

# Product Overview **Archive2Azure™**

Compliance Storage Solution Based on Microsoft  
Azure

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From **Archive360**

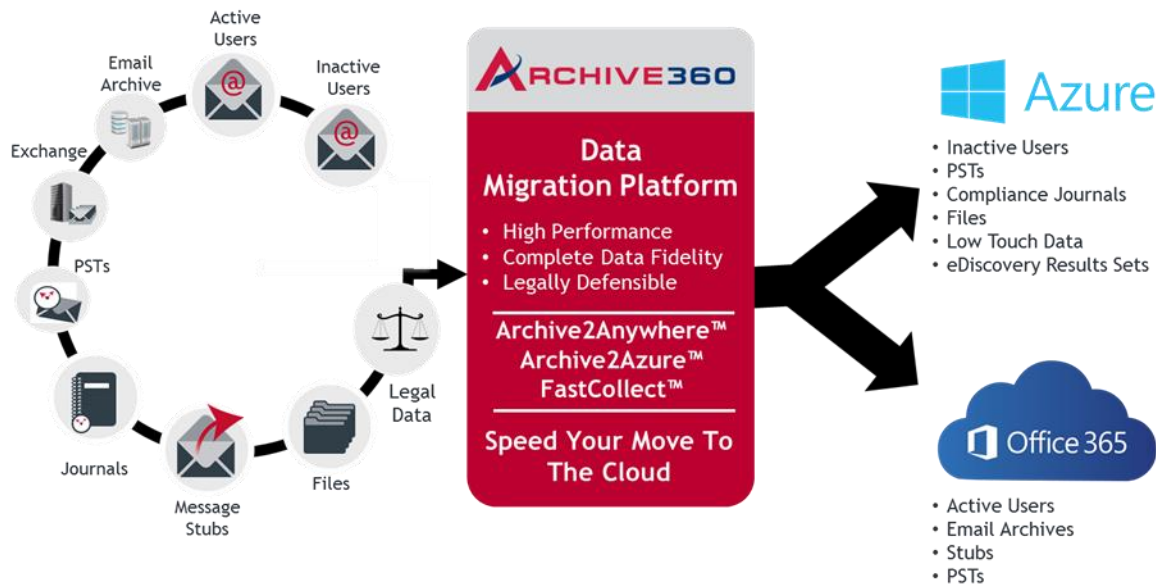
## Introduction

The cloud has quickly become the preferred option for companies to help reverse the growing issues associated with ever-expanding on-premises legacy email archives for regulatory compliance and eDiscovery as well as the unstructured file system storage. For organizations moving to Microsoft Office 365™, migration of legacy email archives and PSTs is commonly identified as the most challenging data to move, closely followed by unstructured file system data. However, moving legacy email archives and other unstructured data carries with it increased legal risk and regulatory exposure if not done correctly.

Archive2Azure™ is a managed compliance storage solution based on Microsoft Azure. It is delivered as part of the Archive2Anywhere™ platform and is the industry's first solution allowing for complete elimination of legacy email archives and other low touch or 'grey' data including inactive employee work files and PSTs, file system content, system generated data, and data sets generated from eDiscovery response that cannot be disposed of. With infinite scalability and ultralow costs, Archive2Azure delivers long-term, secure retention and management of low touch unstructured data, including journal email for regulatory compliance. Benefits include:

- **Cost-Effective Compliance Storage** – Based on affordable Azure infrastructure, Archive2Azure is offered as a subscription model without start-up or cancellation fees. No additional hardware is required and the professional services installation is free of charge.
- **Real-Time On Demand Indexing** – Archive2Azure is fully integrated with Azure Search and offers search on demand with policy-driven data scoping. Custom indexes are created on demand allowing full text search of target data sets scoped by custodian and time period.
- **Native eDiscovery Functionality** – Archive2Azure provides a secure, long-term legal repository with case management, first-pass culling, tagging, review, and legal production. Integrated with Microsoft's Power BI, Archive2Azure offers a scalable eDiscovery platform with integrated analytics.

