

Hosted Exchange Server - Hosted Archiving Services

HOSTED ARCHIVING:

All businesses, regardless of their size and industry, are facing some common challenges:

- Storage management of electronic data
- Monitoring of employee communications
- E-discovery
- Corporate knowledge management

We provide the solution to your challenges, with our reliable, scalable and secure hosted archiving solution which enables you to become more efficient and productive and meet regulatory demands placed on their electronic communications.

Not sure whether a you need Basic Archiving, Archiving for Regulatory Compliance or Personal Archiving? Compare features of these services to decide which hosted archiving service best fits your needs.

Features

Archiving for Compliance

Basic Archiving

Personal Archiving

Compliant with major regulations, including SEC17a-4, NASD3010, Sarbanes-Oxley and HIPAA

Random Sampling

Export to .pst

Tamper proof email capture

Litigation Hold

Search and discovery on all company email

Role-based administration dashboard

Instant Setup

Data Recovery

Unlimited storage at no additional cost

Personal Archive Access

Archiving for Compliance:

Email

archiving is required for most public and private companies. It helps companies meet corporate, legal and regulatory requirements as well as accelerate legal discovery, protect critical business information and shrink the cost of storage and backup windows. This version of archiving will help your company maintain compliance with various regulatory bodies. Personal archiving access is available.

Regulatory Compliant Archiving -

Many businesses must meet numerous federal, state, and local demands placed on their archived data. This is just a sampling of businesses who are good candidates for our hosted Regulatory Compliant Archiving service:

- Publically traded companies
- Certified public accountants
- Financial institutions
- Tax preparation firms
- Insurance companies
- Consumer credit reporting agencies
- Legal firms
- Securities firms
- Stock brokerage firms
- Banks

- Hedge funds
- Hospitals, doctors and other healthcare providers
- Health and life insurance companies
- Public health agencies
- Organ donation banks
- Pharmacies
- Long-term care facilities
- Medical billing firms
- Healthcare clearinghouses

If you operate in any of these industries, chances are you are required by law to deploy an archiving solution which complies with government regulations. You will need our hosted Regulatory Compliant Archiving service. For more about how Regulatory Compliant Archiving works and popular regulations click here .

Basic Archiving:

This option is best suited for companies that need quick and easy visibility into all employee emails, but do not require compliance. Personal archiving access is also available.

Hosted Basic Archiving helps with employee email monitoring, storage management, corporate knowledge management and e-discovery by offering a reliable, scalable and secure hosted archiving solution that integrates with your hosted Exchange email service, is quick to deploy and easy to use.

Unlimited storage at no extra cost

You are able to store all of your electronic communications at no additional storage cost. There are no storage limitations or hidden fees and ensures that you are never surprised by additional expenses.

Ease of data capture

All email messages are captured, indexed and archived automatically without any intervention by your customers' IT staff.

Quick and easy data retrieval

End-users

can quickly and easily retrieve data by using their web-based control panel without having to place a request without asking their IT staff for assistance or waiting while their request sits in a queue.

Preservation of Data

All emails are preserved in their original format and cannot be altered, enabling businesses to comply with e-discovery requests and a variety of regulations.

Quick and Easy Disaster Recovery

Hosted archiving enables businesses to more quickly recover from a disaster by providing off-site copies of all archived data.

Personal Archiving:

This

option is best suited for companies that only need to archive individual mailboxes. This option does not include the ability to search across all company email.

Hosted

personal archiving is a highly secure and reliable tool which you can use to store, search and retrieve your own information from your personal email archive. You can quickly and easily manage your own account without having to place an IT request each time you want to access data.

Some of you may wish to enable personal archiving only for a small group of users with large amounts of email or a company's senior managers who want to have sole control over confidential information. Others may want to reduce the burden of data restoration requests on their IT department and choose personal archiving to enable their employees to search their own data.

There are no minimum number of users and no storage limitations. All email can be archived. Personal archiving can be purchased in addition to our Basic Archiving or Archiving for Compliance service or it can be purchased as a standalone archiving service for as many users as you wish.*

What can you do with your own personal archive?

Search for a specific email in employees' archive quickly and easily based on any one or a combination of the following criteria:

- Predefined period of time
- Sender
- Recipients
- Text in the message body
- Text in the attachments
- Specific subject or words in the subject
- Specific attachment file name
- View content of emails, open attachments and print them out.
- Recover accidentally deleted emails without having to place an IT request.
- Access personal archive at any time from any Internet-enabled computer using any standard Web browser.

