



**Symantec™ Document  
Retention and Discovery**

A state-of-the-art solution that simplifies the discovery of email and other files, enhances litigation readiness, and helps ensure compliance with laws, policies, and best practices.



Improving email performance is a top IT objective. But with the amount of traffic constantly growing, and governance mandates that call for the longer retention of records, that mission becomes more time-consuming and costly every day. To complicate matters, frequent legal discovery requests and the ensuing search for files in messaging environments, backup tapes, and PCs divert scarce IT resources even more. **Symantec can help you meet the challenge with a solution that helps facilitate the collection and retention of unstructured content, reduce the cost of e-discovery, and demonstrate compliance with industry standards and the law.**

## **Minimize the risks of unmanaged content and reduce the costs of e-discovery**

Because of their mission-critical role, today's messaging systems have become key repositories of corporate information and intellectual property. But they've also become more costly and difficult to manage. That's because the threats to messaging security and availability are on the rise, with email volume increasing 30 percent annually and the average user receiving 7MB of data every day.<sup>1</sup>

Growing security and storage demands are just part of the equation. What complicates matters are mandates for legal discovery. Fulfilling discovery requests for files—often demanded within 72 hours—is a costly proposition in terms of IT resources. Experts cite an average of \$1.5 million per large e-discovery event for major corporations.<sup>2</sup> But failure to comply can be even more costly. And since 75 percent of Fortune 500 litigation matters now involve email, discovery requests are coming more frequently, adding more costs and more pressure to comply.<sup>3</sup>

It's no wonder that lawsuits, investigations, and compliance have become major corporate concerns. And it's a growing issue, with large organizations—particularly those in the financial services, healthcare, energy, legal, and government sectors—subject to an average of 86 non-compliance lawsuits at any given time.<sup>4</sup> Mindful of the fines that can result from poor performance, and also in response to new legislation, IT departments are now preparing for strict new requirements regarding the preservation of data for litigation purposes.

As organizations are taking a closer look at their strategies for the retention and discovery of email and other files, Symantec offers today's leading solution.

<sup>1</sup> Unlocking the True Potential of Enterprise Message Management, ESG 2005

<sup>2,4</sup> Managing Information Assets and Information Liabilities, Gartner 2005

<sup>3</sup> E-Discovery by the Numbers. Corporate Counsel 12, October 2005

## Today's leading solution for proactive content management

For IT, the overriding mission is to keep messaging systems up and running while controlling costs. But as it pertains to content retention and discovery, the objective is much more precise. Specifically, IT is being asked to:

- Ensure that electronic records, including unstructured content such as email and IM, are being collected, indexed, and retained according to corporate policies
- Respond rapidly to requests for finding specific documents and emails in backup and storage based on the context, such as date, sender, or recipient, and content, including keywords, subject line, and attachments
- Retrieve unstructured data from all variety of devices, including laptops and handhelds
- Restore data and present it in native format.

Symantec Document Retention and Discovery is a leading solution set for proactive content management. It facilitates data collection, storage, and discovery, and helps demonstrate compliance with laws and standards. The solution can enable your organization to:

- Proactively enforce email, file, and document retention policies
- Optimize data collection and ensure accessibility in order to reduce search, review, and legal discovery costs
- Comply with governance rules and standards and increase litigation preparedness
- Enforce legal holds on data destruction

Today, legal departments and IT have to work together to develop email retention systems that not only ensure that records are not accidentally lost or deleted, but can also ensure rapid recovery. And organizations faced with litigation involving e-discovery must be able to apply indefinite litigation hold of relevant content with minimal strain on storage and IT resources. Symantec's solution can help your organization close the gap between technology and policies in order to eliminate the risk associated with non-compliance.

## Symantec Enterprise Vault™ and Symantec Enterprise Vault Discovery™ Accelerator

### Using Symantec Enterprise Vault, your organization can improve its processes for:

- Discovery and corporate governance
- Information management
- Mailbox management
- Storage optimization

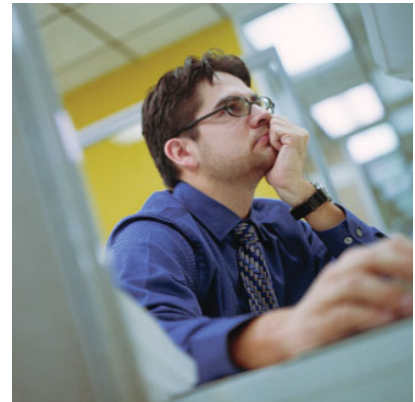
At the heart of Symantec's content management solution is industry-leading Symantec Enterprise Vault software. Symantec Enterprise Vault provides flexible archiving to enable the discovery of content within email, file system, and collaborative environments. It manages content via automated, policy-based archiving to online stores for the seamless retention and retrieval of information.

