US 20060106813A1

(19) **United States**

(12) **Patent Application Publication** (10) **Pub. No.: US 2006/0106813 A1**

Blumenau et al. (43) **Pub. Date: May 18, 2006**

(54) **SYSTEMS AND METHODS FOR PROPAGATING CATEGORIZATION INFORMATION WITH A DIGITAL ASSET**

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(21) Appl. No.: **11/283,245**

(22) Filed: **Nov. 17, 2005**

Related U.S. Application Data

(60) Provisional application No. 60/628,806, filed on Nov. 17, 2004.

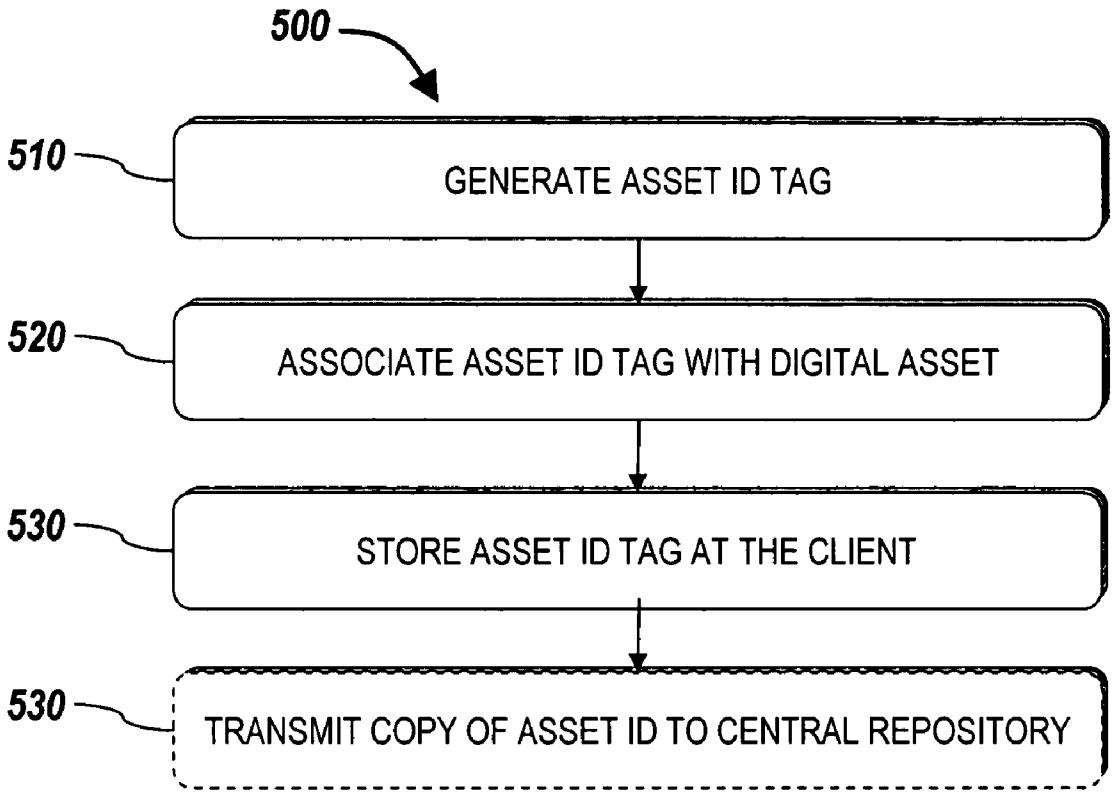
Publication Classification

(51) **Int. Cl.**
G06F 17/30 (2006.01)

(52) **U.S. Cl.** **707/10**

(57) **ABSTRACT**

Systems and methods for managing digital assets in a distributed computing environment are described. Meta-data for the digital assets is stored separately from the digital assets. Meta-data for some of the digital assets is copied and stored at a central location. Meta-data for the digital assets is generated by clients of the system.



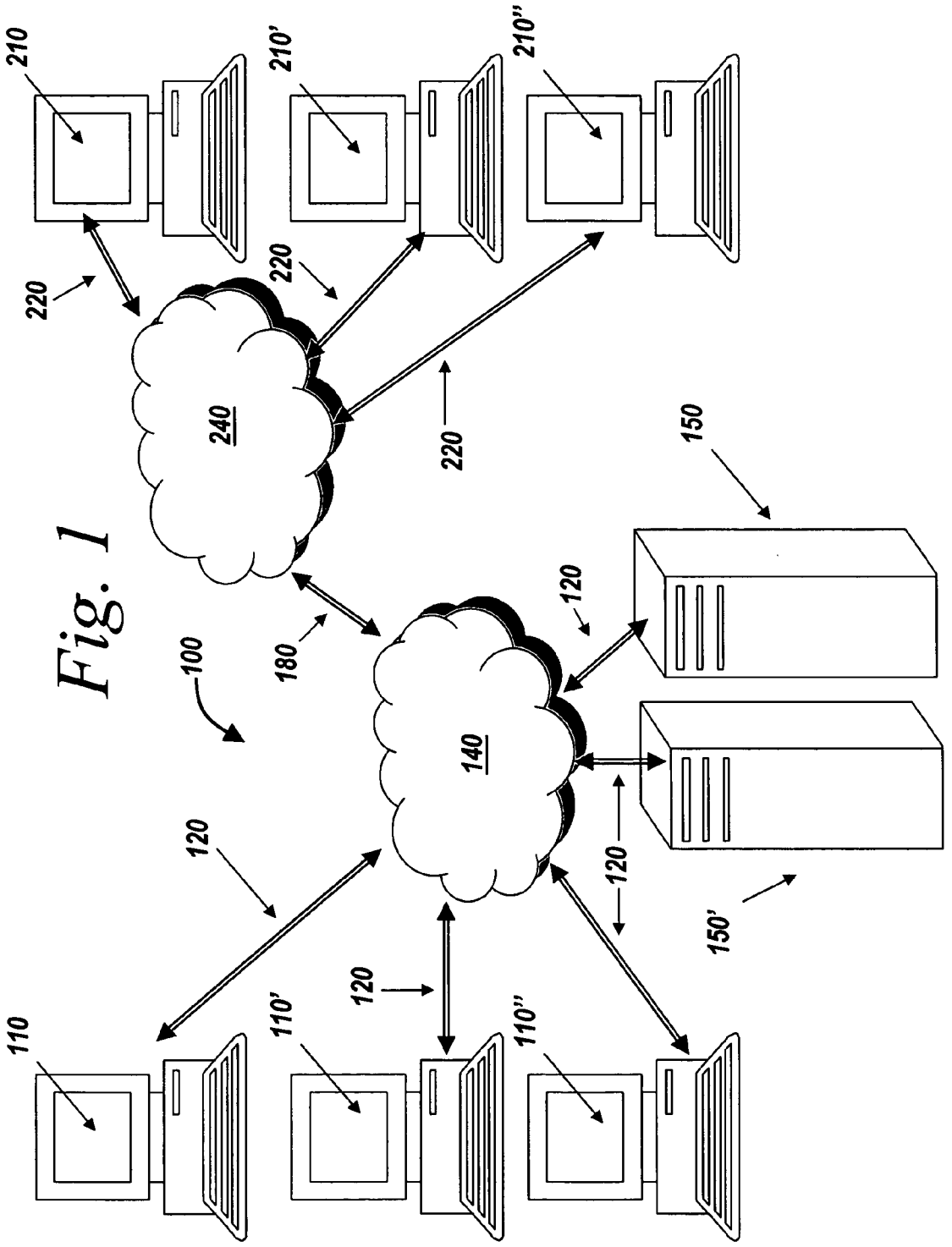

210
210'
210''
220
220
220
240
150
120
180
100
140
120
120
120
150'
110
110'
110''

Fig. 1

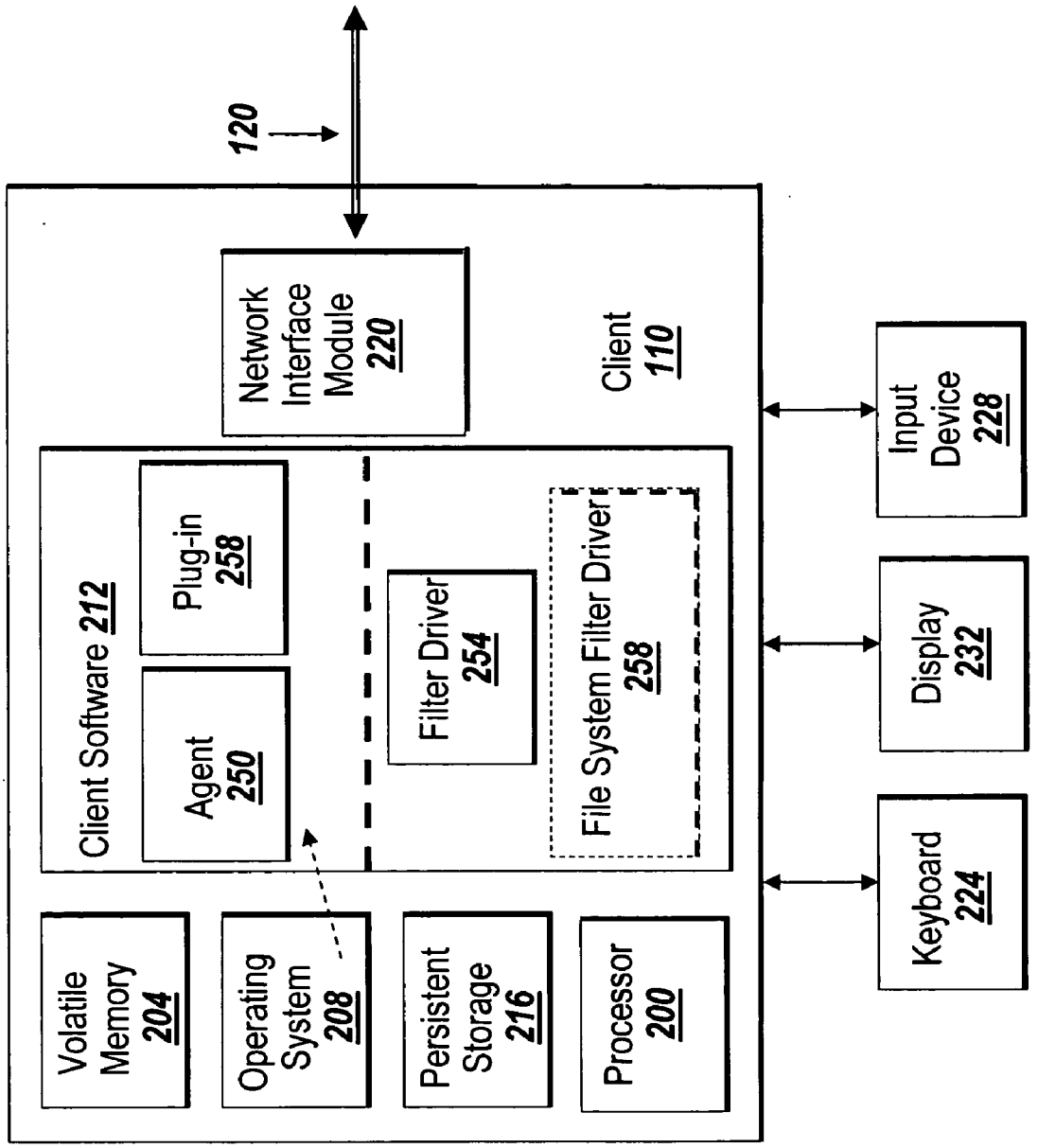

120
Network Interface Module 220
Client 110
Client Software 212
Plug-in 258
Agent 250
Filter Driver 254
File System Filter Driver 258
Volatile Memory 204
Operating System 208
Persistent Storage 216
Processor 200
Input Device 228
Display 232
Keyboard 224

Fig. 2

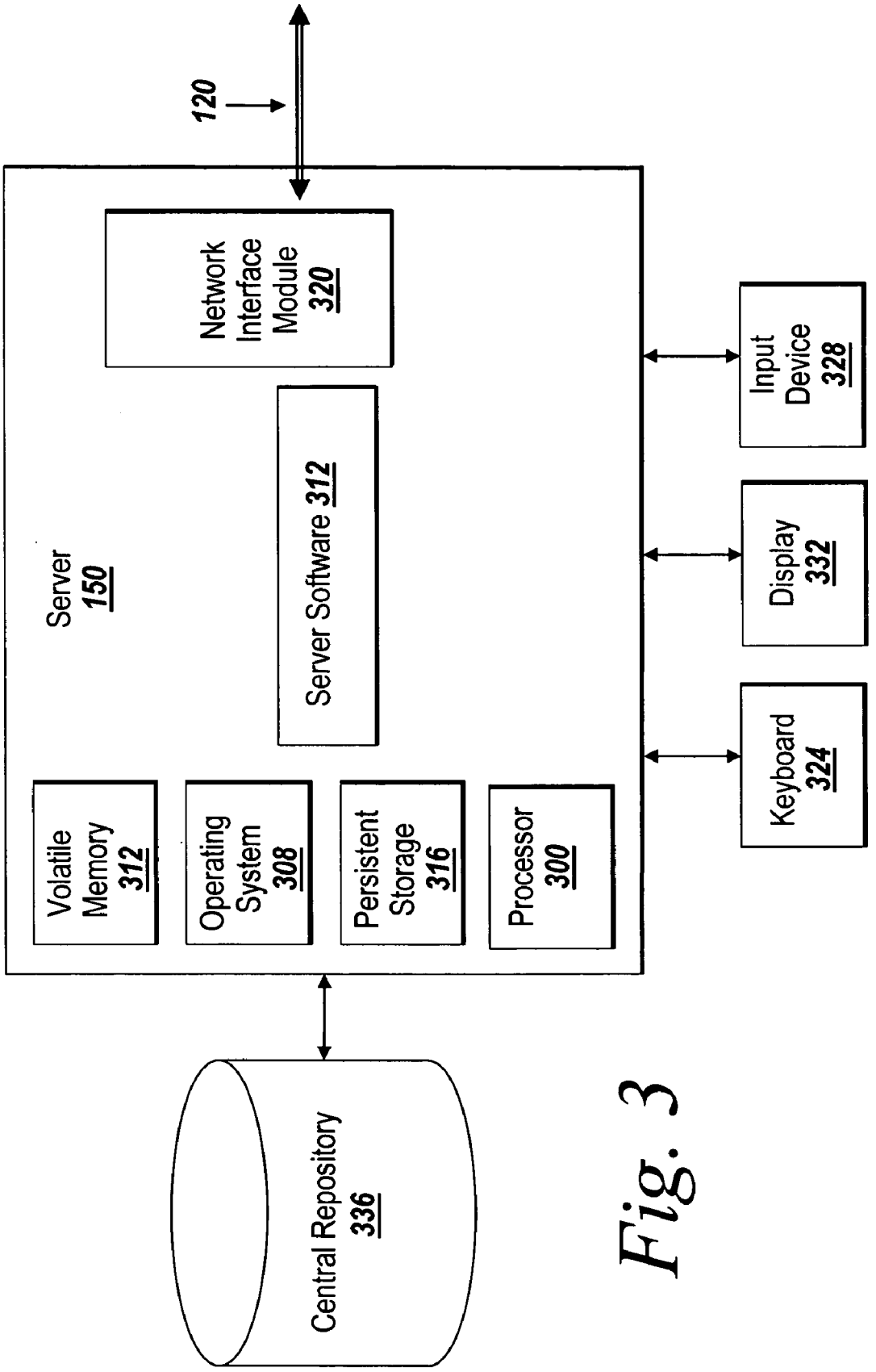

120
Network Interface Module 320
Server 150
Server Software 312
Volatile Memory 312
Operating System 308
Persistent Storage 316
Processor 300
Input Device 328
Display 332
Keyboard 324
Central Repository 336

