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Retain Unified Archiving

Retain Unified Archiving and Regulation Compliance

Industries face regulatory requirements that demand the retention of and the ability to produce electronic communication data. The financial services, healthcare, pharmaceuticals, and energy industries are required to follow stricter and sometimes onerous regulations. Compliance with these regulations can help your organization avoid fines, sanctions, penalties, and the risks involved with the use of electronic communication in the workplace.

Complying with Archiving Regulations with Retain Unified Archiving

Staying compliant with all of the different regulations can be a tricky task at best. While each industry may have specific rules and regulations, there are some definite best practices when dealing with, managing, and archiving electronic communication data. Retain Unified Archiving helps keep your organization in compliance.

Retain Unified Archiving Will Help You Ensure That You Remain Protected and Compliant

Outlined below are some of those regulations, along with details on how the Micro Focus® Retain™ Unified Archiving solution can help you comply.

Federal Rules of Civil Procedure (FRCP)

What Is It?	How Does Retain Unified Archiving Help?
The FRCP is designed for the civil federal court system with input from the US Supreme Court, and approval by the US Congress. Most states have adopted FRCP rules for state civil litigation. Companies that find themselves subjected to lawsuits within the federal and state court system need to prepare to meet the requirements as written and supply information immediately as it pertains to individual cases. Organizations need to know exactly where data is stored, what data storage technology is used to backup and archive records, how the retention schedule applies, how and when they are recycled, how long it will take to produce them, and in what formats they can be produced.	• Retain Unified Archiving archives all electronic communication data for email, social media, and mobile phones. • Retain Unified Archiving can be deployed on-premises or in a private cloud. Both of these options allow for organizations to know where data is stored and who has access to the data. • Retain Unified Archiving allows for organizations to export data to PDF, PST, or the standalone archive viewer. The exported file is fully indexed, searchable, and includes a table of contents for quick browsing. • Retain Unified Archiving provides granular retention rules to ensure that the electronic communication data is securely archived for the proper length of time. • Retain Unified Archiving provides an advanced fully indexed archive that returns results of all archived electronic communication data immediately.

SEC Rules 17a-3 and 17a-4

What Is It?	How Does Retain Unified Archiving Help?
These are regulations the U.S. Securities and Exchange Commission issues, which outlines requirements for data retention, indexing, and accessibility for companies that deal in the trade or brokering of financial securities, such as stocks, bonds, and futures.	• Retain Unified Archiving provides an advanced fully indexed archive that returns results of all archived electronic communication data immediately. • Retain Unified Archiving is compatible with and runs on WORM data storage devices, thus providing an extra layer of security and redundancy. • Retain Unified Archiving allows for easy and secure exports to PDF, PST, and the Standalone Archive Formats through the use of the Retain Unified Archiving Publisher

Sarbanes-Oxley Act (SOX)

What Is It?	How Does Retain Unified Archiving Help?
This is legislation congress passed in 2002 in response to the accounting fraud of Worldcomm and Enron. It aims to protect investors by setting strict regulations behind the preservation of accounting information and serves harsh penalties when these regulations are violated. SOX governs publicly traded companies over a certain size.	• Retain Unified Archiving allows for organizations to maintain a tamper-proof copy of the financial and accounting data. • Retain Unified Archiving allows for granular retention policies to enable different retention periods for different types of electronic communication data.

Dodd-Frank Act

What Is It?	How Does Retain Unified Archiving Help?
This is a massive piece of legislation passed in the wake of the 2008 financial crisis. It aims to prevent a future financial crisis by introducing many new rules and regulations for financial institutions. It strengthens and increases the oversight powers of entities like the SES, and it introduces data retention rules around many pieces of information such as trades and swaps.	• Retain Unified Archiving provides an advanced fully indexed archive repository that can be access through a central interface. • Retain Unified Archiving is compatible with and runs on WORM data storage devices, thus providing an extra layer of security and redundancy. • Retain Unified Archiving allows for granular retention policies to enable different retention periods for different types of electronic communication data. • Retain Unified Archiving archives all electronic communication data for email, social media, and mobile messaging.

Health Insurance Portability and Accountability Act (HIPAA)

What Is It?	How Does Retain Unified Archiving Help?
The Health Insurance Portability and Accountability Act (specifically Title 2—Preventing Health Care Fraud and Abuse) is designed to ensure the Privacy Rule and Security Rule around Patient Data or Individual Identifiable Health Information (IIHI). This information must remain private and secure at all times.	• Retain Unified Archiving provides granular retention policy rules to ensure that the electronic communication data is securely archived for the proper length of time. • Retain Unified Archiving helps auditors ensure that no IIHI data was improperly disclosed. • If IIHI data is found in inappropriate messages, the message can be de-identified (the process used to prevent a person's identity from being connected with information) through a special confidentiality security system accessible only to HIPAA auditors in Retain Unified Archiving. Auditors can also export and de-identify data via the Retain Unified Archiving Publisher. • Retain Unified Archiving keeps all records safe and secure through a system of encryption and access controls, which ensure that information is only available to those with authorized access.

