



# Email Archiving Policies

An Email Archiving Policy is a set of rules that can analyse Exchange and PST email data using defined criteria and conduct an action on the matching data.

## What are Archive One Policies?

Some email archiving solutions may limit the criteria to just message age and message size. Archive One from C2C provides forensic level email content detection and granular actions to the data.

Archive One can match criteria against 50 message properties that can be selected for discovery and this list is extendable to include any custom properties defined by the administrator. The criteria, when applied with conditions and values, enable an almost limitless ability to discover and process data that resides within Mailboxes, Public Folders and PST files.

## Benefits of forensic level data discovery and actions

This granularity provides administrators with significantly more control over data profiling and selection prior to processing. Once the data is discovered, actions can be applied.

These actions include:

- List
- Generate a Report to data owner or chosen recipient(s)
- Copy to a Public Folder, PST or a target mailbox
- Move to a Public Folder, PST or a target mailbox
- Delete matching emails or just attachments
- Archive
- Un-archive

This scope and depth of search functionality provides administrators with the ability to pinpoint exact email, calendar, voicemail and other message system data and apply actions to the discovered items.

Search functionality examples include:

- Locate and report on attachment content that is in breach of Acceptable Use Policies (e.g. storage of music files)
- Delete short life span emails before they becomes candidates to be archived (e.g. old system notification messages such as server reboot notifications)
- Detect inappropriate system usage (e.g. find users who repeatedly send excessive sized attachments)
- Locate and copy all instances of specific email content to assist with a data discovery requirement or litigation investigation. For example all messages to or from a specific company or with the company name in the subject, body and the text of any attachment.
- Move specific mail content to a PST file for external review
- Merge several mailbox or folder content to a new location such as a dedicated public folder
- Search calendars for appointments

## How does this differ from other solutions?

Other email archiving solutions may require that the email data be archived away from Exchange and PST files before they are able to attempt such levels of search capabilities.

Email archiving is a significant project in its own right, adding an archiving process prior to searching is not acceptable and increases the discovery timescales. In addition, if the discovery event is for data pruning and removal, placing data within the archive first is a waste of time and resource.

## Defining an Archive One Policy

Policies can be constructed and started within seconds using an intuitive, natural language, interface, with little or no training. Once a Policy is constructed it will appear in a list of defined policies and can be started, edited or deleted.

A Policy is a construction of a number of parameters, for example:

- Name of the Policy
- What to search for
- Where to search
- When to search
- When to suspend processing
- Actions to be performed to the matching data

Archive One provides a number of industry specific sample policies to assist organisations rapidly deploy and archive data. This is achieved through a simple 'right click' operation.

Each Policy maintains process history reports that can be reviewed as a raw text, xml or html. These reports provide administrators with a valuable insight to the Exchange data without having to commit an archival event. For example, an Administrator may wish to understand the impact of a Policy without having to commit any changes.

## Policy Engine

The Policy 'Engine' is the part of Archive One that performs the act of processing the Exchange data based on the defined Policy definitions.

The Policy Engine is able to process Exchange server data with multiple threads. Each thread will process messages independently, and wherever multiple Exchange servers are configured, the Exchange servers can be processed simultaneously.

Archive One leverages Microsoft's Messaging API (MAPI) subsystem to process Exchange data. This approach is fully supported by Microsoft and does not introduce foreign protocols or jeopardise the Exchange server IS integrity.

## Un-archive

Archive One is one of the few archiving vendors that provide an effortless 'un-archive' option that restores the messages back, with full fidelity, to the mailbox.

In the unlikely event that an organisation may wish to do so, this offers simple method of migrating away from Archive One.



## Summary

Archive One Policies provide administrators with the tools to extend Exchange data processing to beyond 'archive emails over a certain age or size'.

Archive One can match criteria against 50 message properties that can be selected for discovery and when applied with conditions and values enable an almost limitless ability to discover and process data that resides within Mailboxes, Public Folders and PST files.

Unlike many other email archiving solutions, Archive One does not require the email and other message system data to be archived prior to e-discovery.

## Contact C2C:

C2C Systems Inc.  
1 Federal Street  
Bldg. 101-R 3W  
Springfield, MA 01105-1199  
T: 413-739-8575  
F: 413-739-4980

C2C Systems Ltd.  
6 Richfield Place, Richfield Ave  
Reading, Berkshire  
UK RG1 8EQ  
T: +44 (0) 118 951 1211  
F: +44 (0) 118 951 1111