**Symantec Enterprise Vault** lowers the cost of data collection and facilitates search and recovery. The software manages archived information according to defined policies, including policies governing the amount of time files are retained. It enables managers to set unique retention policies for different types of information and protect archived items from deletion or expiry to save them for litigation. All content is fully indexed so archived information can be rapidly accessed, and indexing supports over 270 file types so a search can find information within a zip file, email, Microsoft Office document, and more.

**Symantec Enterprise Vault Discovery Accelerator** extends the basic search functionality of Symantec Enterprise Vault to deliver more powerful and efficient search capabilities, configurable enforcement of items during a litigation holds, and flexible export capabilities to simplify production. This helps organizations search for and manage information related to legal cases. It allows multiple individuals to perform complex searches across multiple archives and with multiple criteria in order to efficiently produce information for court readiness. Of key importance, the software agent enables the creation of automated legal holds, ensuring that email, IM, and other records relevant to litigation is not deleted as part of an organization's retention and deletion schedule. The all-new version also features the configurable enforcement of items during litigation holds and preview capabilities that help legal departments quickly determine the scope of a particular discovery request.

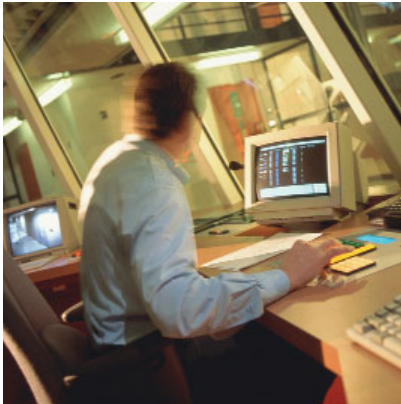
Symantec Enterprise Vault Discovery Accelerator can export files in their native format to other information management systems, allowing responding parties to produce files more quickly by skipping the expensive conversion process.

Once the Symantec Enterprise Vault system is set up, the solution offers an intuitive Web-based interface that makes it easy for even non-technical users to find whatever they're looking for.



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## An essential tool for compliance and litigation readiness



Symantec Document Retention and Discovery leverages the power of the industry's leading archiving and search technologies for unstructured data and email.

Symantec's content management solution can help your organization comply with discovery requests, laws, and standards, produce evidence for legal protection, and control and reduce operational costs for email and storage. It is an optimal solution because it allows you to:

- **Enforce File Retention Policies.** Proactive policies are required to comply with laws governing email retention, avoid the high costs of data recovery and restoration, and eliminate the risk of fines for not producing requested information.
- **Reduce Data Collection Costs and Enforce Litigation Holds.** The solution automatically indexes and archives all messages passing through Microsoft Exchange and Lotus Notes email systems, stores them in their original form to a centralized repository with specified retention periods, and ensures the emails are not altered or deleted inappropriately.
- **Get Litigation Ready and Reduce Search and Review Costs.** The solution allows authorized reviewers to quickly pinpoint specific emails required for litigation support, thereby reducing the time spent recovering requested records. This capability lowers the costs of meeting discovery requests significantly and ensures that records can be produced in a timely manner. And support for global marking schemes eliminates the unnecessary duplication of review efforts when discovery requests overlap, as they often do.

## Why Symantec for document retention and discovery

Symantec Document Retention and Discovery leverages the power of the industry's leading archiving and search technologies for unstructured data and email.

Symantec Enterprise Vault automatically archives email and other unstructured content, while the Symantec Enterprise Vault Discovery Accelerator extends its powerful functionality to streamline and accelerate the search and recovery of archived items used for electronic discovery.

Because of their advanced capabilities, Symantec Enterprise Vault and its associated agents can enable your organization to:

- Fully enforce policies, standards, and best practices
- Reduce data collection costs and enforce litigation holds
- Advance litigation readiness while reducing document search and recovery costs

Plus, Symantec offers expert services to help you design, implement, and manage an optimal document retention and discovery solution. Symantec's world-class services organization can help ensure that your solution is effective and functional at all times.

### **Symantec's content management solution in action.**

Webcor Builders, the largest general contractor in the San Francisco Bay Area, sharpens its competitive edge through the use of advanced communications such as wireless email. Subject to regulations that require it to maintain records for up to 10 years, Webcor needed a more efficient way to store and retrieve its growing volume of messages. Symantec had the answer. By implementing a Symantec Enterprise Vault solution, Webcor was able to lower its email maintenance costs by 45 percent while accommodating a 30 percent increase in message volume, according to the company's CIO, Gregg Davis.

Davis noted that by saving 40 hours of IT technician time per subpoena and as much as \$20,000 annually in attorney staff time through more efficient searches, the Symantec solution absolutely paid for itself after just one discovery request.





## **About Symantec**

Symantec is the world leader in providing solutions to help individuals and enterprises assure the security, availability, and integrity of their information.

Headquartered in Cupertino, California, Symantec has operations in more than 40 countries.

More information is available at [www.symantec.com](http://www.symantec.com).

For specific country offices and contact numbers please visit our Web site. For product information in the U.S., call toll-free  
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