



## AXS-LINK FOR .PST MANAGEMENT™

### High Performance Policy-Driven .PST File Management and Elimination

Once considered the solution to Exchange mailbox quota limitations, .PST files can create their own, more significant set of problems. In many organizations, .PST files account for a large and growing volume of storage – according to some calculations, half of all e-mails are stored in .PST files – that is unmanaged and uncontrolled. In addition to storage costs, .PST files also represent a substantial increase in information risk and can create a multitude of problems, such as:

- ▶ Violation of data retention regulations, exposing organizations to the risk of monetary and punitive damages
- ▶ Increased e-discovery and litigation costs: .PST files are usually stored on users' local hard drives, with no centralized view or management; finding, reviewing and providing them in response to an e-discovery request can be a time-consuming and expensive process
- ▶ Impact on IT resources as support staff struggle to find and restore lost or damaged .PST files on local and networked drives
- ▶ Escalating storage and storage management costs: .PST files can account for up to 40% of all high-cost, near-line storage
- ▶ Reduced employee productivity: time spent by employees in managing mailbox quotas and creating .PST files accounts for approximately 15 minutes, per day, per employee

Organizations should aim to manage and eradicate .PST files, migrating them to a secure, central archive that offers policy-driven ingestion, retention and disposition. Full-text indexing facilities search and retrieval of .PST file content once archived.

#### END-TO-END PROCESS FOR .PST FILE MANAGEMENT

Given growing costs and risks, organizations implement various processes to try and address the issue of uncontrolled .PST files, ranging from manually intensive collection procedures to more automated methods. While these may provide some relief, none delivers a fully managed and audited solution.

AXS-One .PST File Management gives organizations the ability to process, manage and securely store unlimited volumes of .PST files that are currently unmanaged and uncontrolled within their enterprise. The AXS-One solution leverages workflow to streamline, manage and automate the entire .PST file collection, management and archive process, and provides an audit trail of all migration activity. The integrated workflow engine allows process flows to be implemented that enforce existing and/or new policies. The modular architecture allows resources to be added that scale the solution to achieve any high-performance requirements, even across large volumes of data.

AXS-One .PST File Management, a feature of AXS-Link for Microsoft Exchange™, is optimized for Microsoft Exchange environments. AXS-One .PST File Management 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) and Instant Messages (such as AOL, MSN, Yahoo, Reuters, Sametime), from initial capture and indexing through to archiving, retention, search and ultimate destruction.

#### EFFICIENTLY AND SECURELY STORE .PST FILES

AXS-One .PST File Management automatically discovers .PST files by scanning local drives, directories and other defined locations. The process is robust enough to discover .PST files, even if the filename extension is modified. The solution deploys unique algorithms to identify the owner of each .PST file, significantly reducing the requirement for manual intervention.

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

A policy can be created in the workflow to automatically delete a .PST file once it is processed. The workflow can be configured to require management approval before processed .PST files are deleted. At the end of the process, messages and attachments in .PST files are stored in the archive and can be accessed from the AXS-One Search portal. Every message is full text indexed as it is archived, ensuring fast, accurate search and retrieval.

### **CONTINUALLY IMPROVE .PST MANAGEMENT PROCESS**

AXS-One enables administrators to continually improve the PST 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 .PST FILES FULFILL COMPLIANCE REGULATIONS**

Specific regulations require that organizations retain original, unchanged copies of e-mail messages and attachments for varying time periods and be able to retrieve them in a timely manner. Penalties for non-compliance include fines and other sanctions. Bulk processing of .PST files cannot guarantee the "chain of custody" that the courts and regulators require, as it does not monitor and audit every step of the .PST file management process.

AXS-One's workflow-based solution maintains a complete audit history on each .PST file processed that translates into an electronic process chain of custody for every e-mail and attachment.

<b>Feature</b>	<b>Function</b>	<b>Benefit</b>
<b>Automated Migration</b>	Scans locations for .PST files and presents them for archiving.	Eliminates manual discovery, increases productivity.
<b>Identifies ownership</b>	Determine message ownership; verifies identity and routes unknown messages to an exception queue.	Supports legal discovery and compliance; reduces manual, administrative tasks.
<b>On demand access</b>	Creates short cuts in the owner's mailbox to archived messages and attachments; all messages and attachments are full-text indexed.	Increases productivity with fast, transparent access to messages.
<b>Process based-workflow</b>	Automated workflow manages .PST 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 messages and attachments are centrally managed, from initial archiving, through final destruction, according to corporate policies.
<b>Secure, centralized storage</b>	Archives all messages and attachments in their original electronic format.  Stores messages according to varying retention periods.	Maintains message integrity.  Enforces compliance-based policies and supports legal discovery.  Reduces storage costs.

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	Compresses files and removes duplicate content.	
<b>Audit trail</b>	Traces end-to-end migration path for each .PST file.	Provides “process chain of custody” for each message. 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.