

# *Sonasoft*

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## Point-Click Recovery

**eDiscovery Solution for  
Email Archiving**

[www.sonasoft.com](http://www.sonasoft.com)

## INTRODUCTION

Enterprises reliance upon electronic communications continues to grow with increased amounts of information being shared via e-mail. Estimates show that 80% of this information is stored as unstructured data. The data must now be stored for longer periods of time and newer regulatory compliance rules dictate how the information should be stored and managed.

This high volume of unstructured data poses several challenges for enterprises. It is very difficult to find specific information when needed and the need for secure access to information is critical.

## WHAT IS E-DISCOVERY?

Electronic discovery or e-discovery is a process by which electronic data is searched, stored and located primarily for the purposes of civil litigation. Before the advent of e-mail and other digital communication media, all data was kept in paper format. In the event of litigation, costs were exorbitant to manually search and index all of the relevant paper files. This process was also extremely time consuming which resulted in longer law proceedings.

With e-discovery, data can be easily and quickly searched and scanned for pertinent information relating to the case in question. With digital data, the loss of a file does not necessarily mean lost information since electronic data is stored in multiple locations on multiple hard drives.

## CHALLENGES WITH E-DISCOVERY

When faced with civil litigation, enterprises must be in compliance with various regulatory rules and policies regarding the storage, management and retrieval of electronic data. For example, changes in 2006 to the Federal Rules of Civil Procedure (FRCP) will mean that enterprises must be able to find and produce relevant data for litigation in less than one

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hundred days. Compliance policies are also outlined in HIPAA and Sarbanes Oxley to name just a few others.

Most enterprises hand off this problem to their IT department to solve but there are many challenges such as:

- High volumes of data that need to be searched. This proves to be costly in terms of time and money.
- Data is stored in disparate locations, sometimes in different geographic areas
- The ability to do searches quickly and time effectively
- Secure multi-user access
- Protection of data, processes for the protection and destruction of data
- Multiple litigation cases going on in parallel

### SONASOFT SOLUTION

E-discovery is only as efficient and effective as the underlying archive from which it retrieves data. An archiving system helps to store and archive historical e-mails. E-mail archiving manages the information lifecycle management of e-mails and is an important tool to maintain the integrity of e-mail information and minimize administrative headaches for both users and the IT department.

Sonasoftware provides a comprehensive archiving solution coupled with features to enable and enhance e-discovery. Sonasoftware's archive solution provides simplified storage and quick, easy access to historical data. Data is stored efficiently on servers and can be accessed at any time. Sonasoftware's archive product has the ability to archive, search and retrieve e-mails quickly and accurately.

With Sonasoftware, enterprises have the ability to search historical e-mails based on a number of criteria including sender, recipient, date, key words or strings and attachments. With Sonasoftware's query builder tool, users can

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define a query in any desired way including the use of Boolean operators to narrow their search and to quickly get search results.

Sonasoftware provides several security mechanisms to ensure the integrity of stored electronic data with tamper proof mechanisms. The archived information is compressed and encrypted and assigned digital signatures. There are rules defined for roles based access so that specific users have permissions to access the data that they are authorized for.

In the event of multiple litigation cases, searched e-mails can be assigned to different legal case files in parallel. People can put notes in the case files with no limitations on the number of case files supported. The e-mails continue to be stored in case specific folders until the case is closed. Multiple case tracking means that the people involved with the case and the e-mails associated with the case are easily identifiable.

E-discovery can also be used to monitor e-mails to determine compliance to company policies. As a security measure and compliance with legal and statutory requirements, generally, an organization imposes certain restrictions on internal and external email communication to control the information shared. The Sonasoftware solution provides options for efficient checking of archived emails for compliance with the rules specified by the company.

An alert is sent out when e-mails contain inappropriate keywords or text. These e-mails are then flagged and the Sonasoftware solution provides a screen to review those e-mails to check for compliancy. Reviewers can enter comments, accept, change status or even escalate for further review.

For example, in the case of internal communications, you can set a policy to flag all the emails sent by the human resources group which has sensitive data such as salary or other remuneration to people who are not supposed to receive the information. In case of external communications, you can set a policy to flag the emails sent by software designers or architects to personal email IDs on other email servers such as Google and Yahoo or

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others in competing companies.

Sonasoftware provides detailed audit reports that track a variety of metrics such as:

- Search requests
- E-mail statistics reports (inbound and outbound)
- Tampered message reports
- Reports for attachment types
- Data leakage
- Configuration management audit trails
- Reports for archived e-mails

These reports assist enterprises in tracking any activity surrounding access to stored data.

### CONCLUSION

Sonasoftware offers a comprehensive portfolio of products for data recovery, restore and backup, e-mail archiving and data protection to enable and enhance e-discovery. Sonasoftware's products ensure that data is stored securely and can be accessed in a manner that adheres to regulatory compliance. Sonasoftware provides simplified storage and quick, easy access to critical data all at cost effective price points.