Archive2Azure is fully integrated with the Archive2Anywhere migration platform and provides collection, migration, and long term retention/disposition for archived and unstructured data for compliance, legal, and business requirements – all based on the Microsoft Azure enterprise grade cloud storage platform. Archive2Azure is the first complete solution to enable companies to fully move to the cloud by eliminating legacy email archives (including journal data), free-range PSTs, and other low-touch unstructured data (file systems) in a legally defensible manner.



**Figure 1. Archive2Anywhere and Archive2Azure Workflow**

## Product Description

Archive2Azure functions as an integrated part of the Archive2Anywhere email archive migration platform and provides a web-based native eDiscovery application for in-house search and case management. For data collection, Archive2Azure serves as a target for all email archive sources supported by Archive2Anywhere. As shown in figure 1, a wide range of sources are supported including legacy email archives, journal data, PSTs, legal data, files and message stubs.

The Archive2Anywhere workflow supports migration to Office 365 for active user's email data and Archive2Azure for journal data, legal data sets, PSTs, inactive user data and other examples of low-touch files and email that still requires long term retention. In a following section, we will discuss multiple use cases for Archive2Azure, but the application of Archive2Azure targets the very large body of email and file data that requires long term retention, but due to its infrequent access requirements, it is more suited for the low-cost Azure "cold" storage infrastructure vs. Office 365.

Other cloud-based storage solutions exist today for files, but Archive2Azure is the only cloud-based storage solution designed to support compliance data, such as the email and journal data contained in on premise legacy email archives. It requires a great deal of expertise to move legacy email archive data in a legally defensible manner with 100% data fidelity. Archive2Anywhere is the platform that performs the legacy email archive data migration and uses Archive2Azure as a compliance storage target.

## Data Ingestion

Archive2Azure manages incoming data in "streams" designed to match different types. (Figure 2.) The data streams supported by Archive2Azure are: Exchange journal, User email archive, Desktop documents, Notes journal, PST Item level, PST Container level, Notes NSF Item level and Notes NSF Container level. Data streams are created for each type of data being ingested. Each data stream preserves the data during ingestion and stores data in standard format with no modification. Maintaining 100% data fidelity is an important feature of Archive2Azure and avoids potential fines for data spoliation.

Ingestion > Streams						
<a href="#">+ Create New</a> <a href="#">Refresh</a>						
ID	Name	Description	Items	Size	Last Activity	Stream Type
4e6c7411-51be-46d4-b8ee-0cbc80fc3639	EV User Archive	EV User Archive	40	0	06/24/2016 01:07:30 PM	User Email Archive
8d96cb0c-f728-41fd-8ce9-2947e03e47ba	Desktop documents Stream	doc docx xls xlsx pdf txt	11	0	06/10/2016 09:47:54 AM	Desktop Documents
f5c966aa-0ed9-4857-a0db-49d405a83c41	Notes User Data	Lotus Notes compliant	0	0		Notes Journal
0dde4b94-1f4f-498b-9a31-6eca7276554f	PST Items	PST Items Stream	0	0		PST Item Level
7578d99e-6906-42a8-8ec7-724eabb0eb5d	Demo Journal	Journal Stream for Demo	0	0		Exchange Journal
65fadcf-f6de-413e-9788-e92df1104dc2	Desktop PSTs	User PSTs harvested	0	0		PST Item Level
12d70bd5-5f33-49a8-95fe-f27a0c921d7b	Enterprise Vault Journal Archive	Exchange Journal ingested from EV	100	0	06/08/2016 07:10:51 PM	Exchange Journal

Figure 2. Data Streams

### On Demand Indexing

Data stored in Archive2Azure is organized by custodian and record date, but the data is NOT indexed until it is needed for search. Using Master Index Templates unique for each data type, Custom Index Templates are created by the Administrator who selects the property fields desired. For example, for user email the fields available to index include date, custodians, from, to, cc, bcc, owner, subject, body and attachment. Depending on the search requirements, you can index all fields or a subset of fields.