Fig. 3

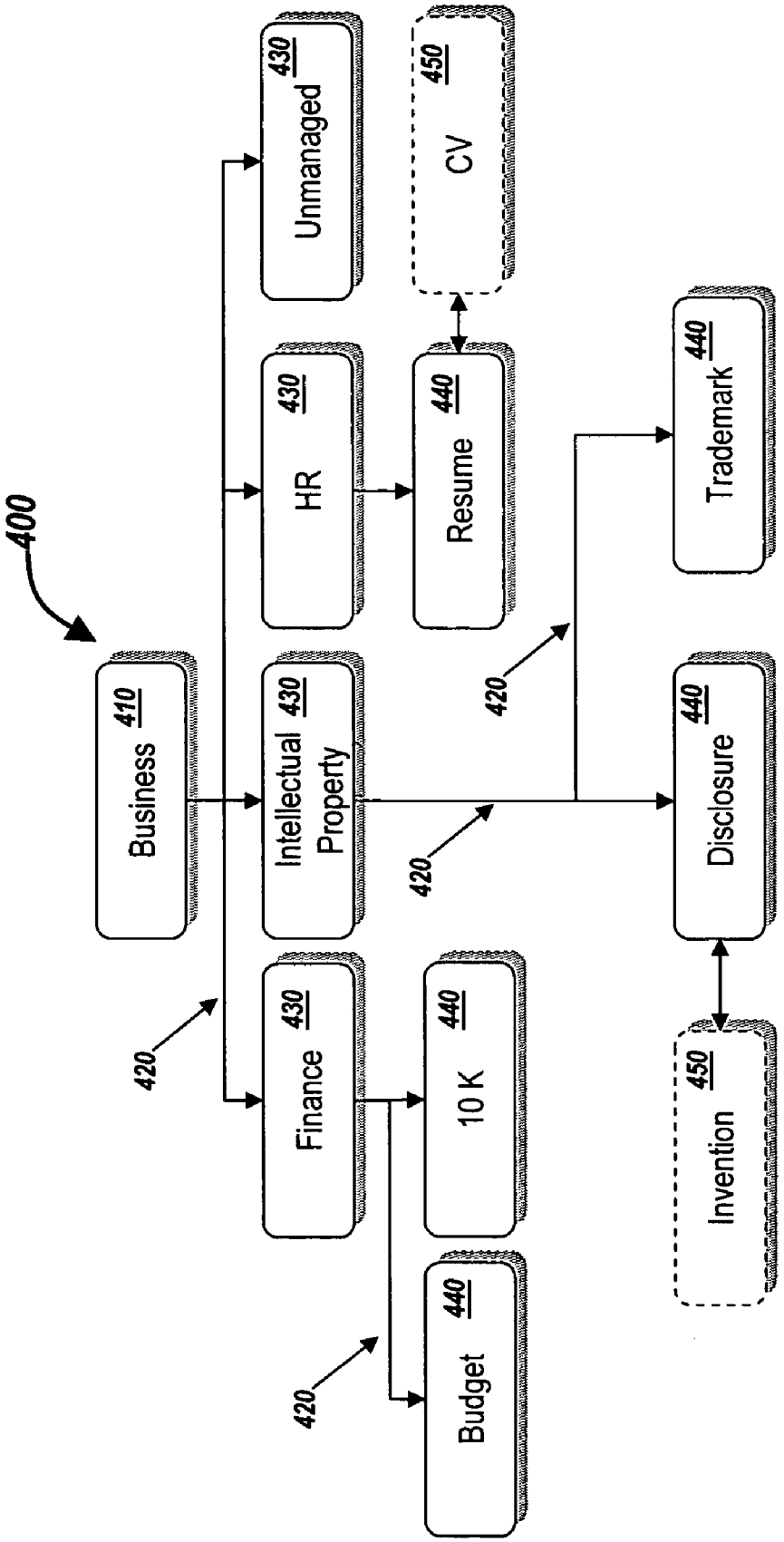

400
Business 410
Intellectual Property 430
Finance 430
HR 430
Unmanaged 430
Resume 440
CV 450
Trademark 440
Disclosure 440
Invention 450
10 K 440
Budget 440
420
420
420
420

Fig. 4

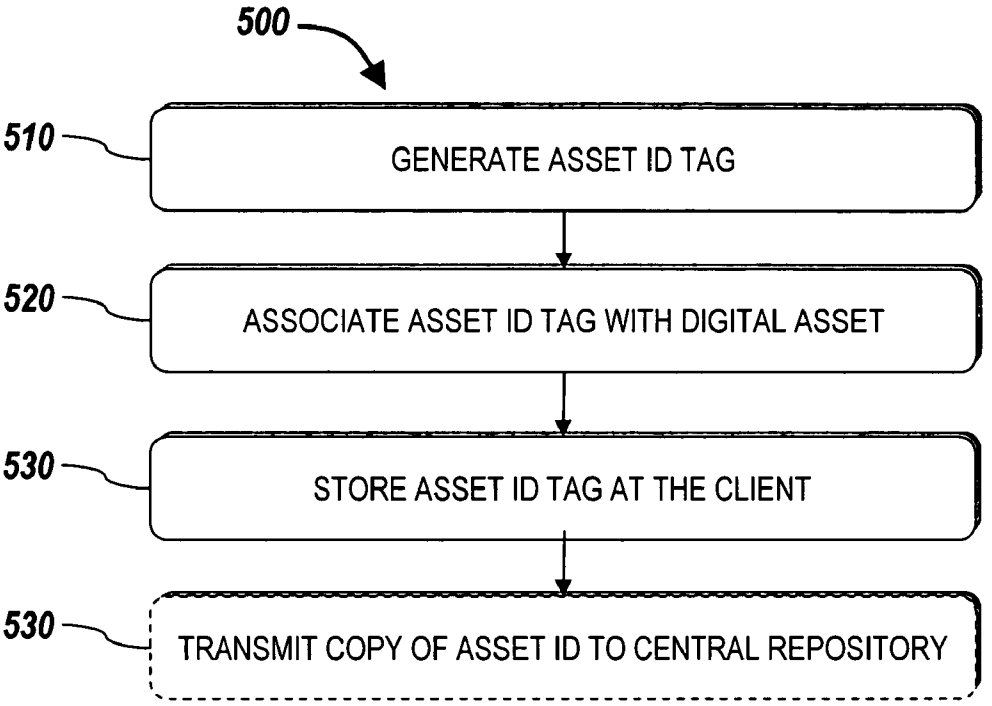


Fig. 5

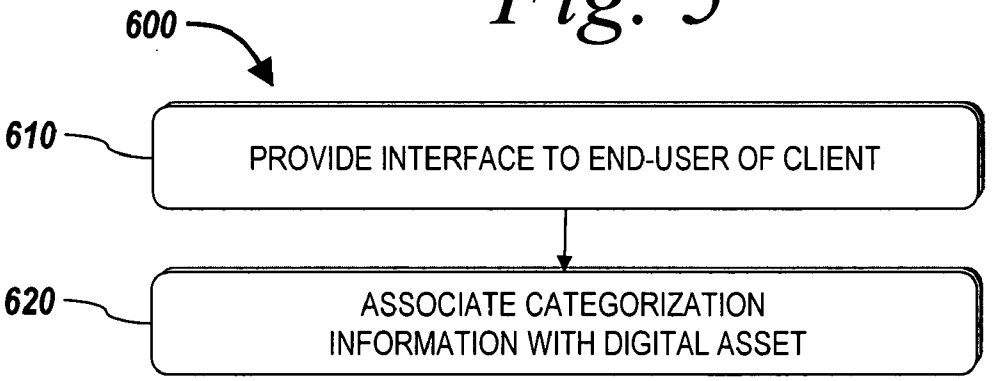


Fig. 6

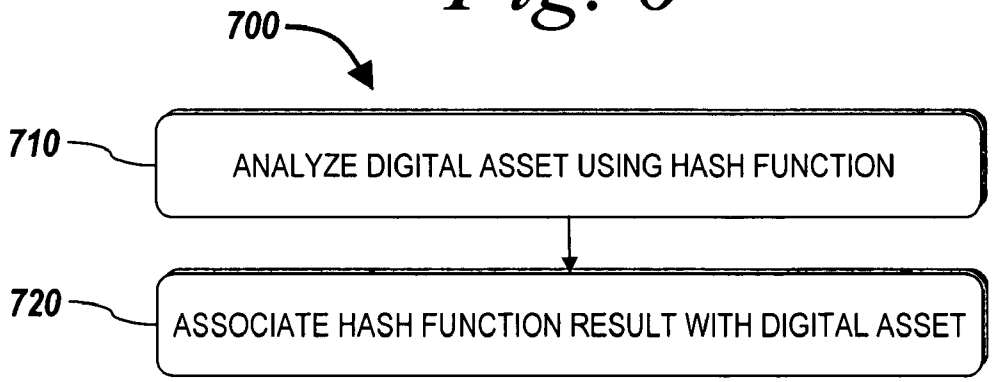


Fig. 7

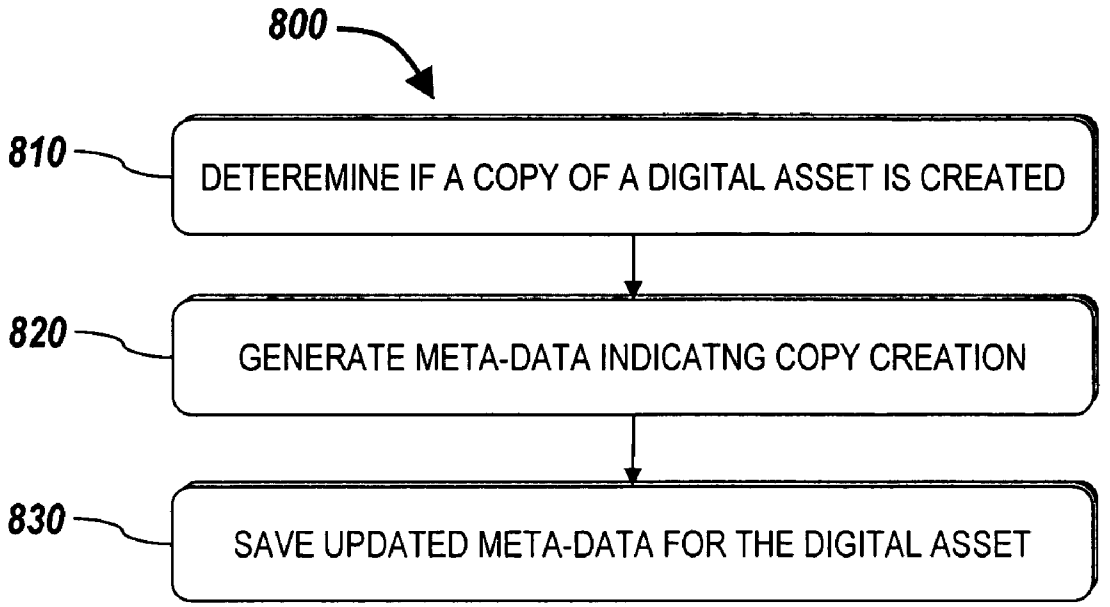

800
810
DETEREMINE IF A COPY OF A DIGITAL ASSET IS CREATED
820
GENERATE META-DATA INDICATNG COPY CREATION
830
SAVE UPDATED META-DATA FOR THE DIGITAL ASSET

