COMPLYKEY

Whitepaper

The Benefits of Static Email Archiving When Moving to Office 365

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INTRODUCTION

Email is a critical communication tool for businesses of all sizes, containing valuable information that must be preserved for regulatory compliance, legal protection, and operational efficiency. As organizations increasingly migrate to cloud-based platforms like Microsoft Office 365, managing legacy email archives becomes a significant challenge. Rather than undertaking the costly and complex process of migrating existing archives to Office 365, many organizations are turning to static email archiving as an on-premise or cloud based solution.

This white paper explores the advantages of static email archiving, particularly its role in maintaining compliance, reducing costs, and simplifying data management.

UNDERSTANDING STATIC EMAIL ARCHIVING

Static email archiving refers to the practice of preserving a fixed, unalterable copy of email communications. Unlike dynamic archiving solutions that might allow modifications or updates, static archiving ensures that emails are stored in their original state, maintaining their integrity over time. This method is crucial for meeting various regulatory and legal requirements, as it provides a reliable and verifiable record of communications.

BENEFITS OF STATIC EMAIL ARCHIVING

1. Cost and Complexity Management

Managing existing email archives can be a costly and complex task, especially when migrating to a new platform like Office 365. Static email archiving offers a practical solution to this challenge.

- **Reduced Migration Costs**: By using a static archive, organizations can avoid the high costs associated with migrating large volumes of archived emails to Office 365. This can result in significant savings in terms of both time and resources.

- **Simplified Management**: Static archiving allows organizations to "park and forget" their legacy emails. Once archived, these emails are securely stored and managed without the need for continuous oversight, reducing administrative burden

2. Compliance and Legal Readiness

Maintaining regulatory compliance and being prepared for legal inquiries are critical for any organization. Static email archiving supports these needs effectively.

- **Regulatory Compliance:** Static archiving helps organizations comply with regulations like GDPR, HIPAA, MIFID, and FINRA by ensuring that email records are preserved in an unalterable format. This compliance not only avoids hefty fines but also builds trust with clients and stakeholders in a cost-effective way.

- **Legal Preparedness:** In the event of litigation or audits, having a static archive provides a defensible position. Organizations can produce accurate and untampered records, which are crucial for legal discovery processes and demonstrating adherence to compliance requirements.

BENEFITS OF STATIC EMAIL ARCHIVING

3. Data Integrity and Security

Maintaining the integrity and security of email data is paramount in today's cyber threat landscape. Static email archiving plays a critical role in safeguarding information against various risks.

- **Data Integrity**: By storing emails in their original form, static archiving prevents unauthorized alterations. This unchangeable record is essential for maintaining the authenticity of communications.

- **Enhanced Security**: Static archives are typically stored in secure, tamper-proof environments. This reduces the risk of data breaches and unauthorized access, ensuring that sensitive information remains protected while being easily searchable and presentable.

4. Improved Data Management and Accessibility

Effective data management is crucial for operational efficiency. Static email archiving facilitates better organization and retrieval of email records.

- Efficient Storage: Archiving emails statically reduces the load on active email servers, improving overall system performance. It also simplifies storage management by categorizing and preserving emails in a systematic manner.

- Quick Retrieval: Advanced search capabilities in static archiving solutions allow for swift retrieval of specific emails. This is particularly useful for compliance audits, legal discovery, and internal investigations, saving time and resources when searching legacy archives.

INTRODUCING THE INTELLIGENT STATIC ARCHIVE (ISA)

Many organizations no longer wish to archive their email on an ongoing basis but must maintain access to legacy email data for legal, compliance, and records management purposes. The **Intelligent Static Archive (ISA)** is designed to address this need. It provides a cost-effective, robust solution for managing legacy archives without the complexities of ongoing archiving.

ISA is particularly beneficial for clients who have chosen Office 365 as their go-forward archive platform but do not wish to migrate legacy data from existing email archiving systems—such as SourceOne, which is reaching End of Life (EOL) at the end of the year—into O365. Instead of migrating, organizations can use ISA as an alternative to preserve, search, and retrieve legacy data.

Offered both as an on-premises or cloud-based solution, ISA enables clients to maintain compliance and quickly respond to eDiscovery requests. For those who prefer not to manage the archive themselves, TDS can handle searches and exports on behalf of the client.

Moreover, regulatory frameworks like GDPR and US Compliance Acts require careful management of Personally Identifiable Information (PII). Traditional storage methods, such as retaining years of emails in O365, may not meet these compliance standards. Such practices lack the integrity, audit trail, and legal validity necessary to stand up to regulatory scrutiny.

In contrast, ISA ensures all emails are digitally stamped, providing robust legal validity. It offers a compliant, secure repository that addresses common pain points associated with legacy data management.

IMPLEMENTING STATIC EMAIL ARCHIVING IN OFFICE 365

Organizations often stop using their current archive solutions for various reasons when moving to Office 365, such as high costs or complexity.

Implementing a static email archiving solution provides a cost-effective alternative while maintaining compliance and search capabilities.

Key Steps to Implementation

- **Assessment and Planning**: Evaluate the organization's email archiving needs, regulatory requirements, and data volumes. Develop a comprehensive plan that includes timelines and resource allocation.

- **Selection of Archiving Solution**: Choose a static email archiving solution that integrates seamlessly with your current infrastructure and meets your compliance needs.

- **Data Preparation**: Prepare existing email data for archiving. This may involve cleaning up unnecessary emails, categorizing data, and ensuring all relevant emails are included.

- **Implementation**: Implement the archiving solution and migrate the data from the current archive. Ensure that all emails are properly archived and that users are trained on accessing archived data.

- **Ongoing Management and Monitoring**: Regularly monitor the archiving system to ensure compliance and address any issues promptly. Conduct periodic reviews to adapt to evolving regulatory requirements and business needs.

CONCLUSION

Static email archiving provides a robust solution for managing legacy email communications when moving to Office 365. By maintaining compliance, ensuring data integrity and security, improving data management, and offering cost efficiencies, static email archiving addresses critical challenges faced by organizations.

ComplyKEY MailMeter stands out as the perfect static email archiving solution for organizations aiming to streamline their data compliance, email archiving, and eDiscovery processes. With **ComplyKEY MailMeter**, you can confidently handle sensitive information, stay in line with industry regulations, and simplify email management.

Key features include:

- Automated Compliance: Ensures adherence to regulatory requirements with minimal effort.

- User-Friendly Archiving: Securely archive emails with just a few clicks.

- Real-Time Monitoring: Stay ahead of risks with status updates and alerts.

- Effective eDiscovery: Effortlessly locate and export necessary emails during legal investigations.

- Robust Security: Protect your data with strong security measures.

- Customizable Compliance Policies: Tailor the solution to fit your unique business needs.

ComplyKEY MailMeter not only simplifies the archiving process but also provides peace of mind, allowing you to focus on your core business activities.
Embrace the future of email management with **ComplyKEY MailMeter** and ensure your organization remains compliant, secure, and efficient in the digital age.

Want to see if ComplyKEY's Intelligent Static Archiving is the right fit for your organization?

Contact info@complykey.com to learn more about what we can do for your email migration challenges.

> Schedule a Consultation