

Data Archiving

Data archiving - safety, accessibility, storage.

You never know when you may need a particular piece of data, so you probably find it vital to hang on to most of your records. But how do you go about ensuring information that's not needed for current or daily use is quickly and easily accessible, safe and secure, without cluttering up your resources? Or eating up your time? The need for, and the issues, attached to data archiving are major considerations for any organisation, due to:

- Legal requirement to keep data for long periods of time through compliance and freedom of information legislation.
- Costs of storing the data and the constant need to buy more storage.
- The effect on performance as volume of data increases.
- Time to backup increases even though documents and email files on systems rarely change, but organisations keep backing them up.
- Time-consuming requests to restore and retrieve information.

Impact of failure to act

Without an organised, user-friendly and secure system for managing, archiving and assuring accessibility, data can be your downfall. You will be affected by:

- The inability to have the piece of data you want whenever you want it.
- Higher costs as more disks are required and you face longer backup times. Growing complexity and associated people costs will lead to lengthier recovery times.
- The need to invest in ever faster hardware to compensate in loss of performance.
- Slow, inefficient and labour intense searches across multiple locations to determine where the data is stored.

- Potential litigation resulting from your inability to provide email audit trails and evidence from both a corporate and personal perspective, leading to potential financial loss and damage to reputation.

Business Requirements

What you need is simple. But how to go about achieving it may not be, unless you enlist professional, expert assistance. In a nutshell:

- Access to the data required, when required, with no impact on overall systems performance.
- Fewer copies of files, and a more efficient way of managing older information.
- Policies agreed and implemented for archiving around the retention of data.
- A comprehensive collection of all necessary data, available to those who need it in an easy and consistent way.

The Capita Data Archiving

Archived correctly, your data can be a goldmine, not a quagmire. Our specialists take the task out of your hands, using a four-pronged approach to simplified, streamlined data archiving:

- Engagement - Through a consultative process, we'll assess your current arrangement, review your data archiving requirements, and identify what data needs to be archived.
- Strategy – We establish a tiered storage strategy that aligns the cost of storage to the business value of the data.
- Create – We set up corporate policies and rules for migration of data into an archive, to assure a consistent process.

- Retrieval - We give you the ability to search archived data to retrieve what you need seamlessly and easily.

Benefits of the Capita Data Archiving Solution

Your business benefits because we look after every aspect of archiving:

- We set up consolidated file servers, eliminate PST files, compress and ensure single instance storage and implement tiered storage.
- We give you the capability to: retain and expire electronic records based upon your business policy, categorize and tag data, index and search records, as well as integrate with other information management systems.
- We optimize your email performance, reducing back up window and platform migration time, and also eliminating the need for email quotas.
- We deliver faster retrieval of information from the archive for more timely responses to business and governance/regulatory issues. And finding records takes up fewer staff hours, while also reducing your exposure to possible embarrassment, litigation, or fines.

"As an integral part of our 4,000 user email migration project, Capita Managed IT Solutions worked with the Council to design and implement an intelligent platform that provides automated data archiving with rapid discovery and recovery of all data within our email system, while at the same time ensuring that all data is kept for the appropriate period of time to meet our regulatory and legal retention requirements. The solution is optimised to ensure the email service itself performs at its maximum level and is not burdened by the exponential growth of archived or retained data".

Leighton Evansk, Infrastructure Consultant -
Platforms, North Tyneside Council.

