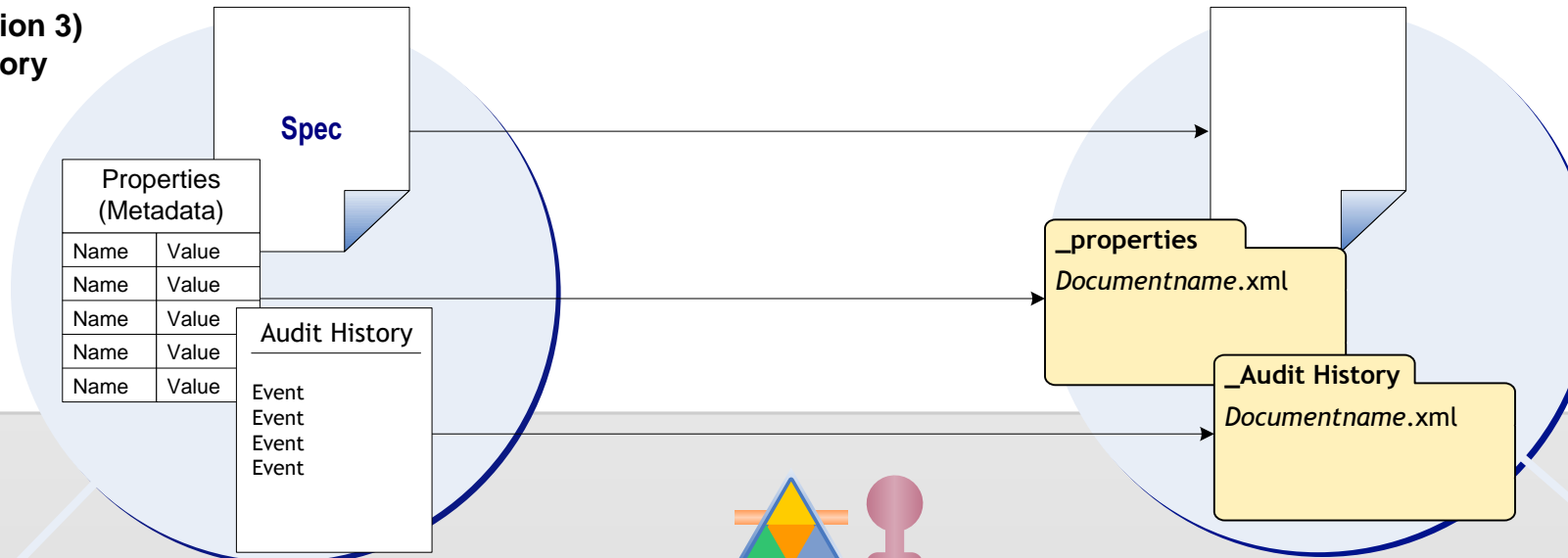


Using Record Repository Features in Windows SharePoint Services (version 3) and SharePoint Server 2007

Microsoft® Windows® SharePoint® Services (version 3) and Microsoft® Office® SharePoint® Server 2007 include features that enable you to move your important documents from the collaborative SharePoint site environment to a more long-term, tightly controlled content repository. The Windows SharePoint Services (version 3) Official File Web service enables you to send documents from SharePoint sites to a central records repository. The Web service has been designed to work with third-party document repositories, as well as SharePoint record repository sites. The Record Repository site template included in SharePoint Server 2007 lets you create a specialized SharePoint site to act as your records repository.

How Windows SharePoint Services (version 3) Sends Document to the Records Repository

Windows SharePoint Services (version 3) creates a hash table from the document metadata and sends the document, the hash table, and the document audit history to the records repository. Windows SharePoint Services (version 3) specifies the document's content type as its record series name.

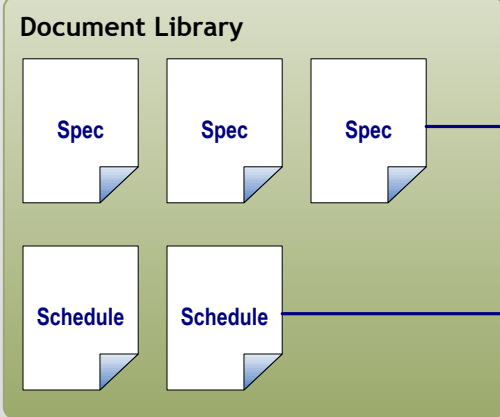


How SharePoint Server 2007 Acts as a Records Repository

SharePoint Server 2007 includes a special template for provisioning a records repository site. Each record series is stored in a separate document library. These libraries can be assigned all the document management features of a typical document library, such as metadata columns, content types, workflows, and policies.

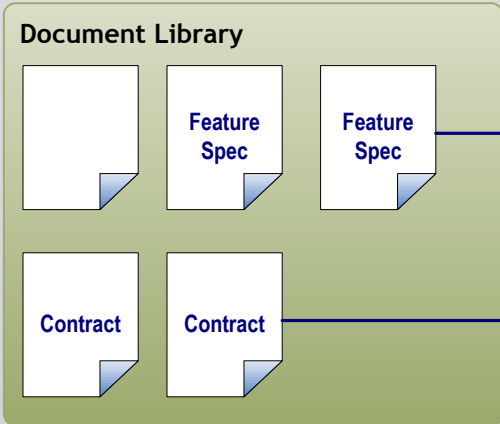
Document metadata and audit history are stored as files, named for the document, in separate sub-folders.

