

# OpenText™ AXS-One Archive

High-performance, scalable enterprise information archiving solution

AXS-One Archive is secure, highly scalable archiving software for managing the preservation, collection, review and disposal of structured and unstructured data. AXS-One simplifies and reduces the cost of information governance and eDiscovery while lowering risk related to organizational data.

Through a single interface in AXS-One Archive, all electronic records including emails, instant messages, desktop documents, file systems, social media entries, Microsoft® .PSTs, Notes .NSFs, Microsoft® SharePoint® documents and system reports can be forensically archived, searched and produced. Electronic information is archived by date and custodian for easier search and export. This single solution allows organizations to easily manage the integrity, security and retention of all electronic records according to enterprises' internal policies and regulations.

## Email Archiving

AXS-One Archive offers email archiving for IBM® Notes®, IBM® Domino®, Microsoft® Exchange, Microsoft® Office 365™, Sun™ Java Message Service, Bloomberg™, PSTs and NSFs. Email archiving is handled automatically in the background. Users retrieve archived email similarly to email from the server, with no email client plug-in installation required. Messages can be categorized and attached to a corporate file plan for records and destruction management and migrations.

## Legal Case Management

The AXS-One Archive Case Management module effectively prepares you to respond to eDiscovery, internal audit and regulatory compliance demands by bringing together all aspects of archiving and eDiscovery into a cohesive process. Existing retention policies for all records in an open case can be suspended with a legal hold. Custodians can be informed through legal hold notifications, preventing critical information from being deleted while the case is active. By unifying and streamlining data management, your organization can respond to litigation requests in a timely, efficient and defensible manner.

## SharePoint Archiving

The SharePoint archiving module enables clients to implement policies that determine when to capture documents from the SharePoint repository and move them to the archive. Archived documents are accessible from a link posted in the SharePoint database, making document retrieval easy and transparent to users. Clients can manage SharePoint information as business records in their information governance planning.

## PRODUCT BENEFITS

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- *Simplifies information governance, compliance and eDiscovery*
- *Single and secure archive for all types of electronic data*
- *Simplifies IT administration and reduces costs*
- *Facilitates corporate policies for retention and disposition of all corporate records*
- *Reduces risks of eDiscovery through automated processes that enforce record retention, disposition, legal holds and legal notifications in accordance with policies*
- *Securely logs all activity to deliver fully compliant audit trail and full chain of custody process*

### Social Media Archiving

Archiving for Social Media is a fully integrated component of AXS-One Archive. The module provides access between social media content and the AXS-One Archive and leverages a high-performance workflow to manage and automate the entire lifecycle for the collection, management and archiving of social media content, providing an audit trail of all activity. Social media can be managed as a business record and purged with confidence in accordance with retention guidelines, subject to legal discovery requests.

### File System Archiving

Documents contained on shared file systems are considered an important part of an organization’s corporate record for information governance and eDiscovery. Integrated into the AXS-One Archive, the File Systems Archiving module manages regulatory, legal discovery and risk management objectives regarding corporate records, bringing both current and historical data into compliance.

### Supervision

AXS-One Archive offers a Supervision module to help clients mitigate the risks associated with messaging by scanning the content of all archived email, instant messages and attachments for suspicious content. When found, the Supervision module automatically routes the message to the supervisor’s queue for review and action.

### Data Archiving for Application Retirement

The AXS-One Archive allows data to be unloaded from application databases in report format or in a structured export file, such as XML. Once archived, this data is subject to corporate retention and management policies and easily accessible to users. Organizations can then choose to retire legacy applications, representing significant cost savings.

