

POLICY-BASED EMAIL ARCHIVING

THE BUSINESS CASE FOR EMAIL RETENTION

In today's business climate, the volume and complexity of data are increasing exponentially. Implementing information governance practices in your organization to get your house in order and effectively manage information is becoming paramount as industry regulations are increasingly stringent.

An essential first step in managing vital business records is to establish an archiving program that incorporates clear rules, like email retention and deletion policies, supported by effective archiving technology. By doing so, productivity is enhanced and the likelihood of email-related litigation, regulatory investigations, security breaches, privacy violations, and other electronic disasters are reduced.

Maintaining a proper archive lessens storage costs as live content on high-speed disks can be moved to cheaper, slower disks. Additionally, an archive is a good, low-cost backup for cloud solutions like O365. Finally, an immutable archive saves on legal and regulatory costs by mitigating risks of fines related to noncompliance, and risks of losing cases because relevant evidence could not be found.

THE CONTRIBUTION OF ARCHIVING TO AN INFORMATION GOVERNANCE INITIATIVE

Archiving is an important part of a sound information governance initiative as it impacts many of its most important facets including records and information management, compliance, data governance, eDiscovery, risk management, privacy, legal, data storage, and archiving. NetGovern Archive minimizes information risk and cost by enabling legally-defensible disposition and maximizes information value by ensuring relevant data availability and integrity. The use of NetGovern Archive also brings many information governance benefits to an organization through information lifecycle management. ILM reduces an organization's

information footprint, and less content means it's easier to find just what you're looking for. ILM also protects organizations from negative exposure, reduces legal risk, and increases litigation readiness. Finally, importing PSTs into one centralized, manageable, and searchable location lessens the risks of meaningful data leak or loss.

REDUCE LITIGATION
COSTS AND
MAINTAIN A
SEAMLESS
CHAIN-OF-CUSTODY
THROUGHOUT THE
eDISCOVERY
PROCESS

POLICY-BASED EMAIL ARCHIVING

NetGovern Archive provides a policy-driven and centralized administration console with full support for Active Directory. Policies can be enforced for a whole organization, or more granularly per group of users, or even per user. Retention periods can be set differently for every type of information in a mailbox by leveraging user classification. Archiving the trash folder or not is also one of the many decisions that are up to the organization creating the policies. NetGovern Archive gives flexible and granular control over the organization's email policies; existing policies can always be amended, or new ones created as business needs change. Email retention can be enforced for as long as prescribed by industry regulations and defensibly deleted, or kept indefinitely in the case of a legal hold.

MAILBOX ARCHIVING

NetGovern Archive supports mailbox archiving to ensure 100% retention of the content an organization needs. Mailbox archiving is like making a copy of the data in a mailbox, holistically capturing everything it contains. Email, attachments, calendar items, tasks, folder structure, and notes can all be archived with their metadata for more exhaustive investigations. Reviewing data captured with this method tells a more detailed story, and knowing if an email has been forwarded or deleted can be relevant to an ongoing legal dispute. Mailbox archiving also has powerful filtering capabilities that can be used to archive only certain folders or to capture everything including the recoverable items folder, preventing the loss of evidence through intentional deletion. Mailbox archiving ensures 100% retention because it has the capacity to re-try the archiving of any item with a second pass should the first one fail.

REGULATORY COMPLIANCE

PIPEDA, SEC, FINRA, HIPAA, SOX, FOIA, and many other regulations require that communications, including email, be preserved for a certain amount of time. NetGovern Archive comprehensively addresses the compliance needs of regulated industries and includes compliance modules like Information Lifecycle Management, SEC compliance, and WORM-based storage, designed for these specific verticals. With customizable policies, adapting to a landscape of regulations in constant evolution becomes simpler.

OPEN SOLUTION

NetGovern Archive has been engineered to be an open solution. Email messages are archived in XML format, which is ideal for long-lasting storage. XML is standard, easy to understand for humans and machines, as well as making documents self-describing with metadata so they are easier to find. This format has no ties to any particular technology, and the NetGovern connectors can pull data from a variety of sources just as well as they can push it to different locations, easing data migrations.

BACKUP

NetGovern Archive can act as a budget-friendly backup for cloud services like O365 just as well as it can be used as a legal archive. In case of disaster, archived data can easily be reinjected into live systems, whether they are on premise or in the cloud.

ADVANCED STORAGE MANAGEMENT

NetGovern Archive can be deployed with a number of storage solutions. It integrates organically with NetGovern Store and Microsoft Windows File Shares to dramatically reduce the expense, complexity, and time traditionally required for provisioning storage. Less accessed data can be moved to lower-cost, slower disks, making long-term storage more affordable. NetGovern Store provides a greener IT storage environment resulting in a substantially-smaller footprint not only in capital expenditures and management labor but also in energy consumption, cooling, data center space, and associated costs.

SINGLE-INSTANCE STORAGE FOR EMAIL ATTACHMENTS

Messages with attachments are often forwarded to many users, which takes more space than necessary. NetGovern Archive paired with NetGovern Detach allows organizations to strip attachments from their primary or archived mailbox, replacing them with an HTTP link that points to a single copy of the attachment. Single-instance storage of attachments reduces both the risks of server bloat and the cost of preserving email.

INFORMATION LIFECYCLE MANAGEMENT

With NetGovern Archive and NetGovern Store, ILM is made easy. Legally-defensible deletion of information protects organizations in case of data breach and litigation, while also saving as much as \$18/GB/year. Metadata preserved by NetGovern Archive ensures content deletion at the right time and NetGovern Store takes care of removing all the associated duplicates.



Visit netgovern.com to learn how we help organizations deploy Information Governance software that provides clear answers.

