



## AXS-LINK FOR FILE SYSTEM ARCHIVING™

### High-performance, policy-driven file system archiving

For many organizations, the explosive growth in data volumes has resulted in unsustainable levels of operational cost and business risk. The significant increase in data continues to come primarily from unstructured data, generated by many, disparate applications. These include Microsoft Office (word processing documents, spreadsheets, presentations), images, audio files, videos, scanned images, JPEG, HTM, PDF files, etc.

In most organizations, this information is stored by end users on file systems throughout the enterprise. On average, 70% of data becomes inactive within 30 days of creation. According to the Storage Networking Industry Association (SNIA), the average amount of dormant files on file systems is approximately 80%. Unless this data is managed within the context of an organization's retention and disposition policies, file systems can result in:

- ▶ Escalating storage and storage management costs
- ▶ Violation of data retention regulations, with potential fines and penalties
- ▶ Increased e-discovery and litigation costs
- ▶ Impact on IT resources as support staff struggle to find and restore lost or damaged files
- ▶ Reduced employee productivity

#### END-TO-END PROCESS FOR FILE SYSTEM ARCHIVING

AXS-One File System Archiving gives organizations the ability to process, manage and securely store unlimited volumes of files, generated by any application, that are currently unmanaged and uncontrolled within their enterprise. The AXS-One solution leverages high-performance workflow to streamline, manage and automate the entire file collection, management and archive process, and provides an audit trail of all migration activity.

AXS-One File System Archiving is an integral component of the AXS-One Compliance Platform™, a single software platform and archiving repository designed to manage disparate electronic records including e-mail (Microsoft Exchange, Lotus Notes, Sun Java Systems Messaging Servers and Standard Internet formatted messages), Instant Messages (such as AOL, MSN, Yahoo, Reuters, Sametime), reports, SAP documents and data and disparate electronic records, from initial capture and indexing through to archiving, retention, search and ultimate destruction.

#### EFFICIENTLY AND SECURELY STORE FILES

AXS-One File System Archiving automatically discovers files by scanning local drives, directories and other defined locations. It automatically assigns ownership and preserves file access privileges by scanning the metadata associated with the file. The modular solution can thus be deployed to identify the owner of each file, and the associated access privileges, significantly reducing the requirement for manual intervention.

AXS-One optimizes storage resources by ensuring that duplicate files are not migrated and stored in the archive. Single instance storage is applied to all processed files, significantly reducing storage requirements.

AXS-One File System Archiving is transparent to end users. Processed files can be accessed by simply clicking on the old file location. The AXS-One solution creates a short cut from the original file location to the archive, so the owner does not need to conduct time-consuming searches to find specific files. Every file is full text indexed as it is archived, ensuring fast, accurate search and retrieval.

#### CONTINUALLY IMPROVE FILE ARCHIVING PROCESS

AXS-One enables administrators to continually improve the file migration process by letting them monitor each step of the automated workflow process. Administrators can rapidly identify bottlenecks in the workflow and optimize the process.

#### ENSURE FILE ARCHIVING FULFILLS COMPLIANCE REGULATIONS

Specific regulations require that organizations retain original, unchanged copies of specific files

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for varying time periods and be able to retrieve them in a timely manner. Penalties for non-compliance include fines and other sanctions. AXS-One's workflow-based solution maintains a complete audit history on each file that is archived, translating into an electronic process chain of custody.

Feature	Function	Benefit
<b>Automated Migration</b>	Scans locations for files and presents them for archiving.	Eliminates manual discovery, increases productivity.
<b>Identifies ownership</b>	Determines file ownership based on meta-data.	Supports legal discovery and compliance; reduces manual, administrative tasks.
<b>On-demand access</b>	Creates short cuts in the original location to the archived file.	Improves storage efficiency while allowing seamless access to archived files.
<b>Process-based workflow</b>	Automated workflow manages file discovery, retrieval, migration and archiving process.	Allows ongoing monitoring, enabling administrators to identify bottlenecks, redistribute workload and improve processes.
<b>Compliance solution</b>	AXS-One Compliance Platform.	Processed files are centrally managed, from initial archiving, through final destruction, and stored with other electronic records according to corporate policies.
<b>Secure, centralized storage</b>	Archives all files in their original electronic format.  Stores files according to varying retention periods.  Compresses files and removes duplicate content.  Checks and captures the document's ACL information. This includes policies that control file access, file ownership, file access exclusion ID's and Group file access privileges.	Maintains message integrity. Leverages tamper-free media.  Enforces compliance-based policies and supports legal discovery.  Reduces storage costs.  Retains existing access attributes, even after migrating file into the archive.
<b>Audit trail</b>	Captures a trace of the end-to-end migration path for each file.	Provides "process chain of custody" for each file. Supports legal discovery, compliance.

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#### ABOUT AXS-ONE

AXS-One is a leading provider of Records Compliance Management solutions. The AXS-One Compliance Platform™ enables organizations to implement secure, scalable and enforceable policies that address records management for corporate governance, legal discovery and industry regulations such as SEC17a-4, NASD 3010, Sarbanes-Oxley, HIPAA, The Patriot Act and Gramm-Leach Bliley. AXS-One's technology has been critically acclaimed as best of class and delivers digital archiving, business process management, electronic document delivery and integrated records disposition and discovery for e-mail, instant messaging, images, SAP and other corporate records.