Fig. 8

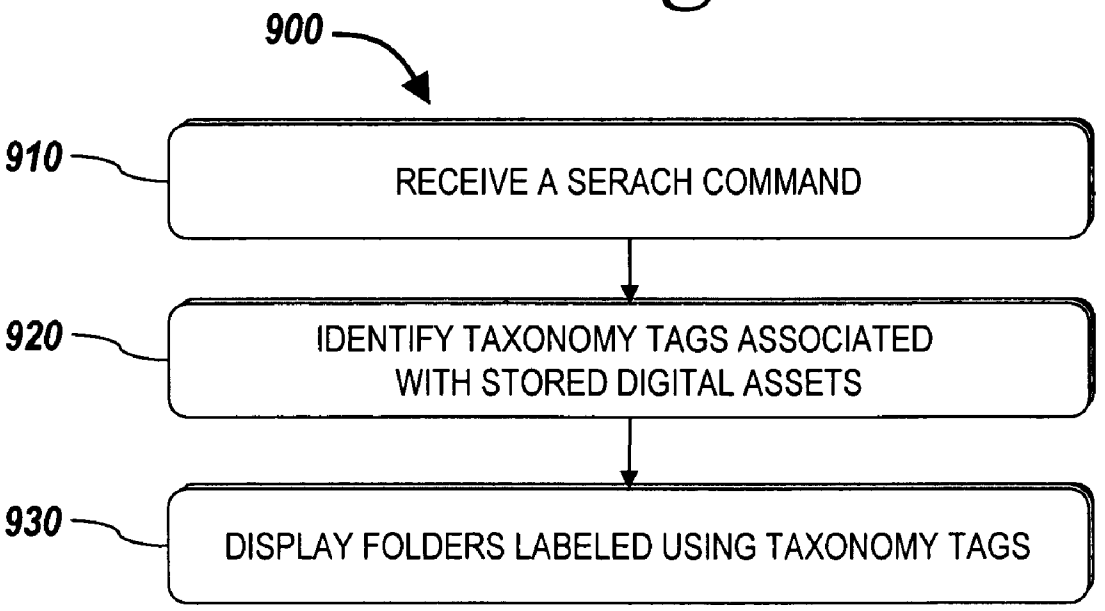

900
910
RECEIVE A SERACH COMMAND
920
IDENTIFY TAXONOMY TAGS ASSOCIATED WITH STORED DIGITAL ASSETS
930
DISPLAY FOLDERS LABELED USING TAXONOMY TAGS

Fig. 9

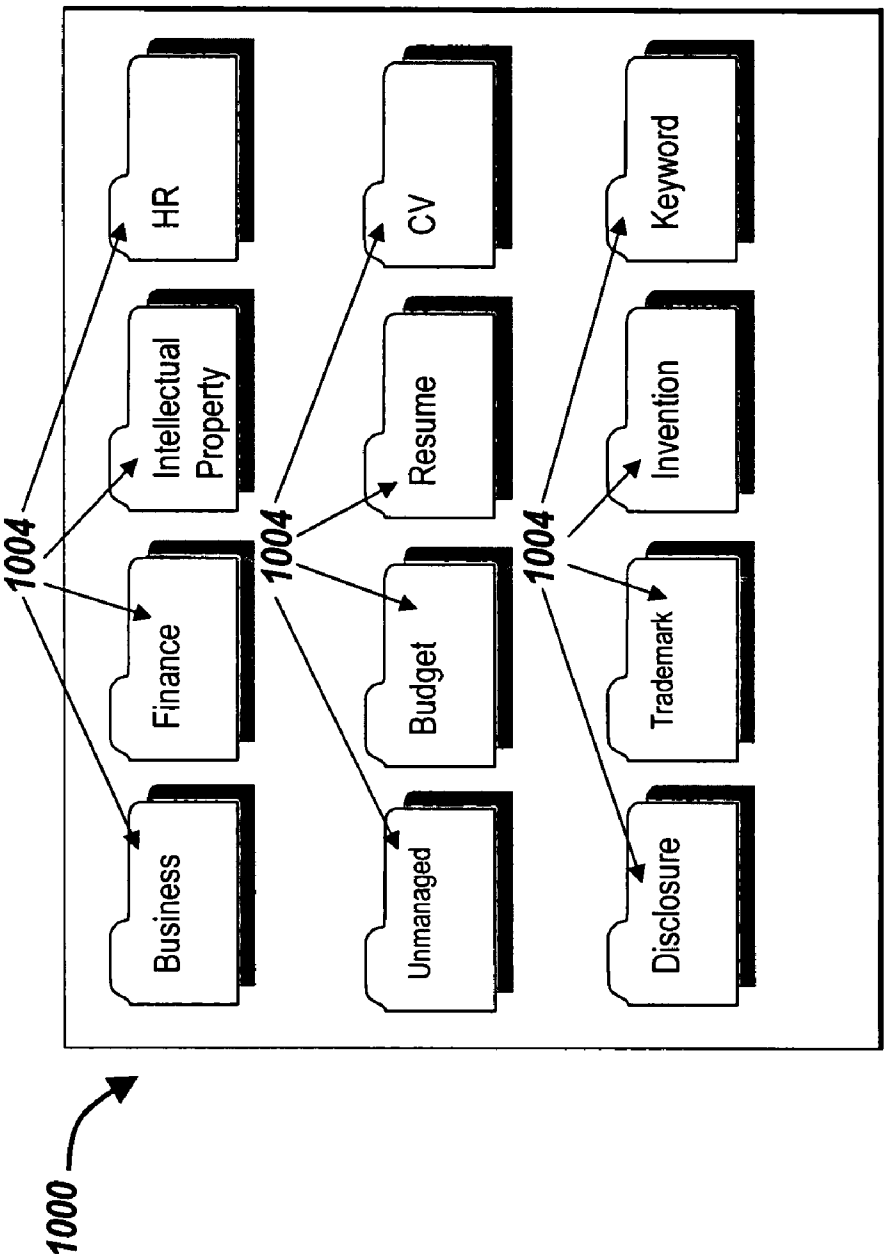

1000
1004
1004
1004
HR
Intellectual Property
Finance
Business
CV
Resume
Budget
Unmanaged
Keyword
Invention
Trademark
Disclosure

Fig. 10

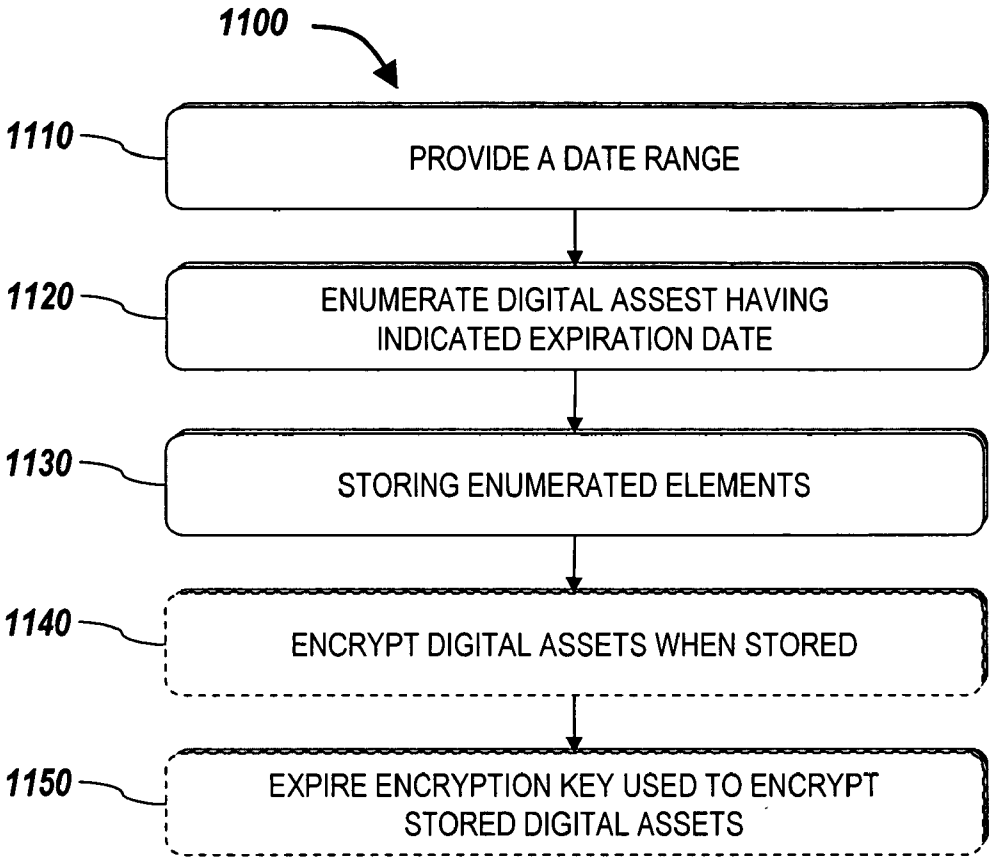

1100
1110
PROVIDE A DATE RANGE
1120
ENUMERATE DIGITAL ASSEST HAVING INDICATED EXPIRATION DATE
1130
STORING ENUMERATED ELEMENTS
1140
ENCRYPT DIGITAL ASSETS WHEN STORED
1150
EXPIRE ENCRYPTION KEY USED TO ENCRYPT STORED DIGITAL ASSETS

Fig. 11

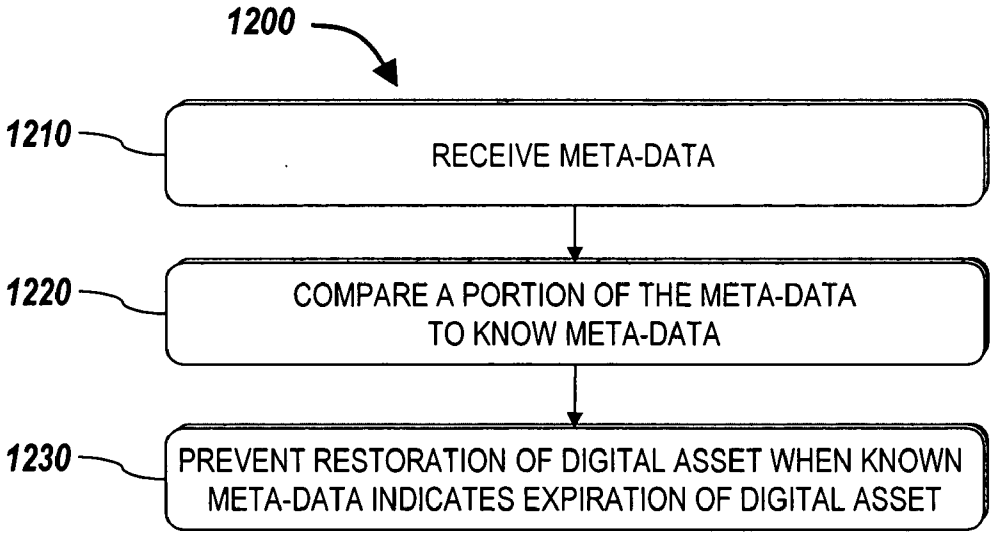

1200
1210
RECEIVE META-DATA
1220
COMPARE A PORTION OF THE META-DATA TO KNOW META-DATA
1230
PREVENT RESTORATION OF DIGITAL ASSET WHEN KNOWN META-DATA INDICATES EXPIRATION OF DIGITAL ASSET

Fig. 12

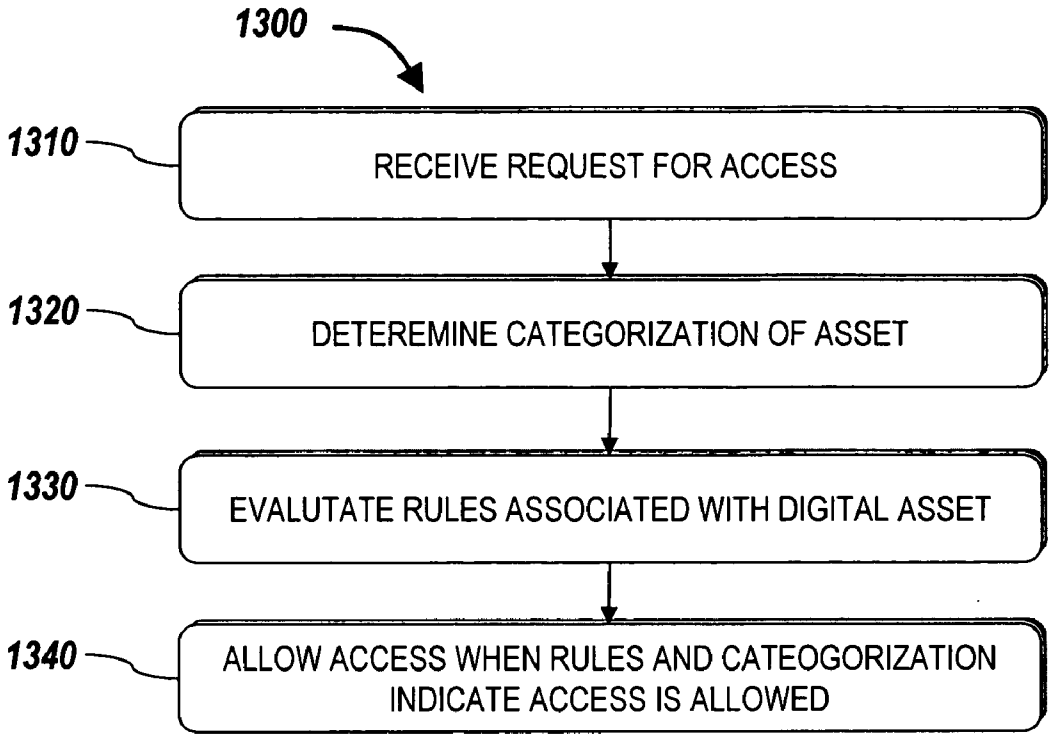

1300
1310
RECEIVE REQUEST FOR ACCESS
1320
DETEREMINE CATEGORIZATION OF ASSET
1330
EVALUTATE RULES ASSOCIATED WITH DIGITAL ASSET
1340
ALLOW ACCESS WHEN RULES AND CATEOGORIZATION INDICATE ACCESS IS ALLOWED

