

The Business Value of an Integrated Content Archiving Solution

No organization is immune to the explosive growth in the volume of electronically stored information (ESI). The rapid growth of ESI is having a tangible impact upon organizations in three primary areas, the volume of ESI upon the IT infrastructure, its legal implications and regulatory compliance. The impact of ESI upon corporate networks, infrastructures and email servers is burdening already strapped IT staff, impacting user productivity and driving up costs. Laws, regulations and company policies establishing the legal status, mandatory retention periods and discoverability of ESI have real consequences for organizations and virtually assure its rapid growth rates for the foreseeable future.

An integrated content archiving solution (ICA) can serve as the foundation of your strategy to address the challenges of ESI. An ICA is a single unified platform that can ensure the capture, indexing, storage, security, retention and discovery of your disparate ESI. By consolidating silos of business content, and providing powerful search, retrieval and discovery functionality, an ICA solution can substantially simplify the management and lifecycle of ESI while providing the organization with a host of business benefits.

Key Objectives for an ICA solution

According to Gartner Group, the following are key business drivers for an ICA solution:

- ▶ Reduce the number of archiving platforms that IT needs to support resulting in cost savings
- ▶ Provide more effective repository support - reducing the overall infrastructure requirements in terms of storage and servers
- ▶ Provide more efficient storage utilization - migrate content over time to storage media for cost-effective utilization
- ▶ Leverage content services, such as retention management and discovery, across the entire archive repository
- ▶ Improve content governance of archiving applications - allows organizations to set policies on management of archives, within a single archiving application

Business Value

ICA solutions provide substantial and immediate benefits to organizations of all sizes. With rapid implementation cycles and roll out, organizations can be up and running within hours to days depending upon the size and scope of the environment and requirements.

Improve System Performance & Efficiency

- ▶ An ICA solution takes the immediate burden off email servers, file servers, portals and other servers allowing them to run at peak efficiency & performance while reducing downtime.
- ▶ Content Archiving automatically and consistently captures, archives, secures, stores and retains the ESI you have created at the source in a seamless and effective manner.

Real-time Access & Search

- ▶ Users often lose, misplace, delete, and overwrite files. With an ICA solution, they are empowered to search on the fully indexed archived content, retrieve and recover emails and files without ever involving IT staff.
- ▶ Organizational productivity is improved as the IT staff no longer has to perform needle in the haystack searches on restored backup tapes.

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Optimize your Storage Infrastructure

- ▶ Centralized storage of ESI eliminates the complexity of managing silos of disparate and poorly optimized ESI storage across the organization and can significantly reduce storage requirements by compression and single instance storage (de-duplication) of content.
- ▶ An ICA solution can leverage your existing storage infrastructure by supporting the devices and storage scenarios you currently have in place.
- ▶ Flexible archiving policy & powerful stubbing of ESI offloads storage from primary storage to lower cost secondary storage enables an organization to focus its storage upgrades on the ICA infrastructure rather than for each of the application servers that create ESI

Facilitate rapid EDiscovery

- ▶ One of the most significant costs with EDiscovery is collection of relevant data. In most cases, at least 70% of the discoverable data is internal information such as email, contracts, memos, meeting minutes, instant messages, spreadsheets and other ESI. An ICA solution helps you to know what ESI you have, where it's located, who can access it and how to search against it quickly.
- ▶ The ability to make informed decisions regarding the merits of a legal case or investigation can significantly reduce the time, cost and effort required to respond to a legal discovery requests.

Easily Set and Enforce Retention Policies

- ▶ An ICA solution allows an organization to centrally set and enforce flexible retention policies that make sense for them and control the size and rate of growth of the archive.
- ▶ During retention periods, organizations can ensure that the ESI is available, readily searchable and can be quickly produced at any point.

Ensure the Security & Compliance of your Critical Business Information

- ▶ An ICA solution captures critical business information and archives it in a centralized, encrypted archive ensuring that it cannot be modified or deleted for the duration of the retention period.
- ▶ Granular role definition for access to the archives, a forensic security model with a comprehensive audit trail provides the ability to demonstrate compliance and a defensible chain of custody.

Business Continuity

- ▶ An ICA solution with integrated redundancy can prevent data loss and provide much faster recovery scenarios thus minimizing any impact upon user access to business critical information
- ▶ A solution with fewer points of failure and fewer external dependencies ensure the availability, security, integrity and management of your ESI

Reduce the Total Cost of Ownership

- ▶ An ICA solution reduces the total cost of ownership of ESI within your organization in comparison to other point solutions as it can be easily installed and managed, decreases the IT workload, requires less time, less money and uses fewer resources.
- ▶ Support for virtualization allows an organization to reduce the number of servers required, lower electricity costs and work in a more flexible manner with the existing infrastructure.

An ICA solution provides a platform to build on and can help future proof against changes in legal requirements, new ESI data formats, retention requirements and the ever encroaching impact of regulatory compliance. An ICA solution allows an organization to maximize the value of their investment and regain control over their ESI.

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