Site Collection



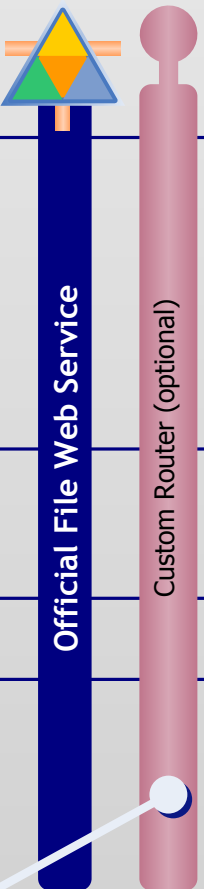
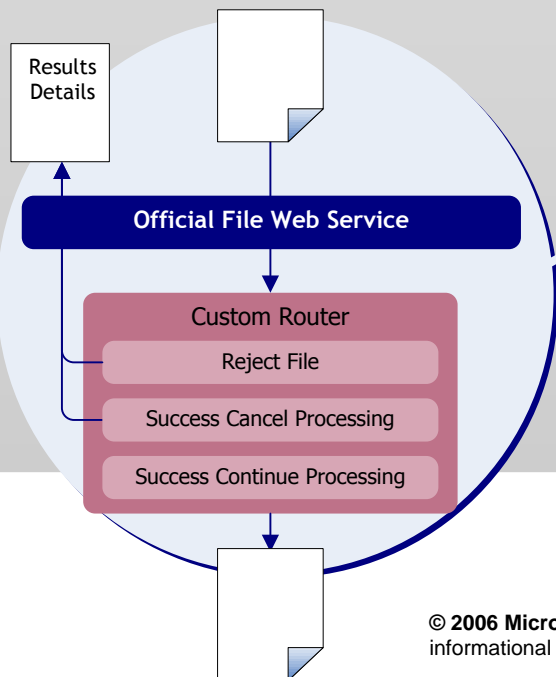
Multiple document libraries can submit files to the same record series locations.

If a library supports multiple content types, it can submit documents of different record series types.



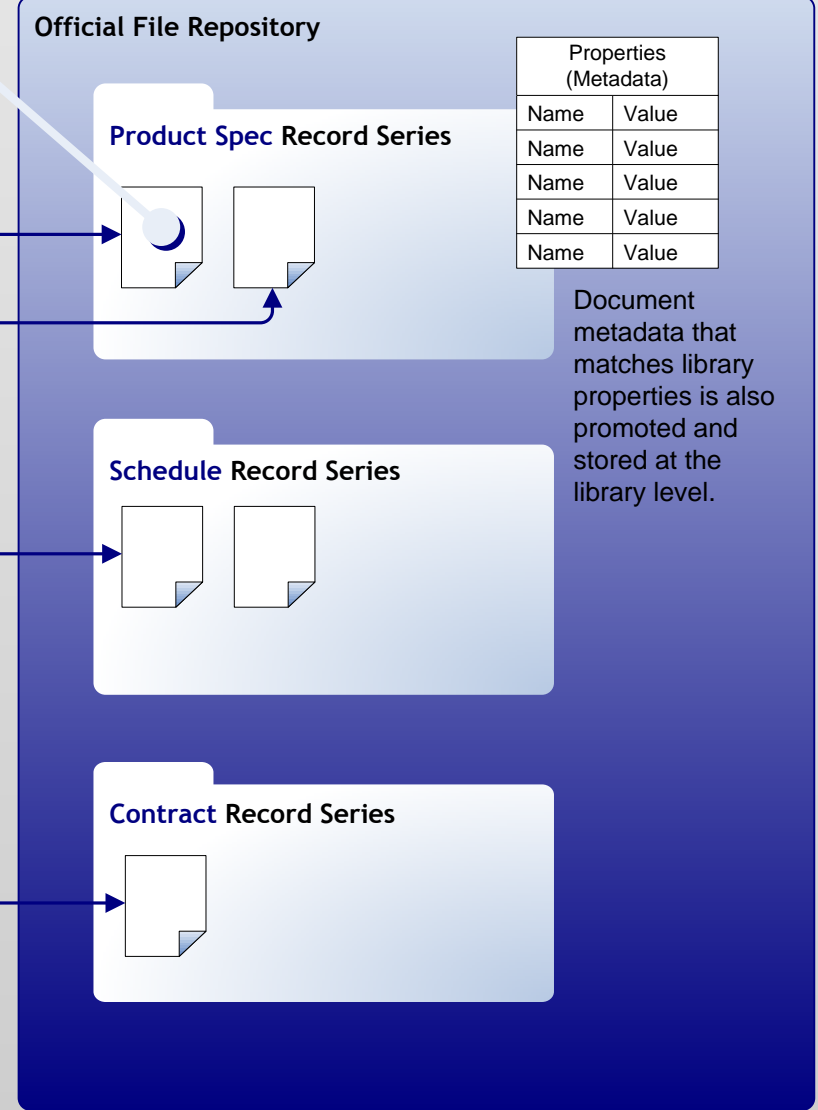
Specifying Custom Routing Processing

SharePoint Server 2007 enables you to specify custom routing processing through a custom router interface. This includes custom processing in addition to or in place of the site's normal routing behavior. Your custom router adheres to the interface, and returns a predefined result, along with optional results data.



<record series name = "Spec">

Record Series Mapping Table			
Name	Description	Location	Aliases
Product Spec	text	url	Spec, Feature Spec
Schedule	text	url	
Contract	text	url	



Document metadata that matches library properties is also promoted and stored at the library level.

The record repository site template takes the document record series name and matches it to a document library using the Record Series Table. Each record series can have multiple aliases, so multiple content types can be stored in a single document library.