Fig. 13

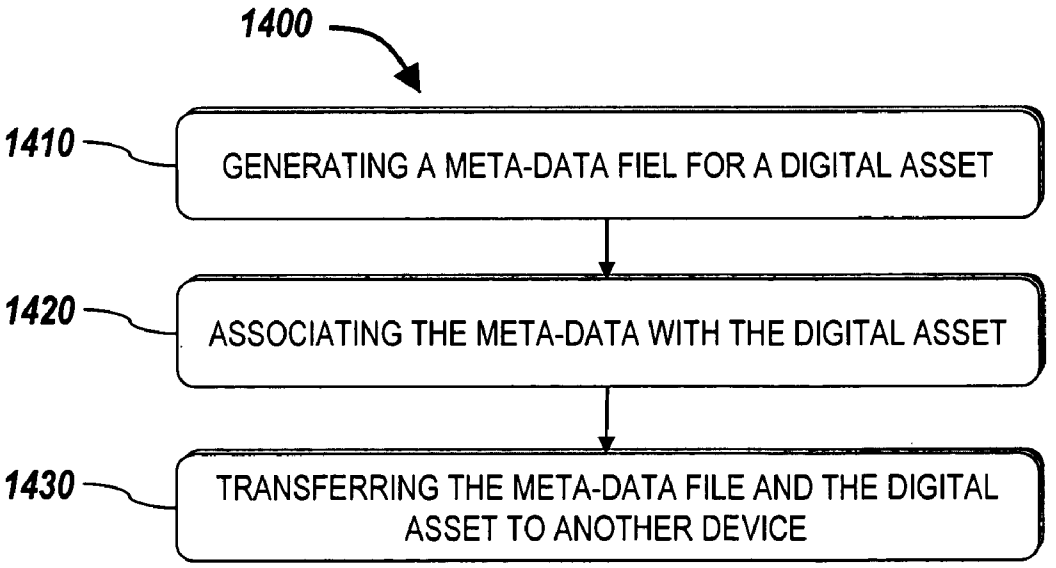

1400
1410
GENERATING A META-DATA FIEL FOR A DIGITAL ASSET
1420
ASSOCIATING THE META-DATA WITH THE DIGITAL ASSET
1430
TRANSFERRING THE META-DATA FILE AND THE DIGITAL ASSET TO ANOTHER DEVICE

Fig. 14

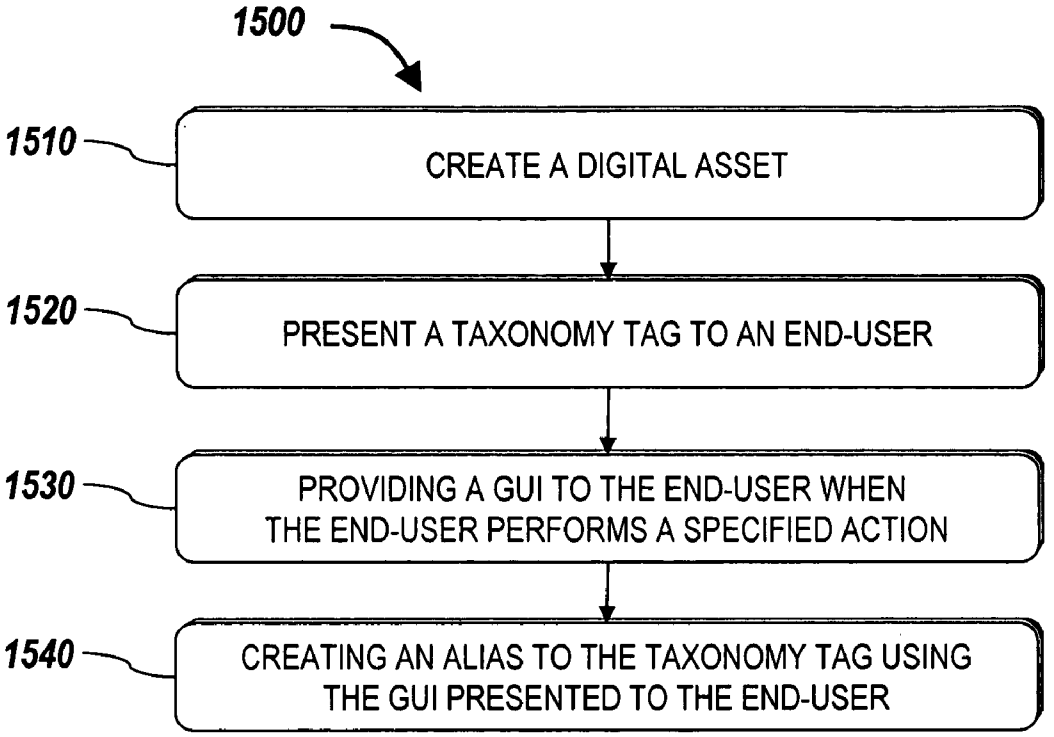

1500
1510
CREATE A DIGITAL ASSET
1520
PRESENT A TAXONOMY TAG TO AN END-USER
1530
PROVIDING A GUI TO THE END-USER WHEN THE END-USER PERFORMS A SPECIFIED ACTION
1540
CREATING AN ALIAS TO THE TAXONOMY TAG USING THE GUI PRESENTED TO THE END-USER

Fig. 15

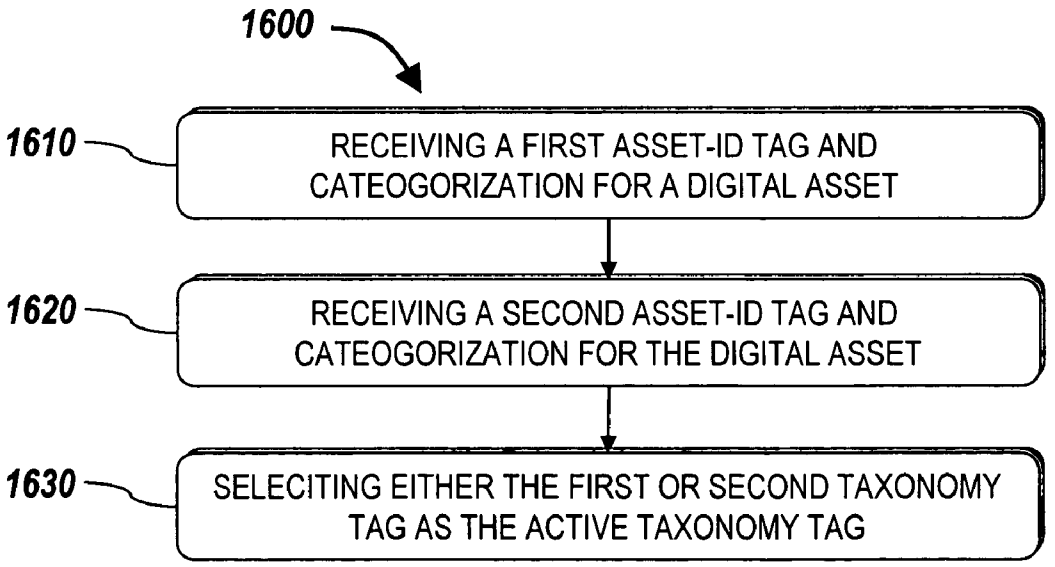

1600
1610
RECEIVING A FIRST ASSET-ID TAG AND CATEOGORIZATION FOR A DIGITAL ASSET
1620
RECEIVING A SECOND ASSET-ID TAG AND CATEOGORIZATION FOR THE DIGITAL ASSET
1630
SELECITING EITHER THE FIRST OR SECOND TAXONOMY TAG AS THE ACTIVE TAXONOMY TAG

Fig. 16

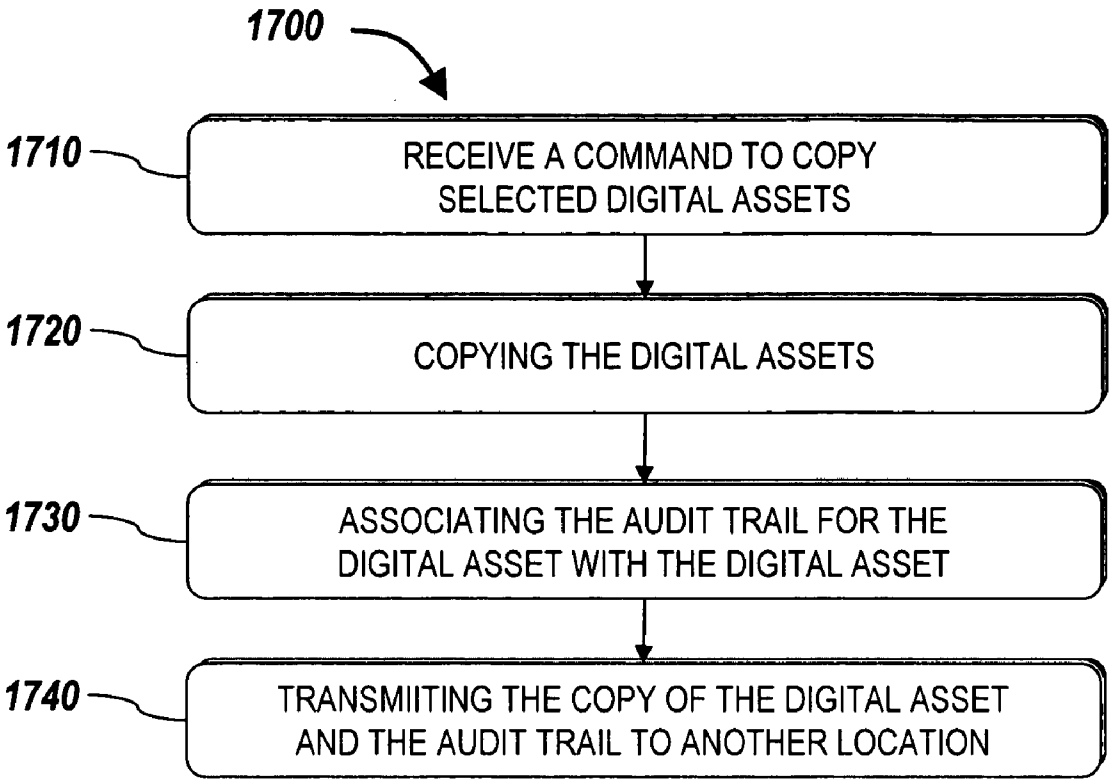

1700
1710
RECEIVE A COMMAND TO COPY SELECTED DIGITAL ASSETS
1720
COPYING THE DIGITAL ASSETS
1730
ASSOCIATING THE AUDIT TRAIL FOR THE DIGITAL ASSET WITH THE DIGITAL ASSET
1740
TRANSMIITING THE COPY OF THE DIGITAL ASSET AND THE AUDIT TRAIL TO ANOTHER LOCATION

Fig. 17

SYSTEMS AND METHODS FOR PROPAGATING CATEGORIZATION INFORMATION WITH A DIGITAL ASSET

FIELD OF THE INVENTION

[0001] The invention relates to managing digital assets in a distributed computing environment. More specifically, the invention relates to propagating categorization information with a digital asset.

BACKGROUND OF THE INVENTION

[0002] Centralized document management and other centralized applications can ease digital asset management tasks. However, these tools are expensive, difficult to install and configure, and require end-users to change the manner in the way they work and interact with each other. These solutions are also very dependent upon the end-users to self-enforce corporate governance policies with respect to the digital assets that they create.

[0003] The centralized file control mechanism used by these present solutions typically requires end-users to use a burdensome check-in/check-out process to obtain files. However, many end-users prefer not to give up control of their digital assets, are unwilling to sacrifice the ability to use their laptops when they are detached from the corporate network, and resist the workflow requirements of centralized systems. This leaves open the potential for many files located on file servers, laptops, desktops, personal digital assistants (PDAs), and other computing devices to remain outside the controls of the digital asset management system.

[0004] Additional drawbacks of current centralized document management tools include: the inability to categorize all digital assets on a storage device; the poor quality of existing categorization techniques when used within a structured context; the inability to provide effective automated control over categorization of digital assets as they are created and changed; the inability to request categorization information from the end-user; the inability to selectively record categorization information based on the conceptual value of the assets; and the lack of category maintenance as assets are copied, moved, renamed, deleted and restored.

[0005] There is, therefore, a conflict between the benefits of centralized file management and end user behavior; a tension which limits the amount of information that will be captured by a centralized document management system.

SUMMARY OF THE INVENTION

[0006] The following presents a simplified summary of the invention in order to provide a basic understanding of some aspects of the invention. This summary is not an extensive overview of the invention. It is not intended to identify key or critical elements of the invention or to delineate the scope of the invention. Its sole purpose is to present some concepts of the invention in a simplified form as a prelude to the more detailed description presented below.

[0007] As a general introduction, the invention includes a computer software system for gathering and recording categorization data when a digital asset (e.g., file, voicemail, instant message log, email, and the like) or a digital asset container (e.g., folder, directory, disk drive, removable storage medium, and the like) is created. The system executes in a pre-emptive multi-tasking environment. In various embodiments, the software system provides the following features: the ability to categorize existing digital assets in a file system; categorizing digital assets upon creation; a structured and adaptable set of terms (i.e., a taxonomy) for categorization; rule-based categorization of digital assets, minimal change or interruption to the end-user while the software system is in use; the ability to gather meta-data about the digital assets from the end-user; categorization meta-data that is independent of the stored digital asset and structured for simple retrieval of the digital asset; segregation of categorization meta-data (e.g., storing only the meta-data for a digital asset is indicated of value); maintaining the meta-data over time; and propagating the meta-data with the digital asset when the digital asset is transmitted, printed, moved, or copied.

[0008] In one aspect, the present invention allows the end-user to leave a digital asset in the location it is most productive to the end-user rather than moving everything into a centralized repository. In today's distributed and mobile corporate world, it is important that information reside locally with the end-user to enhance productivity while remaining under control of the corporation. To this end, the present invention provides a means to categorize digital assets at the point of creation with little or no work on the end-user's behalf. The location of digital assets is tracked without requiring the digital asset by stored at a central location.

[0009] Once digital assets are categorized, the present invention allows a policy application to the digital assets. One benefit provided by this feature is that corporations can apply policies to digital assets according to a centralized policy. For example, a corporation decides upon a behavior such as privacy for specific human resource digital assets. That policy is then applied to all digital assets of that type, regardless of the form of the digital assets (e.g., files, email, instant message (IM) logs, etc) that are tagged as human resources digital assets.

[0010] In order to provide the necessary level of control and management, operations performed on the digital assets can be audited. For example, using the categorization the end-user or administrator can set the level of audit to be performed. In one embodiment, a low level of audit would simply keep track of copies and relationships while a high level of audit would keep track of every operation that took place on the digital asset and for the length of time required to perform the operation.

[0011] Other features provided by the present invention include, but are not limited to retention/deletion of digital assets, automatic creation of copies of digital assets, prevention of operations on digital assets, expiration of archived copies of digital assets, storing meta-data separate from the digital asset, prevention of restoration of expired digital assets, searching the digital assets using virtual folders having labels based on the meta-data, copy tracking of digital assets, combining meta-data tags, propagating the meta-data tags with the digital assets, providing an adaptive taxonomy used to create meta-data for the digital assets.

