Avoiding Business Disruption with Secure Email Archiving

How to deploy a best-practice solution to preserve your data and protect your business.

Summary:

Email is critical to your daily business operations, but can lead to unforeseen disruptions if your data isn't sufficiently backed-up and archived. You may face challenges in this area as you look for the best ways to preserve your data, or you may be dealing with an on-premise archiving system that's draining your time and revenue in terms of storage, cost and management. This paper looks at both these issues and offers a best-practice solution to reduce risk and cost.

Business email volume is growing rapidly. Are you keeping up?

According to the technology research firm the Radicati Group, email remains the primary form of communication in the business world. In 2013, business email accounts totaled 929 million mailboxes. This figure has grown at an average annual growth rate of about 5%, and is expected to reach over 1.1 billion by the end of this year (2017.) The majority of business email accounts are currently deployed on-premises.[1]

On-site storage is clearly being stretched to the limit. By 2019, the average number of emails sent and received per business user, per day is expected to exceed 126.[1] That's almost 16,000 emails for a 25-person company during a typical business work week. That amounts to 832,000 per year — a tremendous amount of email for even a mid-sized business to handle, and will certainly strain available server space. Which documents will need to be deleted? Will you need to implement data quotas to save space? And will critical emails be there when you look for them?

You must also take into account the costs of adding more storage, managing the data and backing it up. Given all these considerations, is on-premise storage still the right choice for you?

Think about it:

The vast majority of this email content is the very lifeblood of your business—contracts, invoices, presentations, reports, legal documents. You simply can't afford to waste time tracking down documents when they are needed. And in the event that your company faces litigation, you must be able to produce documents in a timely matter, or face penalties.

Litigation and e-discovery make email archiving a must.

It's been estimated that at any given time, up to 53% of businesses have some form of litigation going on.[2] Sooner or later, that could be you. When that happens, you'll be mandated to produce all relevant documents, in what's typically called e-discovery.

Without a sufficient email archiving system, your business may have to pay a third-party for e-discovery service. Experts estimate that conducting an e-discovery search and subsequent legal review may cost upwards of $30,000 per gigabyte![3]

Secure email archiving offers a lot of advantages to your email users and your business.

IT professionals have come to recognize that hosted email archiving is not just best practice, it's critical to maintaining a viable business. There is simply no going back now that the tide of email has reached such a remarkable level. There's too much at stake. As you can see, a cloud-based solution offers significant benefits, including ease of management, and reduced infrastructure (server) costs:

Benefits of Secure Archiving for your email users:	Benefits of Secure Archiving for your organization:
· Access to all emails	· Storage management/reduced disk space on server
· Freedom from creating personal folders	· Enables Business Continuity
· Unlimited user mailbox	· Cost-effective data retention
· Easy and efficient search on email body & attachment	· Facilitates adherence to company email guidelines
· Automatic archiving of all email communication	· Simplified auditing
	· Unlimited storage

2. Klemm Analysis Group, under contract to Small Business Office of Advocacy, 2005 report.
3. Degnan, D. *Accounting for the Costs of Electronic Discovery*. Minnesota Journal of Law, Science & Technology. 2011;12(1):151-190.

Choosing the right archiving approach: Saving everything is *not* the way to go.

On the most basic level, a catch-all archiving system might seem to make sense. But let's keep in mind the seemingly limitless growth in email volume that we mentioned earlier, and the very real limits to your server space. You need to be choosy in what you save, or rather, you need a smarter solution that will do that work for you.

Many IT professionals are turning to VaultSMART, an email archiving solution from FuseMail®, a leading email security company. VaultSMART is a hosted email message archiving solution that stores all email messages at the server level. Each inbound and outbound message is processed for archiving in a number of ways to ensure only legitimate data is stored.

The message characteristics are fully indexed – including any attachments – and the message data is stored in the archive for later viewing and/or retrieval. After the email message characteristics are indexed, the message becomes searchable using a secure Web archive portal and a simple Web browser interface.

Conclusions:

- The rapid growth in the volume of business email presents business with a storage/archiving challenge
- Failure to adequately archive your email can cause business disruptions resulting in lost time, revenue, and possible legal liabilities
- Use of archiving solutions like VaultSMART is on the rise, as businesses seek cost-effective solutions that lessen the burden of email storage, tracking and retrieval, and facilitate easier e-discovery

Why VaultSMART?
VaultSMART is a hosted email archiving solution that offers many benefits to your business, including:

Reduced Risk	• Quickly and easily recover data • Preservation of vital business communications
Reduced Costs	• Fewer requests to restore lost/deleted email • Fewer on premise resources and license costs • Free up mail server space, keep PST files under control
Improved Discovery	• Search and find any email in seconds • Quickly meet e-discovery requests • All messages fully indexed, including attachments

You can learn more about FuseMail at www.fusemail.com