OpenText Archiving for Content Server

OpenText Archiving for Content Server is an integral component of the Enterprise Content Management (ECM) suite that OpenText offers to help organizations execute on comprehensive Enterprise Information Management strategies. Sophisticated ECM capabilities improve that ability of organizations to establish information security and governance for all content and all business processes across an organization.

OpenText Archiving for Content Server provides secure archiving for enterprise content. With the functionality that content archiving provides, organizations can deploy a robust solution for managing content throughout its entire lifecycle, from creation through publication to archival and eventual destruction.

Archiving for Content Server is a secure, scalable, and integrated solution for archiving all content managed by OpenText. The process can be transparent to your enterprise applications and end users, or the controlling functionality can be exposed, either implicitly—via methods like placing a file in a specific folder—or explicitly—via the use of categories and attributes and/or the records management application.

As the storage requirements within your organization expand, Archiving for Content Server scales to meet your needs, effectively and efficiently managing terabytes and even petabytes of digital content.

Intelligent storage management

Archiving for Content Server enables you to select the storage provider that best suits your organizational requirements and compliance demands throughout the lifecycle of your content. When the value of your content is high and reuse is likely, you want to utilize your best, fastest storage systems. As the business value of your content decreases, the cost to maintain that content should decrease as well. Archiving for Content Server provides the ability to migrate content between storage systems, effectively using today's and tomorrow's technologies.

Integrate with a records management framework

Archiving for Content Server integrates with OpenText Records Management, nabling records to be archived and destroyed according to their retention and disposition classifications. The processes for working with records remain the same; the classification determines the archival process, which is entirely transparent for records managers.

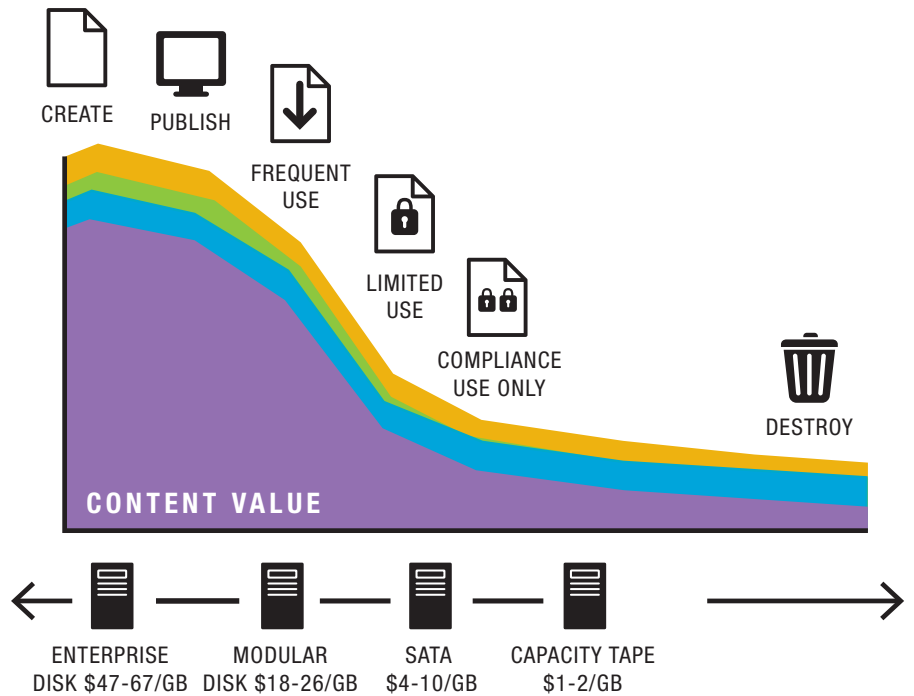## Protect archived content from physical disaster

Redundant archiving capabilities enable you to ensure that business-critical content is stored safely in multiple physical locations. In the event of an environmental disaster, you can be confident that essential content is secure and readily accessible.

FEATURES

- Ensure the authenticity of archived content
  - Write content onto unchangeable storage media
  - Authenticate content by adding timestamps (system signatures)
  - Securely access archived files by signed URLs so that they can only be accessed from the foreseen user interface, eliminating the possibility of access through the back-end file system
- Reduce storage space requirements
  - Identify duplicate instances of content within the file system and eliminate redundant copies
  - Automatically compress content during archival
- Retain detailed audit trails of activity within the archive
  - Automatically record the date, time, and performer of every type of event that can be performed on a document
  - Store records of conversions, migrations, changes, and deletions in audit trails
- Ensure content accessibility
  - Seamlessly move content to alternate storage media, allowing the cost of storage to reflect the value of the content
  - Optionally keep redundant data sets (remote standby server) for additional data security
- Define archiving rules to specify the storage provider to which certain content should be archived. For example, HR records might be archived to one type of storage media, while accounting documents are stored on another
- Cache content to ensure the fastest content retrieval response times
- Write individual files or container files to the storage subsystem

Ensure the evidential weight of corporate records

In the event of litigation, it is imperative that you can establish the authenticity of corporate documents. With Archiving for Content Server, you can archive enterprise content to secure storage media such as WORM, DVD, UDO, or write-once hard disks. Authentication capabilities, including time stamps and system signatures, mean that you can not only be confident that enterprise content is genuine and accurate, but also prove it. In addition, auditing capabilities ensure that you can always track the activity that has occurred around enterprise content to identify who made changes and why. ◼

CREATE   PUBLISH   FREQUENT USE   LIMITED USE   COMPLIANCE USE ONLY   DESTROY

CONTENT VALUE

ENTERPRISE DISK $47-67/GB   MODULAR DISK $18-26/GB   SATA $4-10/GB   CAPACITY TAPE $1-2/GB

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