[0012] Retention/Deletion: Each type of digital asset has controls on the minimum length of time that the digital asset is stored and possibly the maximum length the digital asset can be stored. This translates to storing digital assets for a

given period of time and then either archiving the digital asset or destroying the digital asset. In certain embodiments, the present invention provides this feature.

[0013] Automatic Copy: There are a number of reasons to make automatic copies of digital assets. For example, the end-user or administrator could set a policy to make a copy of financial digital assets. Another example would be to make a copy of digital assets from a local storage device to a centralized storage device so the digital assets can be archived (i.e., backed-up). In certain embodiments, the present invention provides such functionality.

[0014] Prevention of Operations: In various embodiments, the present invention applies a policy to block certain operations from being performed on a digital asset. For example, specific digital asset can be prevented from being transmitted outside of the company. Another example of a policy is to prevent specific digital assets from being copied to specific devices such as removable media, e.g., USB devices. Policies can also be applied based on the role of the end-user to provide role based access control to certain digital assets.

[0015] Expiration of Archived Copies: In certain embodiments, specific expiration policies are applied to digital assets. When copied to the storage medium for archiving, these policies are copied along with the digital assets. Should an attempt to restore the copies from the storage medium, the policies applied to the copies prevent their restoration. In other embodiments, an encryption key that was used to encrypt the copies prior to storage on the medium is destroyed after an assigned expiration date.

[0016] Additional features and aspects of the invention are described in greater detail below.

BRIEF DESCRIPTION OF THE DRAWINGS

[0017] The advantages of this invention, described above, and further advantages, may be better understood by referring to the following description in conjunction with the accompanying drawings, in which like numerals indicate like structural elements and features in various figures. The drawings are not necessarily to scale, emphasis instead being placed upon illustrating the principles of the invention.

[0018] **FIG. 1** shows an embodiment of a distributed computing environment (DCE).

[0019] **FIG. 2** shows an embodiment of a client of the DCE of **FIG. 1** constructed according to principles of the invention.

[0020] **FIG. 3** shows an embodiment of a server of the DCE of **FIG. 1** constructed according to principles of the invention.

[0021] **FIG. 4** shows an embodiment of an adaptive taxonomy that incorporates principles of the invention.

[0022] **FIG. 5** shows a flow chart of an embodiment of a method of generating meta-data for a digital asset using the client software of **FIG. 2** that is operating according to principles of the invention.

[0023] **FIG. 6** shows an embodiment of a method of providing meta-data using a graphical user interface according to principles of the invention.

[0024] **FIG. 7** shows an embodiment of a method of generating a digital identifier for a digital asset according to principles of the invention.

[0025] **FIG. 8** shows an embodiment of a method of tracking copies of a digital asset according to principles of the present invention.

[0026] **FIG. 9** shows an embodiment of a method of locating a digital asset in the distributed computing environment according to principles of the invention.

[0027] **FIG. 10** shows an embodiment of a graphical display of a locate result constructed according to principles of the invention.

[0028] **FIG. 11** shows an embodiment of a method of expiring a digital asset according to principles of the invention.

[0029] **FIG. 12** shows an embodiment of a method of preventing the restoration of an expired digital asset according to an embodiment of the invention.

[0030] **FIG. 13** shows an embodiment of a method of performing categorization based access to a digital asset.

[0031] **FIG. 14** shows an embodiment of a method of propagating the meta-data with a digital asset.

[0032] **FIG. 15** shows an embodiment of a method of creating an alias to a tag of the adaptive taxonomy of **FIG. 4**.

[0033] **FIG. 16** shows an embodiment of a method of unionizing different meta-data sets for the same digital asset in accordance with principles of the invention.

[0034] **FIG. 17** shows an embodiment of a method of identifying digital assets in the DCE of **FIG. 1**.

DETAILED DESCRIPTION

[0035] The present invention provides systems and methods for managing digital assets in a distributed computing environment (DCE). The invention relates generally to the collection, recording and maintenance of meta-data that identifies and categorizes stored digital assets for later location, retrieval and application of business controls. The term meta-data and asset identification tag are used synonymously throughout the specification to refer to the information that is created and used by the present invention to identify and categorize digital assets. Although some of the meta-data created by the present invention corresponds to known meta-data of a file system (e.g., the i-node associated with a file by the Unix operating system or a Master File Table Record used by the WINDOWS operating system, manufactured by Microsoft Corporation of Redmond, Wash.) the meta-data of the present invention supplements and extends the known file system meta-data.

[0036] With reference to **FIG. 1**, a distributed computing environment (also referred to as a client/server system) **100** in which principles of the present invention can be practiced includes one or more clients **110**, **110'**, **110"** (hereinafter each client or plurality of clients is generally referred to as **110**) in communication with one or more servers **150**, **150'** (hereinafter each server or plurality of servers is generally referred to as **150**) via communications network **140** through communications links **120**. The communications network

140 can be a local-area network (LAN), a medium-area network (MAN), or a wide area network (WAN) such as the Internet or the World Wide Web. The communication links **120** can be a variety of connections including standard telephone lines, LAN or WAN links (e.g., T1, T3, 56 kb, X.25), broadband connections (e.g., ISDN, Frame Relay, ATM), and wireless connections (e.g., IEEE 802.11). The clients **110** and servers **150** communicate through the network **140** using a variety of communication protocols (e.g., TCP/IP, IPX, SPX, NetBIOS, NetBEUI, and direct asynchronous protocols).

[**0037**] Additionally, the clients **110** can communicate with other clients **210**, **210'**, **210"** (hereinafter each other client or plurality of other clients is generally referred to as **210**), which can be connected to a second network **240**, through a communication link **180** that connects network **140** to the second network **240**. The protocols used to communicate through communications link **180** can include any variety of protocols used for long haul or short transmission. For example, TCP/IP, IPX, SPX, NetBIOS, NetBEUI, SONET and SDH protocols.

[**0038**] The client **110** can be any personal computer, Windows-based terminal, Network Computer, wireless device, information appliance, RISC Power PC, X-device, workstation, minicomputer, main frame computer, cellular telephone or other computing device that provides sufficient faculties to execute client software and an operating system. Client software of the invention facilitates the creation of meta-data that identifies, categorizes, and characterizes the digital assets generated and stored by the client. As used herein, digital asset refers to any digital file that can be stored in a storage medium. Examples of digital assets can include, but are not limited to, files, emails, instant messages (IM), audio files, video files, profiles, drivers, programs, and other electronic embodiments of information.

[**0039**] The server **150** can be any type of computing device that is capable of communication with the client **110**. For example, the server **150** can be a traditional server computing device, a web server, an application server, a DNS server, or other type of server. Additionally, the server **150** can also be a client **110** (e.g., in an ad-hoc or peer-to-peer (P2P) network arrangement). One purpose of the server **150** is receiving, storing, and managing meta-data associated with the digital assets of the clients **110**. The sever **150** can also provide a means to modify and update a taxonomy used to categorize and create meta-data for the digital assets, request that the client perform operations on its stored digital assets, and generate reports on the state of the stored meta-data. One example of a server **150** that can be used with the invention is a DELL server classes computer having 1 gigabyte of RAM, dual central processing units, a 250 gigabyte hard drive, and an network interface card. It should be understood that more than one server **150** can be used with the present invention. In such a configuration, functionality can be distributed across the servers **150** or each server **150** can provide a full suite of functionality.

[**0040**] **FIG. 2** depicts a conceptual block diagram of a client **110** of the distributed computing environment **100**. Each client **110** typically includes a processor **200**, volatile memory **204**, an operating system **208**, client software **212**, a persistent storage memory **216** (e.g., hard drive or external hard drive), a network interface **220** (e.g., a network interface card), a keyboard **224** or virtualized keyboard in the case of a PDA, at least one input device **228** (e.g., a mouse, trackball, space ball, light pen and tablet, touch screen, stylus, and any other input device), and a display **232**. The operating system **116** can include, without limitation, WINDOWS 3.x, WINDOWS 95, WINDOWS 98, WINDOWS NT 3.51, WINDOWS NT 4.0, WINDOWS 2000, WINDOWS XP, WINDOWS VISTA, WINDOWS CE, MAC/OS, Java, PALM OS, SYMBIAN OS, LINSPIRE, LINUX, SMARTPHONE OS, and the various forms of UNIX.

[**0041**] The client software **212** is in communication with various components of the client **110** to provide features of the invention. In one embodiment, the client software **212** includes an agent **250**, one or more filter drivers **254**, and one or more plug-in modules **258**. It should be understood that the client software **212** can include some or all of the components shown and described. As a general overview, the client software **212** provides a means to create, edit, maintain, update, revise, modify, and produce meta-data that provides categorization and identification of digital assets. The meta-data is associated with some or all of the digital assets created or stored on the client **110** and is used to provide tracking, locating, searching, and other features and aspects of the invention.

[**0042**] The agent **250** operates in the "user space" of the operating system **208** as do a various plug-in (also referred to as Add-in) modules **258**. The agent **250** and plug-ins **258** are in communication with the various filter drivers **254**, which operate in the "system space" of the operating system. Although shown in user space, it should be understood that in certain embodiments, the agent **250** can operate in the system space as well. The cooperation of the agent **250**, the filter drivers **254**, and the plug-in modules **258** provide the end-user of the client **110** with the features and operational characteristic of the invention. These features can be invisible to the end-user (e.g., automatic categorization of digital assets) or require end-user input through a graphical user interface (GUI) (e.g., end-user categorization). For example, when a request to create a folder is executed, the filter driver **254** intercepts the command. The filter driver **254** communicates with the agent **250**. In response, the agent **250** displays a graphical dialog and asks the end-user for meta-data information (e.g., categorization information). In one embodiment, the client software **212** also interacts with a file system filter driver **258** that is provided as part of the operating system **208**. In another embodiment, the client software **212** replaces the file system filter driver **258** provided by the operating system **208**.

[**0043**] During certain modes of operation, the client software **212** intercepts file system commands and performs various functions of the invention in response thereto. For example, prior to adding a new digital asset to the file system of the client **110** the client software **212** intercepts the file system command to create the digital asset and requires the end-user to provide at least a portion of the meta-data (e.g., categorization information) associated with the digital asset. After the client software **212** applies the meta-data, the digital asset is added to the file system of the client **110**. Another feature the client software provides is the generation of a digital identifier that is associated with digital asset as part of the meta-data. The categorization information and digital identifier form, in one embodiment, the meta-data that is associated with the digital asset. Another exemplary

feature provided by the client software **212** is to perform a search or locate. The end-user of the client issues a search or locate command, the client software **212** intercepts this command and provides a "virtualized" view of the contents of the file system of the client **110**. Each of these examples is explained below in more detail.

[**0044**] The associated meta-data for each digital asset may or may not be forwarded to the server **150** via network interface module **220** and communications link **120**. Whether the meta-data for the digital asset is transmitted to the server for storage depends on the categorization and rules applied to the digital assets. This provides for granular control of certain digital assets of interest.

[**0045**] With reference to **FIG. 3**, an embodiment of a server **150** for user in the distributed computing environment **100** is described. The server **150** includes a processor **300**, a volatile memory **304**, an operating system **308**, server software **312**, persistent storage memory **316**, a network interface **320**, a keyboard **324**, at least one input device **328** (e.g., a mouse, trackball, space ball, bar code reader, scanner, light pen and tablet, stylus, and any other input device), and a display **332**. The server operating system can include, but is a not limited to, WINDOWS XP, WINDOWS 2000 SERVER, WINDOWS 2000 ADVANCED SERVER, WINDOWS NT SERVER, WINDOWS NT SERVER ENTERPRISE EDITION, MACINTOSH OS X SERVER, LINUX, UNIX, SOLARIS, VMWARE, and the like.

[**0046**] A central repository **336** (e.g., a database) is in communication with the server **150**. Although shown as separate from the server **150**, it should be understood that the central repository **336** can be integral with the server **150** or located elsewhere within the distributed computing environment **100**. The central repository **336** is configured to store meta-data associated with certain digital assets. In one embodiment, the digital assets and their associated meta-data are stored at the clients **110** and a copy of the associated meta-data is stored at the central repository **336**. This provides a "decentralized" digital asset management system, which enables certain features and advantages of the invention. For example, by not storing the digital assets themselves at the central repository **336** the end-users are not required to check-out and check-in the digital assets in order to perform operations on the digital assets.

[**0047**] Additionally, the communication link **120** that connects the client **110** to the server **150** does not need to be maintained thereby tethering the client **110** to the server **150**. Said another way, the communication link can be established on an "as-needed" basis. This feature allows the end-user to work "off-line" with the digital assets of interest and upload changes to the meta-data when a connection to the central repository **336** is established. Additionally, changes to the meta-data for a digital asset can be downloaded from central repository **336** when a connection is established. Also, various policies associated with the meta-data of the digital assets can require performance of specific tasks when the client **110** connects to the server **150**. it should be understood that when the client **110** connects to the server **150** these tasks are executed.

[**0048**] In certain embodiments, the server software **312** provides a means to perform certain features of the invention. For example, the server software **312** allows an administrator to create and modify an adaptive taxonomy that is used to create categorization information for a digital asset. Also, the server software **312** propagates different meta-data sets for the same digital each to each client **110** having a copy of the digital asset. The clients **110**, in turn, perform a union of the different meta-data sets. In other embodiments, the server software **312** cooperates with the client software **212** to enable other features of the invention. For example, an administrator can issue a command using the server software **312** to copy certain digital assets to a central location in an effort to produce documents required in litigation. An example of a function that is performed by the client software **212**, but can also be provided by the server software **312** is the ability to perform a union of meta-data for a digital asset and propagate a selected characterization for that digital asset. Each of these features is described in more detail below

[**0049**] With reference to **FIG. 4**, an exemplary adaptive taxonomy **400** of the invention is described. As used herein, taxonomy refers to a hierarchical structure of tags used to provide a method of organizing digital assets. Conceptually, a taxonomy can be thought of as a tree structure having a root node **410**, a plurality branches **420** connecting leaf nodes **430**. Each leaf node **430** can have further braches **420** that connect the leaf nodes **430** to sub-leaf nodes **440** and so on. As used with reference to the taxonomy **400**, the terms node and tag are synonymously.