With Custom Index Templates completed, Index Policies are created using Custom Index Template combined with Custodian and Data Range. (Figure 3.) The resulting policy completely describes the Index fields, custodian(s) and data range and is ready to index. The index engine uses the Azure Index Compute Servers and the amount of index compute power can be matched to the amount of data to index and the time for the indexing job to complete. All of the features to create custom indexes and apply the right amount of indexing horse power are meant to optimize the cost and utility of the indexing process. When an index is no longer needed, it can be deleted to save storage cost.

Indexing > Indexes								
<a href="#">+ Create New</a> <a href="#">Refresh</a>								
Name	Template	Matters #	Searches #	Progress	Total Files	Processed Files	Errors #	Status
Investigation Index	<a href="#">Journal Stream 1 Index Template</a>	2	2	100 %	100	100	0	Finished
Panama Papers	<a href="#">Docs Template</a>	1	0	100 %	11	11	0	Finished
Journal Index All	<a href="#">Journal Stream 1 Index Template</a>	1	1	100 %	100	100	0	Finished

Figure 3. Index Policies

## Native eDiscovery

Native eDiscovery is included as part of Archive2Azure. eDiscovery begins using a simple case management application where matters are created and searches are performed and saved. (Figure 4.) Matters are created and each matter contains its own unique searches. The Administrator creates each matter and assigns access to unique personnel (i.e. paralegals). With access to the matter, paralegals can create and perform searches using previously created indexes. (Figure 5.) Search results are viewed online and enhanced with hit highlighting. Search results can be saved and exported in PST files, printed to PDF or TIFF, and have a Bates stamp applied if required. The native eDiscovery application is perfectly suitable for in-house eDiscovery with an emphasis on quick search and production. Culling data by custodian and data range and exporting search results in PST file containers reduces the time and effort by IT and in-house legal to respond to audits and legal discovery requests.

The screenshot shows the 'eDiscovery > Matters' interface. At the top, there is a 'New Matter' button. Below it, a list of matters is displayed, each with a magnifying glass icon, a title, a subtitle, and a 'New Search' button.

Matter Title	Subtitle	Action
DOD Investigation	Department of Defence Investigation Case	New Search
DOJ Investigation	Department of Justice Investigation Case	New Search
Law Enforcement Matter	Federal Law Enforcement Training Center	New Search
Panama Papers	Investigation secret documents, spreadsheets and pdfs founded on Panama servers.	New Search

Figure 4. Native eDiscovery Case Management Portal

The screenshot shows the 'Native Search Application' interface. At the top, there is a 'Save' button. Below it, the 'Search Criteria' section is expanded, showing various search fields.

Field	Value	Action
Indexes:	Investigation Index	
Date:	mm/dd/yyyy	mm/dd/yyyy
Custodians:		+
From:		+
To:		+
Cc:		+
Bcc:		+
Subject:		+
Body:		+
Attachments:		+

Figure 5. Native Search Application



## Disposition and Audits

Disposition is managed using automated retention management. Disposition policies are created per data stream, matter or custodian and specify a unique retention period. (i.e. 5 years). When the retention period expires, the data is defensibly disposed; meaning a complete item-level audit report is kept that describes the exact chain-of-custody of data from the time it enters Archive2Azure to the time it is disposed. Without a disposition policy, data is retained indefinitely.

## Use Cases

Archive2Azure is the perfect long-term compliance storage solution designed for journal data, legal hold data and “low-touch” inactive records data. Journal data from email archives, PST contents, legal hold data and inactive records data can safely be collected, migrated and stored for long term compliance storage. Archive2Azure perfectly complements Office 365 and Exchange Online whose purpose is to store email data for “live mailboxes”. Inactive mailbox contents, journal data and legal hold data, that is not meant for Office 365 storage can be stored in a more cost effective manner with Archive2Azure.

## Exchange Journal Data

Legacy email archives store very large amounts of journal data that organizations are forced to retain for regulatory compliance and legal reasons. The standard email migration process when moving the on premise Exchange server and legacy email archive to Office 365 is sufficient for “active” email data, but not for journal data.



