

# Regulatory Compliance for Government Agencies

State, Local, and Federal governments must comply with regulations and guidelines for archiving and retaining electronic communication. Compliance with these regulations will help your organization to avoid fines, sanctions, and other penalties, as well as avoid the risks involved with email and social media misuse.

## ■ Federal Government:

- Presidential and Federal Records Act Amendment of 2014 (HR 1233)
- 5 U.S.C. § 552, As Amended by Public Law No. 104-231, 110 Stat. 3048 (The Freedom of Information Act)
- Federal Rules of Civil Procedure (FRCP) Rule 34, Rule 26(b), and Rule 35
- Federal Information Security Management Act (FISMA)
- 44 USC Chapter 35 (Coordination of Federal Information Policy)
- NARA October 2010 Bulletin

## ■ State and Local Government:

- California Public Records Act (California Government Code Section 6250-6270)
- Florida 119.01 and Title XIX Chapter 286
- Louisiana Title 44 Chapter 1 Part 1 (Louisiana Sunshine Law)
- Massachusetts SPR Bulletin No. 1-99
- Missouri Public Records 610.010, 610.023, 610.024, 610.026 Ohio Public Records Act (Ohio Revised Code 149.43)
- Oregon Public Records Law
- Washington Public Records Act
- Wisconsin Public Records Law

## How Does Retain Address Regulatory Concerns within Government?

OpenText™ Retain Unified Archiving provides multi-platform unified archiving of email, social media, and mobile communication. Retain also includes built-in eDiscovery, and publishing for organizations looking to reduce costs, manage complexity, and mitigate risk on-premises or in the cloud.

**Multi-Platform Unified Archiving:** All messaging data, including email, social media, and mobile, is archived into one unified data archive. This gives you the ability to search, publish, and perform eDiscovery from one central location.

**Flexible Archive Access:** The Retain Archive can be browsed and searched directly from multiple access points including the end-user email client, the Retain mobile app, the browser-based web access client, and the Offline Archive Viewer. Plus, archived data can be exported to a portable stand-alone archive viewer.

**Policy-Based Unified Archiving:** Retain provides fully configurable policies that allow you to define the specific email, mobile, and social media communication data you want to archive. These policies allow you to define what is archived based on mailbox type, message source, item type, message status, the age of the message, and attachments. You can also filter by folder and attachment type. In addition, Retain has the ability to implement retention policies for all archived data.



**Social Media Archiving and Oversight:** Retain Social provides archiving, monitoring, and data insights. This enables organizations to perform eDiscovery, review messages in context, and help determine the tone of all posts and pictures for Facebook, Twitter, LinkedIn, Instagram, Flickr, Pinterest, and Google+. Plus, you get archiving for all YouTube and Vimeo videos and comments.

**eDiscovery Regulatory Search:** Administrators, records management, and other authorized users can perform eDiscovery and can complete regulatory tasks such as litigation holds, print, forward, save, redact, and export with the built-in tools.

**Compliance and Control:** OpenText™ GroupWise, Gmail, Exchange, and Office 365 lack critical capabilities that can put your organization at risk for data loss and compliance violations. The standard archiving functionality of these systems is not enough for the enterprise. Retain

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solves this problem by disabling auto-purge, supporting SmartPurge, allowing for archive policy control, supporting export to PDF, allowing archived messages to be restored to the inbox, allowing for redaction on exported messages, and prohibiting message alteration or deletion. These features help ensure your data archive is complete and compliant.

**Web Access Archive Viewer:** Only Retain offers an easy-to-use browser-based interface with powerful search tools that let you quickly access, search, and perform eDiscovery on the archive.

**Complete Export Functionality:** Export the data easily into either PST, PDF, or stand-alone archive viewer formats. The exported file is fully indexed, searchable, and includes a table of contents for quick browsing.

**Redaction Control:** Exported data can be redacted, which ensures that personal information, or other redacted items, do not become part of the open records request.

**Litigation Hold:** To protect email that may potentially be involved in future litigation, Retain can flag an archived item to protect it from deletion or actions until the hold is removed.

**Audit Trail:** Retain creates a searchable audit trail of all administrators and users who have permission to search the archive, enabling you to have a record of all activity.

**Smart, Confidential, and Rule-Based Tagging:** Administrators and end users can create custom tags for messages within the archive. Auditors, administrators, and other authorized users can mark archived messages as confidential. These marked messages can only be viewed or searched by users with granted rights. And messages can be marked as confidential or tagged while being archived according to set criteria, including regular expressions. These tags are searchable for easier eDiscovery.

**Configurable Permissions:** Use the Access Control list to grant users, administrators, or others access to the features and functionality of the Retain system, based on the roles you set.

**End-User Mailbox Management:** Easily search and restore data with the Retain Web Access Archive Viewer. Give end users the ability to search, forward, print, restore, access, and view messages in their original context without administrator support.

**Fast and Easy Retrieval:** Retain contains a built-in Lucene indexing engine or the Retain High Performance Indexing Engine (for larger deployments).

Learn more at  
[www.opentext.com](http://www.opentext.com)