

## Product Flyer

Information Management and Governance

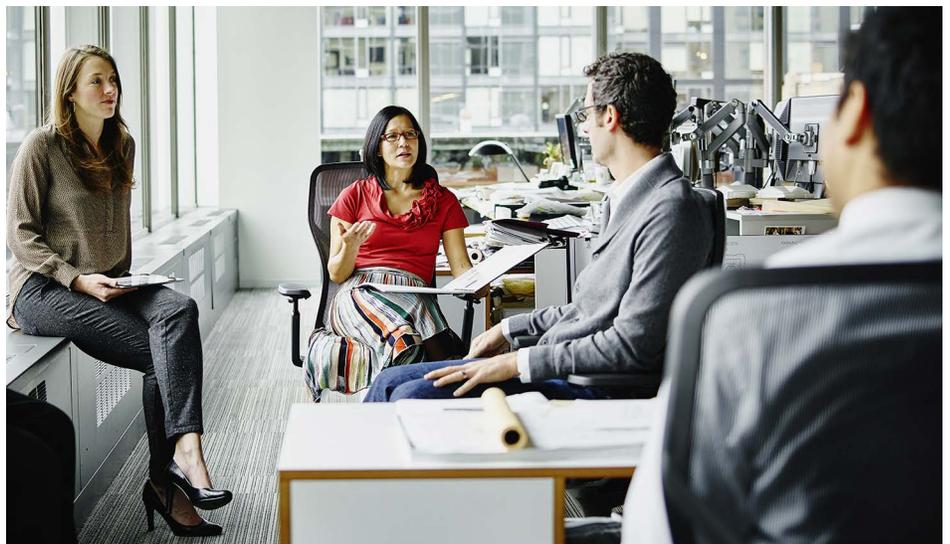


# Simplify Defensible Disposition Operations to Drive Maximum Effectiveness

Organizations in highly regulated industries are compelled to retain business communications data to manage compliance. Compliance archiving technologies evolved to meet the need to properly retain this data and protect it from tampering, or spoliation.

### Digital Safe Search and Export Service at a Glance:

- **Fast:**  
Rapidly respond to urgent and complex regulatory requests
- **Efficient:**  
Increase your staff productivity
- **Easy:**  
Streamline your search and export workflows
- **Cost-Effective:**  
Reduce downstream eDiscovery costs through focused searches and extractions



### The Strategic Need for Defensible Disposition

Protected in the archive, business communications data can provide organizations with a rich trove of intelligence insight on matters ranging from possible criminal conduct by rogue elements to customer satisfaction levels and opportunities for new product creation. Paradoxically, this same data can become a huge liability for organizations that retain it beyond regulatory minimum retention time frames.

### A Delicate Balance

Unfortunately, the work required to determine what specific data is subject to legally-mandated retention periods can be substantial. Minimum retention periods, such as those set forth in SEC and HIPAA regulations, specify both the types of data subject to special handling and the required retention duration.

But as business communication has expanded beyond email alone to encompass a broad mix of social collaboration data, regulated data

has found its way into multiple conversation threads. In this climate, many organizations opt to retain business communications data indefinitely, rather than take on the daunting work of sorting regulated from unregulated data.

This raises substantial risks, however, that some of the data maintained beyond its mandated retention period can be used against the organization in a future lawsuit or compliance audit. The impact of this passive approach is the backlog of billions of messages that are over-retained, resulting in spiraling archive storage costs, and the threat of costly litigation that may impact your firm's reputation, and banking license.

### Today's Defensible Disposition Requirements

The recent spike in both the volume and the complexity of business communications data has inarguably raised the challenges of disposition management higher than ever before. But information governance leaders need to bear in mind that these spikes also raise the stakes of this work.

Effective disposition management today requires a number of indispensable processes, including:

- Proper adherence to data retention and preservation in accordance with regulatory mandates
- Alignment of retention, preservation, and disposition strategies with enterprise business strategies
- Disposition process validation via UAT with customer stakeholders
- End-to-end monitoring of the full disposition process
- Generation of disposition certificates

### Micro Focus' Retention-Management-as-a-Service

Micro Focus Digital Safe Retention Management as a Service (RMaaS) offers a service

for managing the retention, preservation, and disposition of data archived in the Digital Safe. Designed to ensure that data stored in the Digital Safe compliant archive is retained and preserved per your corporate, legal, and compliance needs, and disposed of when the retention period expires, RMaaS removes the burden of defensible disposition from your busy compliance, legal, and IT teams so they can focus instead on innovation and competitive differentiation.

In short, RMaaS provides the means for disposing data that has reached the end of its retention period while ensuring the preservation of data under legal or administrative hold.

### RMaaS Benefits

Micro Focus' RMaaS gives enterprises of all sizes a viable alternative to in-house life-cycle management of business communications data. It puts these operations into the hands of seasoned retention management experts to maximize the effectiveness of defensible disposition operations.

An industry-leading service, RMaaS establishes a defensible disposition program that has confidently disposed of billions of valueless communications for our clients over the past 20 years through tried-and-true repeatable operational workflows that ensure the preservation of only what is needed in your archive. RMaaS simplifies compliance while minimizing the risk of privacy regulation conflicts and litigation.

By applying RMaaS, organizations can minimize the sizes of data exported in the course of day-to-day compliance archiving operations, reduce the associated costs of storage, better address personal data privacy concerns, and reduce overall legal and operational risk.

Learn more at [www.microfocus.com/en-us/products/managed-services/overview](http://www.microfocus.com/en-us/products/managed-services/overview)

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