First consider that journal data is used to meet very specific regulatory requirements – usually for the financial industry. However, some states, New York for example, are moving toward requiring journaling for some non-financial industries as well. Also, many companies have relied on journaling to archive their end-user’s email data as a way to capture and maintain the corporate “copy of record”.

Second, journal data is stored in a unique “envelope” data structure. The journal envelope is not ideally suited for legal eDiscovery and if the envelope is opened and the email inside extracted, loss of envelope information will result. Third, due to the potentially large amount of journal data present in an archive, if migrated to Office 365 (via journal splitting), it will create an undue burden for the Exchange Online Servers.

Archive2Azure is the perfect compliant storage solution for storing and managing journal data.

- Archive2Azure provides a low-cost, secure storage solution based on the Microsoft Azure infrastructure that will keep journal data in the correct, compliant format instead of “splitting” it to force it into Office 365 (a potential Microsoft license violation).
- Journal data, including the original envelope data structure, is stored in Azure with 100% data preservation. No envelope modification or loss of data is incurred in the migration.
- Archive2Azure preserves all of the original distribution lists and recipients per the original

journal envelopes, up to the 10,000 name Exchange limit.

- Journal data that is “split” and stored in Office 365 is subject to a 10,000 name limit for distribution lists. A journal sourced distribution list that has more than 10,000 recipients will be truncated – a serious legal and regulatory violation.
- The built-in eDiscovery application in Archive2Azure is designed to manage the journal envelope data structures and provides comprehensive and detailed search capabilities.
- The native retention management application in Archive2Azure automatically manages journal data per your custom retention requirements, including defensible disposition processes.

### Inactive User Archives – “Leavers”

Employees generate huge volumes of unstructured data - email, work documents, application data, and other media types that is mostly unmanaged at the enterprise level. However, when they “leave” the organization, this data generally remains (orphaned), clogging up email servers, file shares and desktops. This lack of ownership also makes it especially difficult to find and authenticate when needed.



For reasons including business, legal discovery, and regulatory compliance, organizations need a better method of collecting, storing, and managing inactive user’s unstructured data. With Archive2Azure, inactive user content is collected and securely stored in the low cost Azure cloud, offloading primary storage and satisfying important legal and regulatory compliance requirements.

- Using Archive2Azure, organizations can collect inactive user data from file shares and desktops and securely migrate it to the Azure cloud with 100% data preservation.
- Inactive user data is economically stored in the Azure cloud infrastructure and managed for long term retention according to custom retention policies.
- Only index the data you want, when you want it, for legal discovery, internal audits and regulatory audits, saving cloud storage and compute costs.
- Perform legal discovery with built-in case management and legal production tools to quickly search, cull, and export results sets to 3rd-party eDiscovery solutions.
- Reduce the burden on primary storage of inactive user archives and avoid possible loss or deletion of data. Keep data secure for long term access and business productivity.

## Legal/eDiscovery Repository

Legal firms and all large enterprises collect huge amounts of data when responding to an eDiscovery request. In fact, the average amount of data collected per discovery requests averages between 3 and 5 GB per custodian. Multiply that by 10, 20 or 50 custodians per request and the amount of data held for a specific case can amount to a quarter of a terabyte per case. Many larger organizations can receive more than 1 eDiscovery request per week, suggesting that the average large organization can be sitting on tens of terabytes of data that must be protected and made searchable until the specific case has completely run its course.



It used to be that companies would issue instructions to their employees asking them to search for and hold potentially relevant data locally (i.e. desktop) until they were told it was no longer needed. That practice fell out of favor and was replaced with the corporate legal department asking the affected custodians to drag and drop the relevant data onto the legal department's file share – a costly and relatively unsecure storage repository.

With the rise in corporate litigation, companies are looking for less expensive ways to store and access their eDiscovery data sets for much longer periods of time. Archive2Azure is a perfect repository for legal data set storage due to its ultra-low-cost and secure architecture which allows the company to build custom indexes to enable faster search and culling by case.

