



# OpenText File System Archiving

Control content at every stage of its lifecycle. Enable archival of entire file systems, and facilitate quick retrieval, adhering to original security controls.

## Features

- Complete Unicode character support to meet requirements of international companies
- Automatically archive content according to strict schedules
- Configure flexible archiving criteria such as by date, age, size, format, name, owner, and more
- Intelligently classify content ingested from file systems as business records
- Dispose of transitory content in an efficient and reliable fashion
- Capture, store, and expose all file properties as metadata attributes
- Improving system performance and make the most out of existing investments
- Integrate with a mixed storage environment, including support for EMC2, HDS, IBM, SUN, NetApp, and more

Unprecedented data growth along with the ongoing need to maintain historical data for legal discovery purposes compels organizations to improve the way they manage information across the enterprise. Organizations need to ensure that content is being effectively archived and retained in accordance with policy—and also disposed of in a reliable, consistent, and defensible manner.

Every business day, companies produce massive volumes of documents electronically. Over time, this wealth of content can accumulate into multiple terabytes of data, which consumes storage resources, but more importantly, incurs greater cost and risk throughout the legal discovery process. There are significant costs associated with identifying and collecting content from file servers, copying that information into a “litigation vault” where it can be put on hold and preserved from deletion, and ultimately reviewed for relevance and confidentiality.

Organizations need a means of capturing content from shared file systems and relocating it to a centralized repository from which it can be easily searched and locked-down in place if potentially relevant to litigation. Furthermore, they need a simple and common-sense means of examining the content being ingested from these systems, identifying what business value it represents, and automating the process of disposing it to reduce unnecessary long-term content retention.

## Consolidate access to business critical content

OpenText File System Archiving is a massively scalable solution for capturing large amounts of data from shared file systems and allowing that content to be intelligently classified as business records. All files are stored in the archive in their original format. The source file is simply replaced by a link to the archived file now located in the file store—and the original file icons remain visible even after archiving, ensuring that archived documents are easy to find and retrieve.



*“Our expanded relationship with OpenText will mean more innovative solutions that will reduce the complexities and risks of managing enterprise content. As a leader in ECM, OpenText offers both the experience and the enterprise-scale compliance management capabilities we’re looking for to complement our solutions. Tighter integration of our software will offer tremendous value to customers of both companies.”*

Rob Bernard,  
General Manager of Global ISVs, Microsoft

### **Manage retention with integrated records management controls**

Capturing content from file systems into a centralized repository only addresses one component of the problem—it allows information to be retained in a more cost-effective environment, reducing IT cost and complexity associated with file shares. However, even more important is the task of determining what the information captured from these file shares actually represents, and automating the process of “managing” it in a defensible manner—in other words, determining what it actually is, keeping it as long as required by law or internal policy, and ultimately disposing of it in a timely and consistent fashion.

OpenText File System Archiving includes integrated records management controls that enable content ingested from file systems to be intelligently classified or categorized according to its business relevance. By classifying corporate content, companies can automate the retention and disposition of information, simplify searching and retrieval, and quickly put large sets of information on legal hold.

### **Lower total cost of storage ownership**

OpenText File System Archiving provides a robust foundation for your evolving file storage requirements, reducing future integration costs and protecting your investment in existing technology. Automatic backup of large volumes of files streamlines your archiving processes and reduces the overall cost of storing content—from financial investment in storage media to resource investment in administration. File System Archiving supports full, fast, and simple archiving of all types of Windows files, and requires no client-side installation, or installation on the file server.

And it’s secure and reliable—based on proven OpenText technologies, you can be confident that an investment in File System Archiving is an investment in long-term storage and retention capabilities. Physical files are managed within the archive, and all contextual metadata information, including auditing, version control, security permissions, and more, are handled by a dedicated metadata management layer.

This comprehensive content management platform can manage and archive even the highest volumes of data and documents. As files are archived into the system, all associated file properties are automatically captured and rendered as metadata attributes.



### **Migrate content out of the file system into the OpenText managed repository and replace it with a shortcut**

This section accommodates compliance and cost reduction requirements around file systems, offloading content from the actual file server but enabling users to continue accessing documents as they always have. In this scenario, shortcuts can be configured to open the file, download the file to the user's desktop, or open the file for editing in its native application.

### **Copy files into the OpenText managed repository while leaving original documents intact**

This scenario accommodates organizations that want to consolidate access and control over content stored in the file systems, without physically disturbing the actual files stored on the file system. As changes are made to the original documents on the file system, the updated versions are archived.

### **Move files into the OpenText managed repository (to support decommissioning)**

This scenario accommodates organizations that want to eliminate usage of shared file systems altogether, and consolidate access to content previously stored in these systems into a single document management interface.

### **Retrieve or restore content quickly and easily**

All content captured from multiple file systems can be accessed directly for administrative or legal search requirements through the integrated ECM search interface. Advanced search capabilities including system and custom metadata, Boolean operators, thesaurus, result rankings, automatic summaries, clustered result themes, and hit-highlighting ensure rapid access to archived file system content.

Furthermore, multiple archived documents can be restored to their original locations (or to a new, specified location) in the file system with a single click from the search results. Scheduled archiving jobs, planned or spontaneous restoration activities can be fully monitored, and the restoration process is entirely seamless—if applicable, the “shortcut” is simply replaced with the original file. You can easily configure whether or not to delete the file from the archive or leave it intact.

### **Minimize legal discovery risk**

For many organizations, shared file systems represent unmitigated corporate risk. They contain terabytes of legacy information that is rarely, if ever, accessed during daily business activities. OpenText File System Archiving provides proven capabilities to quickly and transparently capture this information, put it into a secure managed repository for long-term retention, make it readily available for search as required, and when appropriate, ensure it is completely and irrevocably destroyed—allowing companies to reclaim storage capacity and reduce the amount of information subject to legal discovery.

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**www.opentext.com**

North America	+ 800 304 2727
United States	+1 847 267 9330
Germany	+49 89 4629 0
United Kingdom	+44 0 1189 848 000
Australia	+61 2 9026 3400