

# FIRSTCLASS<sup>®</sup> Archive Services

With the increasing utilization of digital communications in both education and business environments, such as email and instant messaging, and the potential impact of new regulatory compliance requirements, many administrators have been compelled to rethink their storage and retrieval policies.

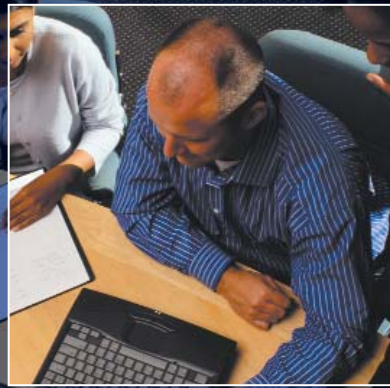
## WHY SHOULD ORGANIZATIONS CONSIDER AN ARCHIVING SOLUTION?

- **Consequences of Non-compliance** — Organizations that are deemed to be non-compliant with recent federal requirements for the archiving and retrieval of electronic messages can, and have been, subject to substantial monetary fines for their inability to produce subpoenaed email content.
- **Burden is on the Organization to Produce Email Content** — Recent court rulings have demonstrated that organizations have the sole responsibility to provide historical email messages. If they cannot be produced, courts can assume the email content was damaging or relevant, negatively impacting the organization's legal position.

## FIRSTCLASS ARCHIVE SERVICES HIGHLIGHTS

FirstClass Archive Services is a new services module available in FirstClass 9.0. Some of the key attributes of FirstClass Archive Services include:

- **Set Up FirstClass Archiving with a Few Clicks** - FirstClass Archive Services can be easily set up with a few simple steps. When enabling archiving for different groups on the core FirstClass Server, FirstClass Archive Services will automatically create and configure active archives for each user — with no additional work required.
- **Archive Every Message Sent or Received** – FirstClass Archive Services has been designed to archive the *entire* message, including the complete envelope information (To, Cc, and Bcc information), all attachments, and the Internet message header. Once archiving is set up for a user, every single message sent or received by that user will be automatically copied to the FirstClass Archive Server.
- **Easily and Quickly Search the Message Archive** – Different groups of users require different email retention policies. FirstClass simplifies this process by enabling administrators to specify the retention period directly within the group administration form.
- **Restore Archived Mail in Seconds** – A simple drag and drop is all that is required to route messages from the Archive Server back to the FirstClass Core Server, enabling administrators to restore one message, or hundreds of messages, in just seconds.
- **Set Retention Periods by Group** - As retention requirements vary based on the type of user, FirstClass enables administrators to easily specify the message retention period on a per-group basis.
- **Reduce Costs for Storage** - The FirstClass Archive Server is based on the proven FirstClass Single Copy Network Store, resulting in remarkably small disk space requirements for archived messages.



## Solution Overview

FirstClass addresses regulatory compliance requirements by providing comprehensive archiving, retention and searching capabilities for all FirstClass messages.

For more information on FirstClass Archive Services, or to receive a personalized quote, contact us at [sales@firstclass.com](mailto:sales@firstclass.com).

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