

Top Four Data Retention Concerns Facing Records Managers

As a records manager, your primary concern is archiving documents of historical nature. However, there are additional policies and concerns associated with archiving all your business communication like email, mobile, and social media posts.

Retain Unified Archiving helps records managers ensure compliance and address retention concerns through unified archiving of email, social media, and mobile communication data. Retain Unified Archiving gives records managers easy access to all archived data from one central interface. Records managers can browse, search and perform eDiscovery on the archive

“Finally we are in line with all compliance laws and regulations. But even more important: our users can now find and restore mails on their own.”

GREGOR DOTZAUER

Head of IT

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Outlined below are the top four concerns in archiving email, mobile, and social media communication.

- 1. Regulation Compliance:** Email messages and other electronic communications are highly regulated. Organizations need to be aware of and stay in compliance with regulations.
- 2. Litigation Preparation:** Organizations need to be prepared for potential litigation. When your organization has an open-records request, you need to be able to quickly and easily access the data.
- 3. Storage Management:** Email volume continues to grow exponentially. Increased volume means increased costs for storage and decreased system performance. This growth can also create costly downtime and reduced productivity.
- 4. Security:** Email and attachments can contain sensitive and confidential information. This data needs to stay secure and encrypted.

The Micro Focus Solution

Micro Focus® Retain™ Unified Archiving provides multi-platform unified message archiving,

eDiscovery, and publishing for organizations looking to reduce costs, manage complexity, and mitigate risk on-premises or in the cloud.

How does Retain Unified Archiving Address the Retention Concerns?

1. Regulatory Compliance

■ **Compliance and Control:** Retain Unified Archiving provides system-wide archiving, search, publishing, and eDiscovery tools and it prevents users from deleting archived messages, ensuring your archive is complete and compliant.

■ **eDiscovery Regulatory Search:** Administrators, records management, and other authorized users, can perform eDiscovery and regulatory searches including place litigation holds, print, forward, save, redact, and export with the built-in tools.

■ **End-User Mailbox Management:** Easily search and restore data with the Retain web access archive viewer. Grant end users the ability to search, forward, print, restore, access, and view messages in their original context without administrator support.

- **Web Access Archive Viewer:** Only Retain Unified Archiving offers an easy-to-use browser-based interface and powerful search tools that enable you to quickly locate the complete message thread you need to preview and/or export.

2. Be Prepared for Litigation

- **Open Records Search:** The Federal Rules of Civil Procedure (FRCP) instructs that organizations have a "Duty to Preserve" all Electronically Stored Information (ESI). Be ready for any open records public requests for email, text messages, or social media posts. With Retain Unified Archiving, messages are securely archived in one unified archive for later review and cannot be modified or deleted.
- **Fast and Easy Retrieval:** Retain Unified Archiving contains a built-in Lucene indexing engine or the Retain High Performance Indexing Engine (for larger deployments) to ensure fast retrieval of messages.
- **Complete Export Functionality:** Export the data into a portable format indexed and searchable. This information then can be exported into PST or PDF format.
- **Litigation Hold:** To protect any email that may potentially be involved in future litigation, Retain Unified Archiving can flag an archived item to protect it from any deletion or actions until the hold is removed.
- **Redaction Control:** Exported data can be redacted, ensuring that personal information does not become part of the open records request.

3. Manage Storage

- **Multi-Platform Unified Archiving:** All Messaging data, including email and social media, is archived into one unified archive. This gives you the ability to search, publish, and perform eDiscovery from one central location.
- **Mixed-Environment Unified Archiving:** Only Retain Unified Archiving provides simultaneous support of a mixed messaging platform environment. Seamlessly move between your Exchange,

Office 365, GroupWise®, Gmail, IBM Notes, Bloomberg, social media, and mobile archive.

- **Single-Instance Storage:** Retain Unified Archiving, archives one copy of a message and/or attachment, thus reducing storage space.
- **Policy-Based Unified Archiving:** Retain Unified Archiving features fully configurable policies that allow you to define the email messaging and social messaging data you want to archive. In addition, Retain has the ability to implement retention policies for your entire organization.
- **Increased System Performance:** Retain Unified Archiving ensures optimal performance of your email system by securely archiving messaging data. This keeps storage on the email server to a minimum.
- **On-Premises or Cloud Unified Archive:** Choose how your data is stored. Archived data can be stored on-prem behind your organizational firewall, or in the Micro Focus cloud.
- **Unlimited Storage on the Cloud:** Micro Focus Cloud Services provides unlimited email archive storage, without the hardware investment, maintenance costs and resources associated with on-premises storage.

4. Ensure Data Security

- **Secure Storage:** Retain Unified Archiving archives messaging data with multiple layers of security on-prem, or in the cloud. Multiple databases are supported, including MS SQL, MySQL, Postgres and Oracle. In addition to secure storage with messages archived in AES encryption, EMC Centera and Netapp Snaplock storage is supported. Optional Windows or Linux server encrypted partition and Micro Focus Cloud features redundant and secure data centers to keep your data safe and secure.
- **Secure and Guaranteed Data:** Mitigate risks with Micro Focus's secure and redundant data centers, which keep archived data fully protected and backed up.

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