1. Think long term

Selecting an archiving solution is a critical decision. You need to select a product that is flexible enough to support changes in your business and computing environment. Your chosen archiving solution should be able to maintain (or even enhance) performance levels when you add users, data, and applications, and should be flexible in the way you choose to deploy it, be it an on-premise, hybrid, or cloud-based solution. Also take a long-term perspective about solution vendors. Archiving deals with addressing complex IT and business issues. Proven customer success and a commitment to support are true tests of a vendor’s ability to deliver longterm value in an archiving solution.

2. Consider manageability

IT organizations are demanding manageability from archives similar to what they get from other infrastructure applications. Secure, role-based administration and granular provisioning and reporting are the foundation of a good archiving solution. These manageability features simplify the delivery of archiving services and enable your IT staff to:

- Associate archiving requirements with corporate policies
- Ensure that users get the information they require
- Distribute management across functional teams
- Control access privileges on an individual basis
- Monitor the health of your archiving infrastructure to increase its availability

3. Focus on content intelligence

Because not all information is created equal, organizations need to manage and retain different pieces of information based on their individual value. Certain content (such as orders and contracts) may need to be maintained for years, while other data (such as personal email and newsletters) can be eliminated more quickly. Effective information management requires the classification of data into relevant categories, along with the ability to enforce different policies for each category.

Therefore, when you evaluate archiving solutions, look for flexible classification, filtering, and retention options. You may want support for both user-initiated and automated classification. You may need the ability to integrate the archiving solution with an enterprise content management (ECM) system. A good archiving system should offer intelligent filtering to delete irrelevant email before archiving and intelligent retention to keep archived email for the proper amount of time based on classification.

4. Optimize your total cost of ownership

While email archives often provide a quick return on investment from storage savings, a good solution also provides technical and administrative functionality that helps lower the cost of administration and overall ownership of the archive. Look for a product that can:
- Reduce the administrative time spent on Microsoft PST and Lotus NSF files, mailbox and message recovery, user complaints, and legal discovery
- Decrease storage costs
- Reduce backup windows and streamline recovery
- Improve storage management capabilities
- Minimize the time spent looking for and recovering information for legal requests

5. Look for best-of-breed, open solutions

Your archiving platform should be able to grow and integrate with other systems as your environment changes and expands. It must provide open application programming interfaces (APIs) and broad support for long-term storage, as well as for structured and unstructured data besides email.

A good archiving solution should:

- **Be storage agnostic.** Does the product work with a wide range of storage options? Does it support tiered storage to help you store each type of data in the most economical way?
- **Archive more than just email.** Can the product archive other unstructured content types, such as Microsoft SharePoint® libraries, instant messages, and social media content?
- **Support the integration of third-party products.** How expandable is the archiving solution? Will it integrate with your other infrastructure elements, such as the database, SAP, ECM, and records management systems?
More Information

Visit our website
http://enterprise.symantec.com

Visit the Enterprise Vault Microsite: http://www.enterprisevault.com

Follow @EnterpriseVault on Twitter: http://twitter.com/enterprisevault

To speak with a Product Specialist in the U.S.
Call toll-free 1 (800) 745 6054

To speak with a Product Specialist outside the U.S.
For specific country offices and contact numbers, please visit our website.

About Symantec

Symantec is a global leader in providing security, storage, and systems management solutions to help consumers and organizations secure and manage their information-driven world. Our software and services protect against more risks at more points, more completely and efficiently, enabling confidence wherever information is used or stored. Headquartered in Mountain View, Calif., Symantec has operations in 40 countries. More information is available at www.symantec.com.

Symantec World Headquarters
350 Ellis St.
Mountain View, CA 94043 USA
+1 (650) 527 8000
1 (800) 721 3934
www.symantec.com