[**0050**] Each node **430** and sub-node **440** can be applied to a digital asset as a tag that is part of the meta-data for the digital asset. The tag that is used to identify and categorize the digital asset. When used properly, a taxonomy **400** not only helps an organization organize digital assets but the taxonomy also helps identify types of digital assets. Policies can also be associated with each node **430** and sub-node **440** of the taxonomy **400**. Applying a node **430** or sub-node **440** as a tag of the taxonomy to a digital asset also associates the policy for that node to the digital asset. Examples of policies can include, but are not limited to, restricting access to a digital asset based on the role and/or identity of the end-user of the client **110**, restricting replication actions based on the destination of the copy of the digital asset or the present location of the digital asset, and when the digital asset is removed from the client **110**.

[**0051**] Although a taxonomy **400** is a powerful organizational tool, a rigid taxonomy restricts the flexibility of digital asset characterization. To that end, the invention provides a mechanism in which modifications to the taxonomy **400** can be made be the end-users of the clients **110** on an individual level without requiring modifications to the general taxonomy **400**. Also, if a change to the general taxonomy **400** is required, the invention provides a mechanism for propagating the changes to the taxonomy **400** to the clients **110**.

[**0052**] To accomplish these features, the invention provides the functionality to create an "alias" for a node **430** or sub-node **440** in the taxonomy. As used herein, an alias refers to an alternate name for the same tag in the taxonomy **400**. For example, the term "CV" (Curriculum Vitae) is used in many parts of the world to have the same meaning as "resume" is used in the United States. In the taxonomy **400**, a tag **440** is labeled "Resume" and has an alias **450** labeled "CV" associated with it. Essentially, the alias **450** points to the associated tag **440** and has the categorization and policy information as the tag **440**. As will be described in more

detail below, the alias **450** can be a local alias meaning that is available only to a specific client **110** or the alias can be a global alias meaning that the alias is available to all clients.

[**0053**] The invention includes functionality implemented, in one embodiment, by the server software **312** to promote an alias **450** to a tag **440**. The promotion does not change how the alias **450** has been used previously. That is, digital assets that were tagged with the alias **450** are still governed by the same categorization and policy information of the alias **450**. It should be understood that the transition from an alias to a tag **440** allows for the modification of the policies associated with the alias **450**. Further details of the adaptive taxonomy **400** are provided below.

[**0054**] With reference to **FIG. 5**, the method **500** for generating meta-data for a digital asset is shown and described. In one embodiment, a client **110** executing client software **212** generates a digital asset. The client software **212** intercepts a create or a save command for the digital asset and generates (step **510**) an asset identification tag. The asset identification tag is the meta-data that is associated with the digital asset. Further, the client software **212** associates (step **520**) the asset identification tag with the digital asset. The client stores (step **530**) asset identification tag. Optionally, the asset identification tag is transmitted (step **540**) to server **150** for storage in the central repository **336**.

[**0055**] In one embodiment, generating an asset identification tag (step **510**) is performed when the digital asset is stored at the client. In another embodiment, the asset identification tag is created when the end-user begins to create a new digital asset. For example, if the end-user of a client creates a new folder or directory for storing digital assets, the client software **212** examines any rules that related to the creation of the folder to categorize the new folder based first on the device on which the folder is being created, next based on the application creating the folder, and lastly the end-user creating the folder. However, if required, the end-user can be prompted to provide categorization information via an end-user interface. The categorization data is saved and the folder is created within the file system of the device. It should be understood that once a categorization data is applied to a digital asset, the categorization may be changed at a later time, if the associated rules allow. This allows for recategorization of certain digital assets while preventing recategorization of other digital assets. The terms rule and policy are used interchangeably throughout the specification.

[**0056**] In various embodiments, application rules define the set of categorized digital assets (e.g., taxonomy tags) that can be stored with a directory or file when that directory or file is created by an application. Application rules consider the name and context of the digital asset (binary name, binary versions, process name, window titles, and the link) and the name of the directory being created. From this data a set of taxonomy tags are determined and returned as the list of is tags for this digital asset.

[**0057**] Device rules define the set of taxonomy tags that can be applied to a directory or file when that directory or file is created by or stored on a particular device. Rules can be defined for device classes (e.g., local fixed device, network device, removable devices), individual storage devices or input devices. Similarly, end-user rules define the set of taxonomy tags that can be associated with a directory or file when that directory or file is created or changed by the end-user. User rules can consider the end-user's name, the end-user's role, the end-user's location or any other data that can be retrieved from a local or directory based end-user configuration.

[**0058**] By applying rules and categorizations to folders, directories, end-users, and devices, automatic and inheritance based categorization of digital assets is achieved. For example, if a word document is stored in a specific directory, the client software **212** applies the taxonomy tag indicated by the rules and categorization of the directory that stores the word document. Further, if a one or more uncategorized digital assets are moved into a categorized directory those digital asset inherent the categorization of the directory. Such a feature allows for the categorization of digital assets existing on the client **110** prior to the installation of the client software **212**.

[**0059**] The following example is designed to illustrate one embodiment of categorizing a digital asset. The example should not be read to limit the scope the invention. Assume that an end-user John Smith who works the finance department creates an Excel file in the "\\finance\john\budget" folder of his home directory that was categorized using the taxonomy tags **430** and **440**. The client software **212** creates meta-data that contains various categorization information based on John's identify such as: data created, author, department, etc. The client software **212** can also add meta-data resulting from the rules associated with the "budget" folder (or its parent folder Finance) such as confidential, marked for compliance, do not delete, do not email, and the like. The level of meta-data granularity can be further augmented with input from John using the graphical user interface if desired by John or required by the rules.

[**0060**] A method **600** of providing meta-data information using the graphical user interface is shown and described with reference to **FIG. 6**. The client software **212** provides (step **610**) the end-user of the client **110** with a graphical display having one or more dialog boxes, lists, or radio buttons. The end-user manipulates the graphical user interface to provide meta-data that is associated (step **620**) with the digital asset. Manipulation can include, but is not limited to, selecting a taxonomy tag **430** to apply to the digital and the like.

[**0061**] In addition to generating categorization information as part of the meta-data for a digital asset, the client software **212** can generate a digital identifier for each digital asset. One embodiment of a method **700** for generating such a digital identifier is shown and described with reference to **FIG. 7**. For example, during a save operation the client software **212** analyzes (step **710**) the contents of the digital asset using a hash function. In one embodiment, the client software **212** analyzes the text of the digital asset. In other embodiment, additional or other elements of the digital asset are analyzed. For example, the categorization information can also be included in the analysis, or in the case of an email or instant message the sender and recipient of the email or instant message. Examples of hash function that can be used by the client software **212** include but are not limited to MD5 (IETF RFC1321) and SHA1 (IETF RFC3174).

[**0062**] Also, the meta-data can include a list of keywords that are a part of the digital asset. One method of generating

the list of keywords for the digital asset is to analyze the digital asset and record words of importance. It should be understood that certain words will not be recognized as keywords. For examples, articles such "a", "an", and "the", or pronouns, will not be recorded as keywords. Various known techniques can be used to generate the list of keywords for the digital asset.

[0063] The combination of the digital identifier, keywords, and the categorization information described above, or respective combinations of portions of each create the asset identification tag (i.e., meta-data) for the digital asset. As previously stated, the asset identification tag is associated (step **520**) with the digital asset. Association can include creating a "hidden" file that stores the meta-data that is permanently linked to the digital asset. As used herein, permanently linked refers to an association that can not be removed regardless of the transmission, moving, or copying of the digital asset. For example, if a digital asset is emailed to another end-user the associated asset identification tag is emailed as well. The propagation of an asset identification tag will be described in more detail below.

[0064] In one embodiment, storing (step **530**) the asset identification tag includes storing the asset identification tag in the persistent storage **216** of the client **216**. The asset identification tag can be stored in the same shared storage area as the digital asset. Alternatively, the asset identification tag is stored separate from the digital asset. For example, in a different dedicated memory location or another storage device.

[0065] In order to determine whether to transmit (step **530**) a copy of the asset identification to the server **150**, the meta-data of the digital asset is resolved to one of three levels: (1) unmanaged; (2) managed; or (3) records managed. In one embodiment, if the digital asset is resolved to be unmanaged then the asset identification tag is not stored by the client **110** or the server **150**. However, if the asset identification tag is resolved to be managed then the asset identification tag is stored locally at the client **110**. Finally, if the asset identification tag is resolved as records managed a copy of the asset identification tag is transmitted to the server **150** to notify the server software **312** of the existence of the digital asset. It should be noted that actually the digital asset is not transmitted to the server **150**, but instead the digital asset is stored locally at the client **110**. Although described as having three levels of resolution, it should be understood that a fewer number or greater number of levels are possible.

[0066] The advantages of having a class of "managed" digital assets and a class of "records managed" digital asset is to treat the digital assets in the manner similar to the other assets of a corporations. For example, look at the difference between pencils and computers in a corporation. As with any asset in a corporation, pencils need to be managed. In the case of pencils, the corporation likes to know how many have been ordered and have a general idea of when to order additional pencils. The corporation is typically not concerned with who has a pencil or how many pencils are owned by each person. In contrast to pencils, the corporation wants to know exactly which end-user has each computer and where the computer is located. This analogy translates directly to digital asset. For example, "managed" digital asset can be mapped to pencils and "records managed" digital assets can be mapped to computers. An example of a managed digital asset can be a voice mail from potential new client. An example of a records managed digital asset can be an invention disclosure. By using a leveled approach to digital asset classification, the centralized repository needs only to track a percentage of the digital assets in the distributed computing environment **100** instead of all the digital assets. The digital assets that are not tracked by the centralized repository are tracked by the clients **110**. As previously explained, the clients **110** track each of the assets that are stored locally a the client.

[0067] One way to determine which digital assets are unmanaged, managed, or records managed is to use the taxonomy tags **430**. As previously stated, each digital asset is associated with at least one tag **430** of the taxonomy **400**. The taxonomy tag includes policy information (e.g., rules) and a digital asset classification level. Other meta-data entries can also be used to determine whether a digital asset is unmanaged, managed, or records managed. For example, the creation date of the digital asset can be used.

[0068] In one embodiment, any digital asset that exists on a client **110** when the client software **212** is installed is automatically categorized as unmanaged. As a result, no meta-data entry on the client is created for these digital assets. The taxonomy **400** can include a tag **430** in it that is labeled "unmanaged" that includes associated policies that are applied to unmanaged digital assets. Typically a small set of policies is used. For example, an expiration date (i.e., expire the asset in 1 year) and also a location control policy that does not allow the digital to be moved, copied, emailed, or otherwise transferred from the current client **110**. Similarly, every other tag **430** of the taxonomy **400** can include a rule that creates a meta-data entry giving the digital asset a level of either managed or records managed. For example, if a digital asset is associated with the IP tag **430** the meta-data for the digital asset indicates that the digital asset is classified as managed. Further, if the digital asset is associated with the disclosure sub-tag **440** the meta-data for the digital asset indicates that the digital asset is records managed and a copy of the meta-data is transferred to the server **150** for storage.

[0069] In addition to a digital identifier and categorization information, the meta-data for a digital asset can include a list of operations performed on the digital asset by the client **110**. This information can be thought of as an audit history and is useful for many things. For example, determining the number of copies of a digital asset that exists, which end-user created the copies, what application created the copies, what is the source of the copy of the digital asset, and which devices stored the copies. The resulting copy not only includes all the contents of the original digital asset, but also the meta-data for the original digital asset, which include the digital identifier of the original file. Said another way, when a copy operation is performed both the contents of the digital asset and its associated meta-data are copied.

[0070] It should be understood that the audit information for the same digital asset existing on the different clients **110** can have different contents. If the digital asset is records managed, the audit information for each asset is transferred to the server **150** as part of the meta-data for the asset. The server software **312** performs a union of the audit information, propagates the unionized audit information to the

clients **110**, and instructions the client software **212** to remove the local copy of the pre-unionized meta-data and replace the pre-unionized meta-data with the unionized meta-data.

[**0071**] Various methods for copying various digital assets are known. Methods for files and email, both of which digital assets, are described below. The most straight forward way to create a copy of a digital asset is to print the digital asset onto paper. This creates a "hard copy" of the digital asset. It is important to track the printing of digital assets for a number of reasons. One reasons is for expiration purposes. It is desirable to know that if a digital asset was printed the day of its expiration that the paper copy was also destroyed. Another reason for tracking copies of digital assets, is to monitor which end-users are access and copying which digital assets.

[**0072**] Also, there are many different ways that an electronic copy of a file can be created by the end-user of the client **110**. For example, the end-user can execute the "copy" command in windows explorer and then execute a "paste" command in another location. This causes a copy of the content of the file to be created. Even though there are many methods to create a copy of a file, the actual create of the new copy must go through the file system of the client **110**. As a result, filter driver **254** is used to identify when a new file for the file system is created.

[**0073**] It is also important to determine when an open file of the file system is written to. For example, an application might open a first file "A" for reading and a second file "B" for writing. The application under the instruction of the end-user copies the contents of the first file A to the second file B. In this example, the second file B was not created it was only updated with the contents of the first file A. In another embodiment, file B is created as a new file and the contents of file A are copied into file B.

[**0074**] Similar to files, there exists a number of methods that can be employed to create a copy of an email. The simplest method is to "copy" an email and then "paste" it using the functionality provided by the email application of the client **110**.

[**0075**] Another way to create a copy of an email is to copy the folder or the email application file that stores the email or emails for the email application. Within an email application, an email can be stored within a "folder" of the email application to provide a means to organize the end-user's email. The folders and emails that are displayed to the end-user of the email application are stored in files or directories of the client **110**, which may be file system folder. Using MICROSOFT OFFICE OUTLOOK as an example, the application creates and uses the .OST and .PST files for holding the definitions of the folders and the emails shown to the end-user of the application. One method the end-user can use to create a copy of email is to export the email out of the email application. Outlook provides an interface that allows one to export information. Using this feature, one can put the email into a text file, excel spreadsheet or even a .PST file thereby creating a copy of the email.