Benefits of Personal Archiving:

- You will never have to delete a message again. Ever. Having a personal archive is like having a secure mailbox with unlimited storage – there is room for everything, and no email will get lost.
- You will never have to worry about accidentally deleting an important email. If this should happen, emails can be restored seamlessly without any involvement from their IT staff.
- You don't need to store email on your computer.
- You can grant user access to your employees personal email archive without having to make them administrators and giving them access to all of the company archived email.

*Please note: To activate our personal archiving service, a hosted Exchange mailbox must first be enabled for each user.

More about Archiving for Compliance:

More and more businesses are required to comply with numerous Federal regulations, based on the nature of their business. For example, financial services firms must meet SEC rules 17a-3 and 17a-4, members of National Association of Securities Dealers have to comply with NASD 3010 and public companies must comply with the Sarbanes-Oxley Act of 2002.

Enforceable retention procedures that are required for compliance with these regulations include the following:

Archived messages must be stored in duplicate. One copy must be stored in an online archive, and a second copy must be stored offline on permanent, tamperproof media, such as

Write-Once-Read-Many (WORM) technology.

You can offer your customers a hosted archiving solution that provides storage for all email on WORM compliant storage.

Storage media must be verified automatically for quality and accuracy.

Our hosted Regulatory Compliant Archiving environment satisfies this requirement.

Archived messages must be date/time-stamped and serialized. Each message must be assigned a unique, sequential identification number as a safeguard against deletion.

We guarantee that messages are captured with their original integrity in tact (Message ID, body, attachments, etc.) You can extend this guarantee to your customers. All archived messages are differentiated

by a unique identifier as a safeguard against deletion.

A searchable index of all stored data must be maintained. Indexes must be retained on each unit of storage media for the messages and attachments stored on that unit.

Our archiving solution securely captures and indexes all message components; Header, Body and Attachments. It securely stores these indexes and up to 9 copies of auditable email.

Messages and indexes must be easily retrievable and downloadable to other media as required by SEC regulators.

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Popular Regulations:

SEC 17A-4

The Securities Exchange Commission (SEC) originally enacted the Securities Exchange Act in 1934, as a means of protecting investors from fraudulent or misleading claims by securities dealers. The Act required member firms to create and maintain transaction records which could be reviewed and audited. In 1997, rule 17a-4 of the Act was amended to provide procedures for storage of electronic records, including emails.

NASD 3010

NASD (National Association of Securities Dealers) applies similar rules to its member firms through NASD 3010. The provisions of SEC 17a-4 and NASD 3010 apply to all individuals and organizations involved in trading securities. This includes securities firms, stock brokerage firms, banks and any financial institutions that fall under SEC or NASD jurisdiction. They require securities dealers to implement specific, enforceable retention procedures.

SEC Investment Advisers Act of 1940

On February 1, 2006 the U.S. Securities and Exchange Commission (SEC) imposed new regulations on private investment pools, also known as hedge funds. The ruling requires that most hedge fund advisers register with the SEC under the Investment Advisers Act of 1940, which includes provisions for securing, managing and archiving all electronic communication, including email.

Sarbanes-Oxley Act of 2002 (SOX)

The Sarbanes-Oxley Act of 2002 was enacted in the wake of several major corporate and accounting scandals. Its provisions affect email retention, integrity and oversight. Sarbanes-Oxley applies to all publicly traded companies and the certified public accountants and attorneys associated with these companies.

HIPAA (Health Insurance Portability and Accountability Act)

The HIPAA Act, passed in 1996, imposes strict controls on any business that handles, maintains, stores, or exchanges a patient's health records or other related medical information. The Act is wide-reaching and regulates organizations such as hospitals, doctors and other healthcare providers, health and life insurance companies, employers who maintain employee health records, public health agencies, organ donation banks, pharmacies, long-term care facilities, and medical billing firms and clearinghouses.

Gramm-Leach Bliley Act (GLB Act)

The Gramm-Leach Bliley Act, enacted in 1999, imposes rules on banks, brokerage firms, taxpreparation firms, insurance companies, consumer credit reporting agencies and numerous other financial services firms and dictates how they handle their customers' personal financial data.

Advisory Letter 2004-9: Office of the Comptroller of the Currency Administrator of National Banks (OCC)

On June 14, 2004 the Office of the Comptroller of the Currency Administrator of National Banks distributed an advisory letter highlighting key issues regarding electronic record keeping as a result of the E-SIGN Act 15 USC 7001. The OCC advisory letter stated that banks should implement an electronic records retention system in order to make electronic data available in cases of litigation, audits, bank supervision, and compliance with laws & regulations. The systems

should provide back-up, internal controls, record destruction and record retention policies as well as the prevention of data access by external third parties.