

## Information Strategy & Economics

# Electronic Content Archiving

### Archiving and Compliance Solutions

Your electronic messages—e-mail and attachments, instant messages, and Voice over IP (VoIP) voicemail—are the cornerstone of your business communications. They are also considered to be business records and intellectual property that must be properly tracked, authenticated, monitored, maintained, and easily accessed in an archive for potential legal discovery and regulatory purposes.

### The Forsythe Approach

Forsythe takes a detailed and comprehensive approach to building electronic content archival systems that can easily be incorporated into your server, storage, network and VoIP infrastructures, and that integrates with your backup and recovery, security, business continuity and disaster recovery initiatives.

Electronic messages often contain sensitive, mission-critical, business or confidential information, and regulations now dictate how they must be processed, stored and retained. This poses new administrative and compliance challenges, and compounds existing storage burdens, since spoliation rules prevent corporations from indiscriminately deleting electronic messages or even recycling tapes that were used to back them up.

### Enabling Compliance

Regulatory compliance, storage costs, and data protection are the most common drivers that force companies to integrate electronic message archiving and monitoring into the core of their IT messaging infrastructure. Most compliance regulations converge over the availability, authenticity, accessibility, integrity, security and audit trails devised for electronic messages. Some industries have

### Trends and Drivers:

- Storage consumption rates are growing at estimated 54% annually.
- Instant Messaging will become the de facto tool for text, voice and video chat in the next few years.
- Good information management policies can reduce e-discovery costs, enable compliance and dictate sound technology decisions.

more stringent requirements and are subject to Federal regulations, such as Sarbanes-Oxley, HIPAA, or Gramm-Leach Bliley. But even organizations not governed by such legislation have requirements about confidentiality, such as HR records and records retention for e-discovery purposes. Long-term archiving of electronic messages requires a tiered storage approach as well as a policy driven framework to support the infrastructure.

### To help you meet your electronic message archiving needs, Forsythe will:

- Consult with your legal department and IT to dictate the requirements of the storage and use of electronic messages
- Help you develop a policy road map for electronic and instant message usage, creation, tracking, monitoring, retention and deletion
- Improve monitoring, retention and security procedures
- Review existing infrastructure and determining software, hardware, backup and recovery requirements
- Develop a hardware, software and policy integration plan
- Develop audit, education and documentation plans

### By implementing an electronic message archiving system, you can:

- Reduce the costs, risks, and burdens from primary servers and storage by offloading older and less frequently accessed messages to secondary and tertiary platforms
- Institute rules, policies and procedures to prepare for compliance audits and potential legal discovery
- Monitor internal and external traffic with a contextual basis to protect intellectual property and communications
- Integrate control with anti-virus, spam, worm and Trojan protection software
- Control and filter content to protect against potential litigation issues
- Reduce risk, liability and corporate visibility by protecting your e-mail—the most abused form of electronic communications
- Have a permanent archive that can be indexed, searched, monitored and reviewed for inappropriate use and content
- Reduce the time, cost and risk in migrating or updating e-mail software by moving older messages to an archive platform to reduce the amount of live data that is migrated over the network to the new server platform

### Forsythe Solutions to Protect and Manage Data

Forsythe provides advisory services and top tier technology solutions to give you well-managed, secure information, letting you make the most of the crucial data that drives your enterprise. Get more business value from your information by letting us help you with:

- Information Strategy and Economics
- Storage Management and Architecture
- Data Protection and Assurance
- Financial Solutions, Vendor Management, and Sourcing

### Forsythe Solutions to Enhance the IT Infrastructure

Forsythe can help you build the infrastructure that achieves your business goals. We address four interconnected areas:

- Network Solutions
- Server Solutions
- Storage Infrastructure
- Security Infrastructure

### Get the Forsythe Advantage.

For more than 35 years, Forsythe has delivered forward-thinking advice, technology, and operation-enhancing solutions. As an independent advisor, Forsythe can help you address every aspect of your infrastructure, including how new solutions may affect the bigger picture. Working with every major provider, Forsythe acts as your single point of contact for managing the cost, effectiveness, and risk related to your information systems.

### Let Forsythe Help.

Business objectives — and business issues — don't exist in a vacuum. Forsythe identifies and addresses IT interdependencies to deliver solutions that work across your enterprise. Call us today.