[**0076**] Another method of creating a copy of email is to simply copy the .OST and/or the .PST file outside of the email application. In this case, the email application is not necessarily executing on the client **110** during the copy operations. This operation is similar to the copying of a file from the file system as described above.

[**0077**] With respect to **FIG. 8**, a method **800** of tracking a copy of a digital asset in the distributed computing environment is shown and described. In one embodiment, the method includes determining (step **810**) if a copy of the digital asset is created, generating (step **820**) a meta-data entry for the original digital asset that indicates a copy was made, and updating (step **830**) the stored meta-data for the digital asset.

[**0078**] The determining (step **810**) can be accomplished in many ways. In one embodiment, the meta-data of the digital asset being created is compared to a list of know meta-data stored on the client **110** or server **150**. In another embodiment, only a portion of the meta-data is used to do the comparison (e.g., the digital identifier).

[**0079**] In another embodiment, the filter driver **254** or the plug-in **258** monitors the action of the applications executing on the client with respect to file I/O. By monitoring an application and its threads, the client software **212** can determine what files are being opened for reading and what files are being open for writing. For example, if an application has opened file A and file B for input and file C for output. File C inherits, as previously described, all the meta-data (e.g., control policies and the like) from both file A and file B and associates them with file C. This method addresses the case of either creating file C as a new file or opening an existing file C for write. Once the first I/O is completed to the output, the meta-data will be updated to the union of file A and file B as described in more detail below. Further, if file C is stored in a folder having an applied taxonomy tag **430**, resulting meta-data is the union of file A, file B, and the folder.

[**0080**] The generation (step **820**) of meta-data can be accomplished in various ways. For example, when a print (from the perspective of the client software **212** is essentially creating a paper copy of the digital asset) is executed meta-data about the print is add to the meta-data of the printed digital asset. This meta-data can include various combinations of the date and time the digital asset was printed, which end-user printed the digital asset, which digital assets were the source of the printed digital asset, the digital identifier from the source digital assets, and what printer generated the paper copy of the digital asset.

[**0081**] Also, various methods of updating (step **830**) the meta-data for the digital asset can be used. For example, in the case of a managed digital asset the meta-data previously stored about the digital asset is refreshed with the copy meta-data. In the case of a records managed digital asset, after the locally stored meta-data is updated the updated meta-data is transmitted to the server **150** for storage.

[**0082**] In certain instances, it is desirable to suspend the creation of meta-data for a digital asset. For example, during the installation of other software applications. Typically, when installing software, a program is executing commands that will cause folders to be created. The end-user could be bombarded with requests for categorization of folders. Because of this, there is a special command that can be executed by the end-user of the client **10** that informs the client software **212** to suspend its operation. After the installation of the software, the client software **212** resumes

it's normal operation. Although the operation of the client software **212** can be suspended, the invention monitors what operations are performed while the client software **212** is suspend and records this information to a general audit log for the client **110**.

[**0083**] After creating meta-data for each of the digital assets, the meta-data can be used to provide various features of the invention. Some of these features are provided by the client software **212**, some are provided by the server software **312**, and some are provided by the cooperation of the client software **212** and server software **312**.

[**0084**] One feature provided by the client software **212** is the ability to locate a digital asset using the keywords and meta-data associated with the digital asset. As used herein, the term locate is used synonymously with the term search. Because each client **110** stores their digital assets locally, the possible solution set to a locate request is a closed set of digital assets. In essence, when a locate command is executed the full set of possible keywords and meta-data tags that could be used in locate are shown to the end-user of the client **110** as a set of virtualized folders. This removes the requirement from the end-user to input a search term in a search engine if the end-user can not think of a search term. Because most end-users work in a focused area, the number of taxonomy tags and the number of unique keywords stored in the meta-data of the digital assets words are typically limited to the end-users focused work area.

[**0085**] With reference to **FIG. 9**, a method of locating a digital asset in the distributed computing environment **100**. In one embodiment, the method includes receiving (step **910**) a search command from the end-user of the client, identifying (step **920**) the taxonomy tags **430** associated with the digital assets that are stored locally at the client, and displaying (step **930**) one or more folders to the end-user of the client **110**. The folders include labels that are the identified taxonomy tags **430**.

[**0086**] Receiving (step **910**) a search or locate command from the end-user of a client **110** can be accomplished in various ways. For example, the end-user can select a hot key (e.g., F12) on a keyword. In another embodiment, the end-user can select a portion of a digital asset and right-click on the selected portion. As a result, a menu is displayed to the end-user that includes a locate menu item. Additionally, the end-user can select a search command from a start menu option.

[**0087**] Various means of identifying (step **920**) the taxonomy tags **430** associated with the digital assets of the client **110** are contemplated. In one embodiment, a scan is performed of all the digital assets stored at the client **110** to determine which taxonomy tags **430** are associated with the digital assets. In another embodiment, the end-user can supply a search term to the locate function. As a result, the identified digital assets include the provided term in their associated meta-data. Alternatively, the provided term is used to exclude taxonomy tags **430**. In addition to identifying taxonomy tags **430**, the client software **212** can identify the keywords in the associated meta-data for the digital assets. Also, a combination of taxonomy tags **430** and keywords can be used.

[**0088**] Once the taxonomy tags **430** and/or keywords are identifies, the client software **212** generates a virtualized file system view of the associated digital assets and displays (step **930**) to the end-user. In one embodiment, the familiar graphical "explorer" interface is shown to the end-user. With reference to **FIG. 10**, the explorer view **1000** depicts one or more folders **1004** and/or files to the end-user. The virtual folders **1004** include a label that is one of the identified taxonomy tags **403** or keywords. The virtual folders **1004** are not the actual file system folders. Creation of the virtual folders is accomplished by the client software **212**.

[**0089**] Selecting one of the virtual folders **1004** results in another display of another set of virtual folders. In essence, the system provides a means to "drill down" into meta-data of the digital assets to locate a desired digital asset. By selecting a displayed virtual folder, the client software **212** is in essence performing another search using only the set of digital assets selected from the first search.

[**0090**] Another feature enabled by the meta-data and client software **212** of the present invention is the ability to control and maintain a document expiration policy. By using the associated expiration date that is present in the meta-data for the digital asset, different sets of digital assets can be exposed to an archive system and recorded to separate mediums. For example, all digital assets and only the digital assets having an expiration date in the range of a given week are exposed to the archive system. At the end of that indicated week, the archive tape can be destroyed, thereby destroying the backed-up copies of the digital assets.

[**0091**] One embodiment of a method **1100** of expiring stored digital assets is shown and described with reference to **FIG. 11**. The method includes providing (step **1110**) a date range using the client software **212**, enumerating (step **1120**) the digital assets that have an expiration date within the provide range as file system elements, and storing (step **1130**) the enumerate assets on a storage medium.

[**0092**] The end-user provides (step **1100**) a date range to the client software **212** using a graphical user interface or a command line entry. In another embodiment, the client **110** includes one or more archive scripts that are executed automatically. The scripts include date ranges used to expose specific digital assets to the archive system. Although described as storing the digital assets having the associated date range, it should be understood that the provided data range can indicate digital assets that are not be exposed. An indicator or flag (e.g., an exclamation point) can be used to indicate the described "not" function. Also combinations of both types of date ranges can be used to generate the desired set of digital assets. In addition, the meta-data associated with the digital assets can be used to define the set of digital assets that are exposed for archiving.

[**0093**] Using the provided data range, the digital assets are separated using a virtual file system. In one embodiment, the filter driver **254** creates a virtual file system enumerating (step **1120**) those digital assets having an expiration date within the provided date range. Conceptually, the virtual file system acts as a mask over the actual file system of the client. The mask exposes only those digital assets fulfilling the indicated criteria to the archive system.

[**0094**] The exposed digital assets are copied (step **1130**) to a storage medium. The storage medium can be a tape, disk, or other suitable storage medium. In one embodiment, the digital assets that are copied to the storage medium are

encrypted prior to be copied to the storage medium. In another embodiment, when an expiration date is assigned to the meta-data of the digital asset the digital asset is encrypted (step **1140**) when the digital asset is stored in the file system of the client **110**. Digital assets having similar expiration dates can each be encrypted with the same encryption key, which can also be stored on the storage medium or separate from the storage medium. The encryption key is assigned an expiration date. After the expiration of that date, the encryption key is destroyed (step **1150**). In another embodiment, a separate encryption key is used to encrypt each digital asset.

[**0095**] There are many methods that can be used encrypted the digital assets. For example, an application can encrypt the digital assets. Alternatively, each client can have an encrypted file system such as the Microsoft Encrypted File System. In another embodiment, the filter driver **254** or plug-in **258** can perform the encryption

[**0096**] Another feature enabled by the meta-data and client software **212** of the present invention and in some embodiments the server software **312** is the prevention of the restoration of a previously expired digital asset. In one embodiment, once a digital asset has been expired the actual digital asset is removed from the client **110**. However, the meta-data remains at the client **110** and in the case of a record managed digital asset at the server **150**. The meta-data can include an entry that the digital asset has been previously expired.

[**0097**] With reference to **FIG. 12**, a method **1200** for prevention of restoration of a digital asset is shown and described. In one embodiment, the method includes receiving (step **1210**) meta-data associated with a digital asset that was previously created by a client **110**, comparing (step **1220**) the received meta-data with the stored meta-data on the client **110** and/or the server **150**, and preventing (step **1230**) the restoration of the digital asset when the received meta-data matches stored meta-data for the digital asset that indicates the digital asset was previously expired.

[**0098**] As previously explained, the client **110** and the server **150** need not be in constant communication because the digital assets are not stored at the server **150**, and further a full copy of the meta-data is stored at the client **110**. When a digital asset is restored to a client **110** that did not create the digital asset and thus does not have a meta-data entry to compare the restored asset to, the client **110** establishes a connection to the server **150**. Once the connection is established, the client **110** transmits the meta-data to the server **150** where it is compared (step **1220**) against the meta-stored stored at the server **150**.

[**0099**] In one embodiment, the comparing step (**1220**) includes comparing the entire meta-data contents with the list of known meta-data. In another embodiment, a portion of the meta-data is compared to the list of known meta-data. The portion of the meta-data can include, but is not limited to, the digital identifier or a taxonomy tag. During the comparison process, the client **110** can disconnect from the server **150** or maintain the communication link **120** with the server **150**.

[**0100**] When the server **150** finds a match between the restored digital asset meta-data and previously expired digital asset meta-data, the server **150** issues a command to prevent (step **1230**) the restoration of the digital asset to the client **110**. In one embodiment, the command includes instructions to remove the restore digital asset. In another embodiment, the command includes instruction to not allow the digital asset to be copied to the file system of the client **110**.

[**0101**] Another function provided by the client software **212** of the present invention is the ability to control access to digital assets using the associated meta-data of the digital assets. Using the meta-data that is associated with each digital asset, role based, user based, and a combination of role based and user based access is provided.

[**0102**] One embodiment of a method of providing meta-data based access to a digital asset is shown and described with reference to **FIG. 13**. The method includes receiving (step **1310**) a request to access the digital asset, determining (step **1320**) a categorization of the digital asset, evaluating (step **1330**) any rules associated with the categorization, and allowing (step **1340**) access to the digital asset when the determining and evaluating indicate access is allowed.

[**0103**] In one embodiment, the receiving (step **1310**) includes intercepting, by the filter driver **254** or plug-in **258**, a file system access request. The file system access request can include, but is not limited to, a copy request, an open request, a move request, a delete request, and the like.

[**0104**] The filter driver **254** or plug-in **258** analyzes the meta-data associated with the digital asset. The analysis includes, processing the meta-data to determine (step **1320**) which taxonomy tags **430** are associated with the digital asset. The analysis also includes evaluating (step **1330**) the rules that are associated with the applied taxonomy tags **430**. For example, if a digital asset was tagged as Finance/Budget, the associated rules can be to restrict access to only all the executives and John, who is a consultant, when he is accessing the digital asset from a computer located at the offices of the corporation. The filter driver **254** intercepts the file system request for access and ensures that that each of the conditions is satisfied. If each of the conditions is satisfied, the requested access is allowed (step **1340**). Although described from the perspective of the client **110**, it should be understood the server **150** can also perform the described method.

[**0105**] It is also desirable to prevent unauthorized access to digital assets by trying to circumvent the rules and categorizations associated with the digital assets. To that end, the invention propagates the meta-data with the digital asset. For example, if a digital asset is attached to an email the meta-data is also attached to the email. Similarly, if a digital asset is copied to a storage device, the meta-data associated with the digital asset is copied as well.

[**0106**] **FIG. 14** depicts an embodiment of a method of propagating the meta-data with a digital asset. The method includes generating (step **1410**) a meta-data set for a digital asset, associating (step **1420**) the meta-data set with the digital asset, and transferring (step **1430**) the meta-data set with the digital asset.

[**0107**] The various methods of generating a meta-data set for a digital asset have been described above and will not be repeated here. The meta-data set can have characteristics of the digital asset. For example, if the digital asset is a word

file, the meta-data set can have certain properties of a word file as well. In one embodiment, the meta-data set is a hidden file.

[0108] The associated meta-data set is transferred (step **1430**) with the digital asset. Transferring can include, but is not limited to, copying, renaming, deleting, moving, emailing, and the like. In the case a digital asset is transferred as an attachment to an email, the meta-data can be transferred using certain aspects of the email. It is known, when an email is transmitted to a recipient the email format is defined by standards from the IETF such as RFC 822 or the newer RFC 2822, the entire contents of which are herein incorporated by reference. These standards provide for fields in the email header such as comments, keywords and an optional-field. The meta-data can be placed into these fields using the plug-in **258** of the client software **212** or by a network filter driver **254** (not shown) that is located in the network driver stack of the client **110**. By sending the meta-data with the digital asset, the meta-data is received at the same time as the digital asset.

