



Whitepaper:

**Email archiving and storage management solution for
compliance, retention management and electronic
discovery**

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Intended Audience

This document is intended for anyone who is involved in the management policy and implementation for an organization's email archive.

Scope

Email is now the most prevalent form of business communication, accounting for 65% of all correspondence. Email volumes grow by 42% per year and average message size grows by 22% per year. An organization's email is a valuable knowledge base that can produce evidence in making current business critical decisions.

Email is simple to create, handy to use, and easy to send. However, by relying solely on today's backup procedures (or worse, no procedures), data and financial loss are inevitable.

Why Archive Email

You need to retain, protect, manage and ensure authenticity of your company's intellectual capital. In today's business world, message archiving has become a corporate necessity. Whether communicating with suppliers, clients or employees, virtually all agreements, understandings and documents are transmitted via email.

Email archiving is the preservation of your organizations electronic records.

How about tape backups?

Conventional tape backups are not a substitute for message archiving:

- It is expensive and time-consuming to recover data from a tape backup
- Email that was accidentally or intentionally deleted will be unrecoverable within a week
- In the event of a hard drive crash, you will lose all messages created or received after your last backup
- Future upgrades of your tape hardware may make restoring data from old tapes unfeasible

With reliance on email as your primary business communication tool, can you afford to lose your records?

Email Continuity

An email continuity system is an integral part of a business continuity or disaster recovery plan. It offers a secondary mail management system where employees have "always on" mail access to their email.

An email continuity system allows organizations to continue and seamlessly function in the event of a primary mail server outage, software upgrade, hardware failure, data corruption or maintenance period.

Email Preservation

MS-Exchange can seamlessly integrate with Archive Studio's WebSearch, ensuring you will never lose email again. With unlimited mailbox storage capacity, it is the fastest and most efficient method of finding and managing email. All incoming, internal and outgoing email is captured by WebSearch automatically in real time, with secure end-to-end encryption.

Email preservation from Exchange to WebSearch is covered by using a technology called "enveloping" and use of the Exchange Journaling mailbox.

Archive Studio's WebSearch enables you to produce evidentiary-quality email records quickly, with full audit trails on email history.

Improve Message Content & Workforce Productivity

With real time company-wide monitoring capabilities, WebSearch enables the detection of inappropriate email content that violates your organization's policies or legislation. A side benefit is the measurable improvement in employee productivity and decrease of email for personal use!

Archive Studio's WebSearch monitors each incoming, outgoing or intercompany message for suspicious content, tagging suspect email for supervisory review.

Reduce Email Duplicates

Monitor intercompany and incoming email for duplicates being sent to or received by multiple company staff. Only one copy is archived, while allowing all relevant parties access to the message

Archive Studio's WebSearch monitors each incoming or outgoing message for duplicates, saving the organization money by reducing storage costs.

Lifecycle Management of Data

By applying the guidelines of your organizations email retention policy, corporate risk is reduced to unnecessary exposure of old email, plus cost of storage is decreased.

Archive Studio's WebSearch offers customized retention and disposal policies including Litigation Holds and selective deletion.

Email Review

Your principal reviewers, whether it's your compliance officer, legal team, human resources, IT department or the email owner, will be able to review your organization's data with ease and intelligent functionality. Most importantly, your mission-critical messaging will be available and easy to retrieve, when you need it.

WebSearch email management and review features include:

- Security for email privacy (only sender or recipients may retrieve their messages)
- "Email manager" permissions for organization-wide email review
- Auto notification of suspicious email
- Rapid searching capabilities of all email & attachment content

Document Capture "without printing and scanning" using email as the transportation device

Many documents are now being delivered to the recipient utilizing email, without use or the expenses related to printing and the U.S. Mail. Invoices, RMA's and Purchase Orders are all classic examples of documents created by line-of-business applications and delivered via email attachment.

WebSearch can capture the email attachments in MS-Exchange. Attached documents are automatically archived in WebSearch along with static meta data from the subject or body of the email message.

- No labor is required for document capture or indexing
- Be assured that all transactional documents are captured and archived
- Meta data is generated by line-of-business application

Original email continues to the target destination

Conclusion

Your organization's emails are legal records and should be recognized as such. Properly managing the life cycle of email and organizing these files with a modern document management solution can electronically maintain consistency in compliance with your legal policy procedures on records management.

Properly managed email offers an edge on future litigations by reducing discovery and production costs; plus years of information at your finger tips leaving more time for legal defense strategies.

Last but not least, your email archive is a valuable and accessible knowledge base with valuable decision making information for current events.