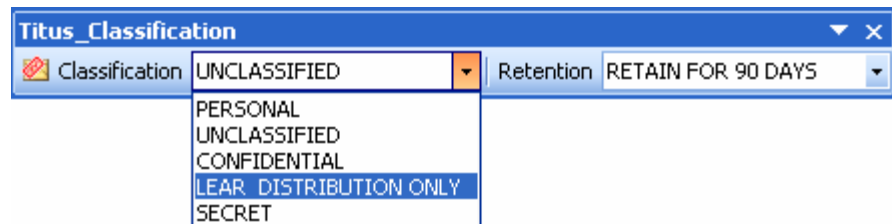
- **US Army Forces Command (FORSCOM)**
- **John Hopkins University**
- **Fife Constabulary**
- **Eurofighter**

The Titus Document & Email Classification suite provides the ability to Classify email and documents at time of creation/sending to maintain accurate & auditable, user-driven security & retention policies.

The family of Classification tools includes:

- **Document Classification** for Microsoft Word to allow management of corporate documents
- **Message Classification™** for Outlook & OWA
- **MessageRights™**, an Outlook based client which includes the ability to restrict the distribution of sensitive email
- **Rights Gateway™** which allows administrators to stop sensitive, confidential or classified information from being distributed to unauthorized individuals and domains.

The Classification or "Label" generated usually describes a ranked level such as "Unclassified", "Internal Use Only", "Secret" or "Restricted". However the classification can also be action-based; describing what kind of actions should be taken based on labels such as "Retain 30 days", "Retain 90 days", "Archive". Classification Systems are often also used to enforce internal ethical walls by preventing sensitive information from being shared inappropriately. A classification label such as "Mergers and Acquisition Dept Only" used in conjunction with a 'Safe Recipient' list will help ensure that sensitive information is restricted to groups of users with "need to know".



Used in conjunction with a Digital Rights Management System (such as Microsoft RMS), documents & email can be properly protected based on Classification, ensuring that only certain users have rights such as "View", "Forward", "print" etc.

Classifications can specify retention periods to ensure that sensitive emails are not inadvertently deleted while still under one or more legal embargos. For example, email classification labels such as "Retain for 3 years" or "Retain for 90 days" can be read by server-based email archiving systems, which can ensure that the emails are retained for the desired period.

This ability to Classify or Label documents can have several important applications, for example:

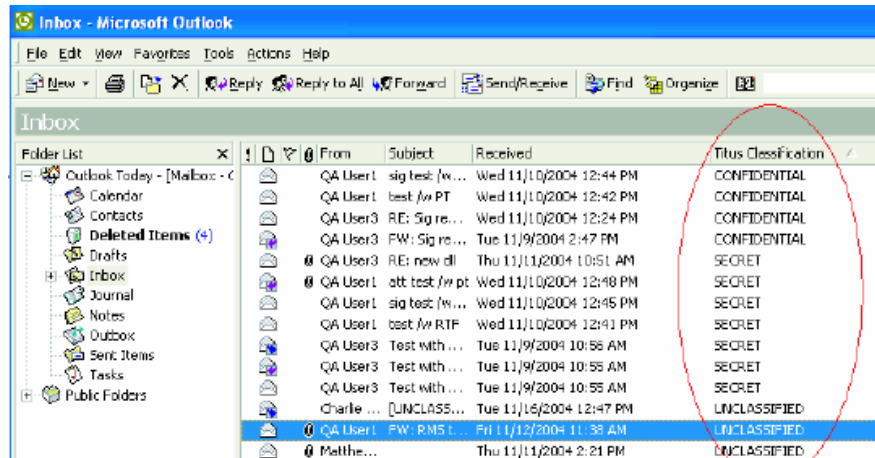
- **can be used in a sensitive or secure environment.** The user can indicate the classification of the document (such as Secret, Top Secret, Company Confidential, etc) and it can then be reflected in the header / footer or watermark of the document. These labels are completely customizable and can be changed to suit your environment. For instance, the list of labels could be changed to Internal Use Only, Confidential, Restricted etc. The label is inserted as a custom property of the document and as such can be used to search for documents. For example, administrators can quickly locate all CONFIDENTIAL documents on their network.
- **can be used for document retention or archiving.** In situations where enterprises are required by law to archive certain documents, such as the new compliance legislation in the financial industry, users could use Document Classification to label their documents

More Information:
www.re-soft.com/titus

Integrates into:

- Outlook 2000, XP, 2003
- Word XP, 2003
- Sharepoint Document Libraries
- Microsoft Rights Management Server (RMS)

for retention. Possible labels could include "Retain 90 days", "Archive" or "Client Confidential" etc.



Classification labels become metadata attached to messages or documents

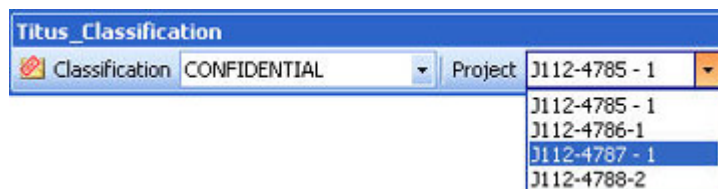
- **can be used in environments requiring multi-level security such as military or intelligence environments.** Multi level security allows documents of different classification levels to be stored on the same physical network. Integration with Microsoft Rights Management provides encryption based security to ensure only authorized personnel can view certain documents.
- **can automatically insert the name of the current user in the document watermark** to track the person that printed the document.

Financial Services Applications:

MessageRights can force users to insert labels related to email sensitivity, email retention, and email distribution. MessageRights can also restrict distribution of messages via safe recipient lists. Classifying email facilitate enterprises compliance with regulations such as Sarbanes-Oxley, SEC Rule 17a-4, Rule 204-2, as well as NASD Rule 2210, 3110 and NYSE Rule 440.s

Government Applications:

MessageRights supports dynamic labels. Each user sees labels that are related to their work. Users can select from labels representing their current projects or cases. Labels are displayed based on group membership in Microsoft Active Directory. Labels can also be used to indicate the sensitivity/ security of emails.



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