[0109] In certain instances, it is desirable to suspend the creation of meta-data for digital asset. For example, during the installation of other software applications. Typically, when installing software, a program is executing commands that will cause folders to be created. The end-user could be bombarded with requests for categorization for folders. Because of this, there is a special command that can be executed by the end-user of the client **110** that informs the client software **212** to suspend its operation.

[0110] Referring back to **FIG. 4**, the adaptive feature of the adaptive taxonomy is described. One aspect of the invention is the ability of end-users and administrators to create aliases **450** to taxonomy tags **430** to provide an adaptive taxonomy **440**. The aliases can be available only the end-user of the client **110** or available globally to all clients **110**. Additionally, an alias can be promoted to taxonomy tag **440**. The invention also provides a means to set a policy describing which end-users can create aliases **450**. As shown in **FIG. 4**, the alias **450** labeled "INVENTION" refers to the taxonomy tag **440** labeled "DISCLOSURE." Similarly, the alias **450** labeled "CV" is an alias for the taxonomy tag **440**"RESUME." Each alias inherits each of the rules and categorizations of the taxonomy tag **440** to which it refers.

[0111] With reference to **FIG. 15**, a method of creating an alias for a taxonomy tag is shown and described. The method includes creating (step **1510**) a digital asset, presenting (step **1520**) all or a portion of the taxonomy tags **440** to the end-user, providing (step **1530**) a graphical user interface to the end-user if the end-user performs a specified action, and creating (step **1540**) an alias using the graphical user interface presented to the end-user.

[0112] As previously explained the end-user can apply a presented taxonomy tag to a digital asset before the digital asset is saved to the file system of the client **110** or after the digital asset is stored at the client **110**. The taxonomy tag **440** categorizes the digital asset and typically includes at least one rule for the digital asset.

[0113] The end-user can specifically request the formation of an alias by performing a specified action. The action can be, but is not limited to, selecting a button presented with the taxonomy tags **440** or not selecting one of the presented taxonomy tags. Once the client software **212** determines that the end-user wants to create an alias **450**, a graphical user interface is presented to the end-user that allows the end-user to create the alias **450**. The end-user supplies a required set of characteristics of the alias. For example, to which taxonomy tag **440** the alias **450** refers and an associated policy. The policy can be the same policy as the taxonomy tag **440** or a more restrictive policy.

[0114] The following example is designed to illustrate the adaptive taxonomy features of the invention and is not intended to limit the invention. Referring to **FIG. 4**, the tag **430** labeled "Resume" that is used to categorize resume information in the HR department. A policy is associated with the Resume tag **440** that implements a first policy "A". After policy A is in place and another end-user of the HR department decides that the department needs a new tag called "CV". The end-user is presented with a graphical user interface that requires the end-user to provide a taxonomy tag **440** to which the alias **450** CV is linked (i.e., Resume), the reason for creating the alias **450**, and whether a more restrictive policy "B" should be applied to digital assets tagged with the CV alias **450**.

[0115] The alias **450** is able to be used by the end-user locally. However, it may be desirable to allow other end-users to use the same alias **450**. To the end, the alias **450** is transmitted to the server **150** for review by an administrator.

[0116] As previously stated, the server software **312** provides certain features of the invention alone and in combination with the client software **212**. Examples of features provided by the server software **312** include, promoting an alias **450** to a tag **430** and modifying the adaptive taxonomy **400**, performing unions of meta-data sets for digital assets, and locating digital assets in the distributed computing environment. Each of these features is discussed below in more detail.

[0117] An administration reviews the aliases that have been created by the end-users of the client **110** on a periodic basis. Continuing with the above example, if the administrator agrees with the request to make an alias **450** called "CV" the administrator modifies the taxonomy **400** to include the alias **450** CV using the server software **312**. As previously mentioned, the alias **450** can have the same policies as the Resume taxonomy tag **440** or a more restrictive policy. The updated taxonomy **400** is transferred to each client **110** the next time the client connects to the server **150**.

[0118] Alternatively, administrator can deny the alias **450** CV. As a result, the alias **450** CV is only available local to the end-user of the client **110** that created the alias. Said another way, the alias **450** CV is not published to the other clients **110**. The end-user can also remove local aliases as needed. As such, the digital asset is then tagged with the taxonomy tag that the alias referred to prior to deletion.

[0119] Additionally, the administrator can "promote" an alias **450** to a taxonomy tag **430**. In essence, a promotion from an alias **450** to a taxonomy tag **430** has the same effect as adding a new tag **430** to the adaptive taxonomy **400**. Continuing with the with above example, if it is later decided that a different policy should be applied to digital assets categorized as a CV versus those categorized as Resumes, the administrator can promote the alias **450** labeled as CV to a taxonomy tag **430** and revise the associated policy for the CV taxonomy tag **430**.

[0120] It is conceivable that the same digital asset exists on multiple clients **110**. Each of the end-users can apply a different taxonomy tag **430** to the digital asset. If the digital asset is a records managed asset, a copy of each of the

meta-data sets associated with the digital asset are stored at the server **150**. Having different policy information with the same digital asset may allow for circumvention of the desired result of the present invention. To that end, a method of unionizing the meta-data sets for the digital asset is performed by, in one embodiment, the server software **312**.

[**0121**] One embodiment of a method **1600** of unionizing the associated meta-data tags is shown and described with reference to **FIG. 16**. The method includes receiving (step **1610**) a first meta-data set for a digital asset from a first client **110**, receiving (step **1620**) a second meta-data set for the same digital asset from a second client **110**, and selecting (step **1630**) one of the categorizations of the digital asset of as the active categorization. Although the other categorizations are present in the meta-data, only the active categorization and its associated policies are enforced with respect to the digital asset.

[**0122**] Various methods are used to determine which categorization to select. In one embodiment, the more restrictive categorization is selected. For example, the categorization that allows the fewest end-uses to access the digital asset is selected. Other examples include selecting the categorization that allows the largest number of end-users access to the digital asset, selecting the categorization that permits the fewest number of actions to be performed on the file, selecting the categorization that allows the largest number of actions to be performed on the file, selecting the categorization having the earliest association date.

[**0123**] In one embodiment, the following method is used to determine which categorization to select. First a comparison between the retention policies is performed and the categorization having the longer retention policy is applied. If the retention polices are equal, then a comparison of the expiration policies is performed. Again, the categorization having the longer expiration policy is applied. If expiration policies are equal, then the end-user is queried to provide a ranking to each policy to resolve the conflict. In one embodiment, the invention includes a policy analysis engine that analyzes the policies when they are created. In the case of competing polices, the end-user is queried to rank the competing policies to the resolution of competing policy as applied to the digital assets occurs automatically.

[**0124**] Each of the categorization remains with the meta-data set for the digital asset. The not active categorization is not removed from the meta-data set. The reason for this is that different groups or end-users within an organization can view the value of a digital asset. For example, the legal department can view an offer letter as a contract, human resources can view the same offer letter as a salary benchmark, and manufacturing can view the offer letter as just a letter. This information is included as part of the audit information of the meta-data set. The below example illustrates certain aspects of the invention.

[**0125**] Once the server software **312** identifies that the meta-data sets are for the same digital asset the process of unionizing the meta-data set for the digital asset is executed. For purposes of this example, assume that an end-user of a first client categorized a digital asset "General Corporate" and another end-user categorizes the same digital asset as "Budget". Both categorizations are correct, but one is more correct. The server software **312** determines which categorization is stricter and selects that categorization as the active categorization.

[**0126**] The server **150** saves the information for each of the meta-data sets in a master meta-data set for the digital asset. The master meta-data set includes the information from each of the meta-data sets. The master meta-data set becomes the meta-data set for the digital asset and is communicated to each client **110** the next time the client establishes a connection with the server **150**.

[**0127**] Although described with reference to the server **150**, it should be understood that the client **110** is also capable of unionizing the associated meta-files. The functionality is provided and used by the client software **212**. For example when a first file and a second file are each copied and pasted into a third file, the client software **212** performs a union of the first files meta-data the second files meta-data to generate a master meta-data set for the third file.

[**0128**] Another feature provided by the invention is the ability to located and freeze the state of digital assets with in the distributed computing environment **100**. In one embodiment, this feature is accomplished by the cooperation of the server software **312** and the client software **212**. One method of capturing a set of digital assets is shown and described with reference to **FIG. 17**.

[**0129**] In one embodiment, the method includes receiving (step **1710**) by a client **110** an instruction from the server **150** to copy specific digital assets identified by the meta-data for the digital asset, copying (step **1720**) the identified digital assets, associating (step **1730**) a respective audit trail to each of the respective copied digital asset, and transmitting (step **1740**) the digital assets and their associated audit trails to the server **150**.

[**0130**] To illustrate some of the features of the invention, the following example is provided. The example illustrates how an administrator of server **150** uses the software system of the invention to select a set of digital assets in the distributed computing environment **100** to be frozen and produced in litigation. The result of this operation is a report of digital assets of interest along with the locations of the information.

[**0131**] Each client **110** periodically checks with server **150** for issued instruction. If an instruction exists, the client **110** receives the instructions. The periodicity can vary and can also be overridden. For example, the end-user of a client **110** can issue a connection request by performing an operation using the client **110**. In response to receiving the instructions, the client software **212** analyzes the instructions and begins their execution. In this example, assume the server **150** instructs the client **110** to prevent modification (i.e., freeze) and generate copies of indicated digital assets and their associated meta-data, which includes the audit history of the digital asset. After the server software **212** copies a respective digital asset, that digital asset is released from the hold state so that the end-user of the client can access the digital asset. The client **110** transmits the copy of the digital asset and meta-data to the server **150**.

[**0132**] Each client **110** of the distributed computing environment **100** performs the copy operating in parallel with the other clients **110**. The server software **312** includes functionality to provide a status report displaying the number or percentage of clients **110** that received the instruction, the number of clients **110** still to receive the instruction, and the number of clients **110** that have completed the copy and transmission operations. It should be understood other progress metrics can be included in the reporting functionality of the invention.

[**0133**] The previously described embodiments may be implemented as a method, apparatus or article of manufac-

ture using programming and/or engineering techniques to produce software, firmware, hardware, or any combination thereof. The term "article of manufacture" as used herein is intended to encompass code or logic accessible from and embedded in one or more computer-readable devices, firmware, programmable logic, memory devices (e.g., EEPROMs, ROMs, PROMs, RAMs, SRAMs, etc.), hardware (e.g., integrated circuit chip, Field Programmable Gate Array (FPGA), Application Specific Integrated Circuit (ASIC), etc.), electronic devices, a computer readable non-volatile storage unit (e.g., CD-ROM, floppy disk, hard disk drive, etc.), a file server providing access to the programs via a network transmission line, wireless transmission media, signals propagating through space, radio waves, infrared signals, etc. The article of manufacture includes hardware logic as well as software or programmable code embedded in a computer readable medium that is executed by a processor. Of course, those skilled in the art will recognize that many modifications may be made to this configuration without departing from the scope of the present invention.

[0134] While the invention has been shown and described with reference to specific preferred embodiments, it should be understood by those skilled in the art that various changes in form and detail may be made therein without departing from the spirit and scope of the invention as defined by the following claims.

What is claimed is:

1. A method of propagating categorization information associated with a digital asset between clients in a distributed computing environment the environment having a central computing device that stores an asset identification tag for at least one digital asset and one or more clients that locally stores respective digital assets, the method comprising:

(a) generating, by a first client, a meta-data set including categorization information associated with the digital asset;

(b) associating the meta-data set with the digital asset such that the meta-data has at least one characteristic of the digital asset; and

(c) transferring the digital asset and meta-data set to a second client of the distributed computing system.

2. The method of claim 1 further comprising accessing the meta-data, by the second client, prior to accessing to the digital asset.

3. The method of claim 1 wherein the set is set transferred in an e-mail header.

4. The method of claim 3 wherein the set is transferred in a comments field of the e-mail header.

5. The method of claim 3 wherein the set is transferred in a keywords field of the e-mail header.

6. The method of claim 3 wherein the set is transferred in an optional-field field of the e-mail header.

7. The method of claim 1 wherein the set contains a hash value.

8. A system for propagating categorization information associated with a digital asset between clients in a distributed computing environment the environment having a central computing device that stores an asset identification tag for at least one digital asset and one or more clients that locally stores respective digital assets, the system comprising:

(a) a first client in communication with a network; and

(b) a second client in communication with a network, the second client generates a meta-data set including categorization information associated with the digital asset, associates the meta-data set with the digital asset such that the meta-data has at least one characteristic of the digital asset, and transfers the digital asset and meta-data set to the first client of the distributed computing system.

9. The system of claim 8 wherein the first client accesses the meta-data prior to accessing to the digital asset.

10. The system of claim 8 wherein the set is set transferred from the second client to the first client via an e-mail header.

11. The system of claim 10 wherein the set is transferred in a comments field of the e-mail header.

12. The system of claim 10 wherein the set is transferred in a keywords field of the e-mail header.

13. The system of claim 10 wherein the set is transferred in an optional-field field of the e-mail header.

14. The system of claim 1 wherein the set contains a hash value.

15. A computer readable medium having executable instructions thereon to propagate categorization information associated with a digital asset between clients in a distributed computing environment the environment having a central computing device that stores an asset identification tag for at least one digital asset and one or more clients that locally stores respective digital assets, the computer readable medium comprising:

(a) instructions to generate, by a first client, a meta-data set including categorization information associated with the digital asset;

(b) instructions to associate the meta-data set with the digital asset such that the meta-data has at least one characteristic of the digital asset; and

(c) instruction to transferring the digital asset and meta-data set to a second client of the distributed computing system.

16. The computer readable medium of claim 15 further comprising instructions to access the meta-data, by the second client, prior to accessing to the digital asset.

17. The computer readable medium of claim 15 further comprising instructions to transfer the meat-data set in an e-mail header.

18. The computer readable medium of claim 17 further comprising instructions to transfer the meta-data set in a comments field of the e-mail header.

19. The computer readable medium of claim 17 further comprising instructions to transfer the meta-data set in a keywords field of the e-mail header.

20. The computer readable medium of claim 17 further comprising instructions to transfer the meta-data set in an optional-field field of the e-mail header.

21. The computer readable medium of claim 15 wherein the meta-data set contains a hash value.

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