

VERITAS Enterprise Vault® Compliance Accelerator

Today's regulatory climate has created issues for broker-dealers and financial institutions of all sizes concerning email communication. You rely heavily on email in order to compete. But as the volume of email traffic grows, so does the challenge of meeting various SEC, NASD and NYSE compliance requirements.

DELIVER SIMPLIFIED, COST-EFFECTIVE EMAIL RETENTION AND SUPERVISORY COMPLIANCE

Enterprise Vault Compliance Accelerator is a highly configurable add-on solution to Enterprise Vault for Microsoft Exchange. Compliance Accelerator allows organizations to perform cost-effective supervisory review of broker-dealer email to ensure compliance with regulatory bodies. Providing the framework to select and sample target email, manage its review by appropriate reviewers, and record the process for audit purposes, Compliance Accelerator dramatically decreases the cost and effort of email supervision, review and compliance demonstration.

ENTERPRISE VAULT COMPLIANCE ACCELERATOR GIVES YOU THE TOOLS TO:

- Address SEC 17a-4 and NASD 3010 and 3110 email retention and compliance requirements

- Significantly facilitate and lower the cost of email supervisory procedures
- Reduce the administration load on reviewers and control end-to-end email supervision
- Quickly find and present relevant email for proactive email retention/response
- Demonstrate your commitment to compliance and best-practice governance

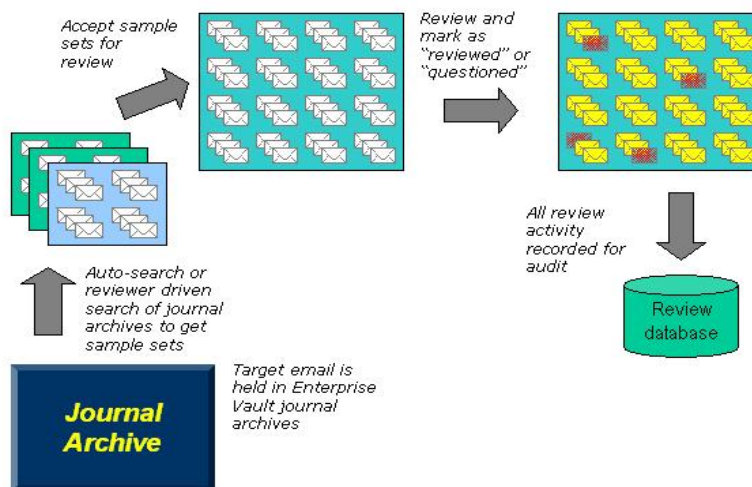
HOW IT WORKS

SUPERIOR EMAIL CONTENT ARCHIVING

Working seamlessly with Microsoft Exchange, Enterprise Vault will immediately archive and index all messages passing through Exchange and store them in their original form (email and attachments) centrally into a journal archive on the Vault server -- with no impact on or intervention by users. Additional functionality (e.g. Mailbox Management, Public Folder Archiving, PST Import) can be added to supply an optimized email lifecycle management platform across the enterprise.

ENHANCED EMAIL SUPERVISION, SAMPLING AND REVIEW

Compliance Accelerator seamlessly extends



Compliance Accelerator's Email Review Process

Enterprise Vault functionality by targeting Enterprise Vault journal archives to supply proactive monitoring of email communication between individuals and groups - implemented without huge administration or manual overheads. Compliance Accelerator allows structured review processes to be put in place to search, sample and review journal archived email according to compliance policies. The whole process is tracked, and extensive reporting demonstrates adherence to corporate-wide and regulatory compliance policies of the SEC, NASD and NYSE.

SETUP COMPREHENSIVE SUPERVISORY REVIEW – COMPLIANCE ACCELERATOR

Create a review process that reduces the administrative load on the reviewer, quickly finds and presents relevant e-mail, and controls the end-to-end e-mail review and audit process.

1. Set Scope of Review – Quickly define your criteria.

- Internal or external email
- Optionally filter out already reviewed items
- Date range
- Sender/recipient scope
- With specific text (words or phrases)

2. Apply Email Sampling Rules – Customized to Compliance Department needs.

- Either sample all or per individual
- Percentage sample
- Minimum sample size applied to above
- Example – *“Take a 5% sample of the mail between my group and group X from 1 March 2002 to 31 March 2002, with a minimum sample of 2 messages per person in my group”*
- Run search

3. Review Search Results –

Through a web interface, reviewers are presented with emails they have to review. The status of each email is tracked and where further action is required this can be flagged against the original email.

- All items start as “Unreviewed”
- All items end up “Reviewed” or “Questioned”
- Reviewer can set “Pending” status while investigating
- Reviewer can annotate reviewed messages
- Reviewer can fire up Outlook viewer to forward message

- Reviewer can close review sample when all reviewed
- Everything recorded and reported

4. Logging: Demonstrate Compliance

Keep an audit trail of the whole process. By demonstrating compliance audit has taken place, if disputes arise, it is easy and straightforward to investigate what happened.

- System configuration
- System users
- Group configuration
- User activity (searching, reviewing)
- Audit
- Audit trail of messages in review process

Meeting the Mandates

SEC Rule 17a-4: Requires members to preserve all original broker-dealer email (including inter-office memoranda and communications) for three years, the first two years in an easily “accessible” place.

NASD Conduct Rules 3010 and 3110: Requires the active sampling, supervisory review and reporting to monitor correspondence of each registered representative according to firm-set procedures.

COMPLIANCE ACCELERATOR PRODUCT FUNCTIONALITY

- **Fully Managed and Audited** – Compliance supervision/review process
- **Easy to Use** - User model is a set of audited groups (e.g. dealer desks, branches) each with associated owner/reviewer doing regular reviewing
- **Highly Flexible** - Potential target is all email, internal and/or external
- **Effective Sampling** - Selective searching and sampling to produce items for review
- **Custom Search** - Manual or automatic searching/sampling
- **Rapid Deployment** – Tightly integrated with Microsoft Exchange, easy install, transparent to users
- **Extension of VERITAS Enterprise Vault** -- optimized storage, simplified management and instant discovery

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