

E-mail Management Technology Solutions

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Why Archive?

- Mandated
 - Freedom of Information Act (FOIA)
 - Sarbanes-Oxley Act (SOX)
 - Health Insurance Portability and Accountability Act (HIPAA)
 - State or Local Government Rules
 - Litigation Holds

Why Archive?

- What else?
 - Improved Performance
 - Storage needs for end-users
 - Reduce Exchange backup and recovery times

Lay the Foundation for Archiving

- Create or update email retention policy to reflect today's business needs.
- Move email retention from a manual process to an automated process.
- Discourage and/or technically prevent employees from creating personal archives (PSTs).

Are There Compliance Features in Exchange?

Depends on which version

- Exchange 2007 has Messaging Records Management included
 - Example 1: Delete Inbox messages after 180 days
 - Example 2: Journal messages in custom folder after 1 year
- Journaling may provide basic help
- Small Business Server 2008 includes Exchange 2007 Standard

Where Should You Store Your Archived Email?

On-premise solutions – These are installed on dedicated servers in the same data center as email servers. Long-term costs can be lower over time, but staying current on the latest version will increase costs

Where Should You Store Your Archived Email?

Hosted solutions – These are usually subscription based solutions where the data resides in the hosting company's own data center. While costs can be longer over time, new features and versions are seamlessly provided to subscribers.

Are There Different Kinds of On-Premise Solutions?

- Some use a “stub” to replace a message and any attachments
- Some use log shipping
- Sometimes Exchange “Journaling” feature meets the need

Considerations in Choosing an Archiving Solution

- Determine if all Exchange objects require capturing in archive (not just messages)
- What are my organization's archive searching needs?
- What kind of access to the archive do I want to give employees (direct access or controlled via the admin?)
- Do I need to give "outside" parties access to the archive for legal purposes?

Considerations in Choosing an Archiving Solution

- Do I need to migrate PST files to the archive?
- How does the archiving solution change my storage requirements for Exchange?
- If a hosted solution is chosen, how do you get your email data back if you change hosting providers?



Q & A

Thank you!

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