FINRA

What Is It?	How Does Retain Unified Archiving Help?
FINRA or the Financial Industry Regulatory Authority is the regulatory body that oversees financial institutions. As such, it puts in place a number of different rules and regulations across many different acts that all financial institutions must follow.	• Retain Unified Archiving enables archiving of all electronic communication data and electronic correspondence across many different platforms such as social media, email, and mobile phones. • Retain Unified Archiving allows for granular retention policies to enable different retention periods for different types of communication data. • Retain Unified Archiving empowers compliance officers and auditors to enforce proper content standards by conducting searches across the entire unified archive through the advanced eDiscovery tools. • Retain Unified Archiving allows for easy and secure exports to PDF, PST, and the Standalone Archive Formats through the use of the Retain Unified Archiving Publisher.

Family Educational Rights and Privacy Act (FERPA)

What Is It?	How Does Retain Unified Archiving Help?
Family Educational Rights and Privacy Act. FERPA is a Federal Law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program. This law gives parents certain rights with respect to their children's education records maintained by the school. These rights are transferred to the student when he or she reaches the age of 18. **FERPA gives the eligible party the right to inspect and review his or her student records maintained by the school and allows them to request that a school change the records that they believe to be inaccurate or misleading.**	• Retain Unified Archiving provides an intuitive advanced discovery platform to help schools find and disclose information about students across various forms of electronic communication data. • Retain Unified Archiving allows information to be presented in PDF, PST, or proprietary portable format (Retain Unified Archiving Publisher). • Retain Unified Archiving has a full audit trail along with a reporting and monitoring module that allows schools to monitor when the records of a student have been accessed, exported, or both. • The rights assigned to the Family Policy Compliance Officer in Retain Unified Archiving can be done on a granular basis via the access control list.

The Federal Records Act (44 U.S.C. Chapter 31)

What Is It?	How Does Retain Unified Archiving Help?
These regulations are established and regulated by the National Archives and Records Administration. The Federal Records Act (44 U.S.C. 31) and other regulations require all federal agencies to create records that document their activities, file records for safe storage and efficient retrieval, and dispose of records according to Agency schedules. Federal records contribute to the smooth operations of an agency's programs by making the information needed for decision making readily available. They also shed light on an agency's functions and ensure accountability to the Administration, Congress, and the public.	• Retain Unified Archiving ensures all agency email, social media, and mobile phone data is archived and secure. • Retain Unified Archiving ensures all records in the repository are retrievable and usable for FOIA and Discovery. • Retain Unified Archiving allows for agency-specific retention policies, including deletion schedules. • Retain Unified Archiving preserves permanent email records for eventual transfer to NARA.

Federal Information Security Management Act (FISMA)

What Is It?	How Does Retain Unified Archiving Help?
The Federal Information Security Management Act of 2002 is a comprehensive piece of legislation intended to secure non-military governmental systems and systems belonging to government contractors. As such, it is heavily focused on IT security practices and data security.	• Retain Unified Archiving keeps the data secured via AES encryption technology, strong access controls, and full audit logs. • It's easy for customers to keep Retain Unified Archiving current because of new security patches and updates. • Retain Unified Archiving is compatible with and runs on WORM data storage devices, thus providing an extra layer of security and redundancy.

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Protection of Pupil Rights Amendment (PPRA)

What Is It?	How Does Retain Unified Archiving Help?
The Protection of Pupil Rights Amendment is a federal law protecting the rights of minor students with regard to surveys that ask questions of a personal nature. This law requires that schools obtain consent from parents before the students are required to participate in any US Department of Education-funded survey, any analysis or evaluation that reveals personal information.	• Retain Unified Archiving has the ability to assign Auditor or Compliance officer roles so that the person with the relevant rights could be restricted to access and distribute individual student information. • The rights assigned to the Family Policy Compliance Officer in Retain Unified Archiving can be done on a granular basis. • Retain Unified Archiving includes full auditing and logging capabilities, ensuring that the institution can be held responsible for the data being distributed in the event of a breach of privacy or failure to comply with state law.

Retain Unified Archiving provides unified archiving of all business communication including email, social media, and mobile communication data for case assessment, search, and eDiscovery. It can be deployed on-premises or in the cloud. This includes email archiving for Microsoft Exchange, Office 365, Gmail, IBM Notes, Bloomberg Professional, and Micro Focus GroupWise® platforms. Retain Mobile archives mobile device communication data for Android, BlackBerry, and iOS, including SMS/text messages, BBM Messages, BBM Enterprise, phone call logs, and PIN Messages. Retain Social provides monitoring and data insight into message context and tone of all posts for Facebook, Twitter, YouTube, LinkedIn, Instagram, Vimeo, Flickr, Pinterest, and Google+ (on and off network).

Micro Focus
UK Headquarters
United Kingdom
+44 (0) 1635 565200

U.S. Headquarters
Rockville, Maryland
301 838 5000
877 772 4450

Additional contact information and office locations:
www.microfocus.com

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