- Migrate large legal data sets to Azure with 100% data fidelity and security. Full preservation of all meta data and content is authenticated with legally defensible audit reports.
- Store large volumes of legal data in the low cost Azure cloud and manage long term retention with native retention management, including defensible deletion processes.
- Index a specific legal data set when you need to saving cloud storage and compute costs.
- Perform eDiscovery discovery search, review, and export with native case management and legal production tools to quickly compile and export search results to 3rd-party eDiscovery platforms.
- Reduce the burden on expensive primary storage of large legal data sets and avoid possible loss or deletion of data. Keep data secure for long term access and legal discovery.

## PST

Companies planning a migration of their Exchange server to office 365 all face a common issue: what to do with the individual PSTs floating around the enterprise. Free-range PSTs consume large amounts of space on network storage and are a potential compliance and data loss risk. The majority of enterprise PSTs usually belong to active or current employees and should be migrated to Office 365 with the rest of the Live mailboxes.



However, many PSTs can become orphaned - belonging to users no longer employed by the company. When considering what to do with these orphaned PSTs, organizations should consider several factors including, the size and amount of PSTs in question, the probability



that they will ever need to be accessed again, and any legal and regulatory circumstances including the statute of limitations for future possible legal action such as wrongful termination. In most cases it never a good idea to simply delete these orphaned PSTs nor does it make sense to leave them where they are.

As part of your Office 365 migration project, you have two possibilities: migrate them into Office 365 or into Azure. Archive2Azure, based on Microsoft Azure cloud, is designed as the perfect long term storage solution for PSTs.

- FastCollect™ finds and unpacks PSTs and moves their contents securely to the Azure cloud where user identification is fully automated - even for orphaned PSTs.
- Archive2Azure provides long term retention of PST contents in a cost-effective solution leveraging the Azure cloud infrastructure.
- Index PST data only when you need to and only index the PSTs you need saving cloud storage and compute costs.
- Perform legal discovery with native case management and legal production tools to quickly search and export search results into PST files for upload to 3rd-party eDiscovery platforms.
- Reduce the burden on expensive primary storage of large numbers of PST files and avoid possible inadvertent loss of PST data subject to legal hold.

## Key Features

**Legacy Archive Elimination:** Migrate and store all archive journal data, legal hold data and inactive mailbox data in a legally defensible and cost-effective manner to the low cost Azure platform.

**Compliance Storage:** Archive2Azure stores archive content in original format and provides flexible, fast and forensically sound search results. Chain of custody context and data fidelity is fully maintained.

**On-Demand Indexing:** Incur index related compute and storage costs only when needed and in the manner you choose. Create custom index templates and target the data subsets you want to search.

**Native eDiscovery:** Case management, first-pass culling, tagging, review, and legal production is standard. Integrated Power BI offers a scalable eDiscovery engine with integrated analytics.

**Journal Data Storage:** Journal envelope data is preserved with 100% data fidelity.

**Legally Defensible Migration:** All archive content is preserved 100% in its original format with full data fidelity and chain of custody. Full audit and item-level reporting is provided standard.

**Easy Adoption:** No additional hardware is required and the professional services installation is free of charge.

**Cost-Effective:** Based on affordable Azure ‘cool’ storage infrastructure, Archive2Azure is offered as a pay-as-you-go pricing model with no startup or cancellation fees.

### Archive2Azure

Archive2Azure is the industry’s first compliance storage solution allowing for complete elimination of legacy email archive data. With infinite scalability, Archive2Azure delivers long-term, secure retention of unstructured data including journal email for regulatory compliance and litigation preparedness in Microsoft Azure. To learn more about Archive2Azure and the entire Archive2Anywhere platform contact Archive360 Sales.

### About Archive360

Archive360™ is the market leader in email archive migration software, successfully migrating more than 12 petabytes of data for more than 500 organizations worldwide since 2012. The company’s flagship product, Archive2Anywhere™, is the only solution in the market purpose-built to deliver consistently fast, trouble-free, predictable archive migrations, with verifiable data fidelity and defensible chain of custody reporting. A global organization, Archive360 delivers its solutions through a network of specialist partners. Archive360 is a Microsoft Cloud Solution Provider and the Archive2Azure solution is Microsoft Azure Certified.

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