



# Archive Management Services (AMS)

A data archive solution for compliance, risk mitigation, regulatory, and information access



## Information Creates

competitive advantage, service consistency, and value. However, to get the benefit from this information, you need to know what you have and be able to quickly access what you need. Archive Management Services from Xiotech Corporation help you do just that.

## The Data Dilemma

The volume of digital and paper archives is growing exponentially. Industry analysts report that digital hard disk storage has grown 85 percent a year over the last eight years and 2.7 billion new sheets of paper are filed into folders every day.

Increasing legislative, regulatory, and litigation-related demands require effective means to identify, report, and provide access to this growing data.

Failure to implement an effective information management strategy can have serious consequences:

- Severe penalties for noncompliance with government or industry regulations.
- Increased risk of litigation and decreased ability to effectively prepare for it, leading to unnecessary settlements. One survey showed that roughly 90 percent of US corporations are engaged in litigation, averaging 37 lawsuits at a time.
- Security risks, including potential loss of records. This can lead to staggering costs—an average of \$220 to reproduce a single lost document quickly adds up.

## The Solution

### Archive Management Services (AMS)

Archive Management Services integrate industry-leading storage solutions from Xiotech with the document review and management expertise of Daticon, a Xiotech Company.

Archive Management Services combine our best-of-breed technology and vast experience to capture, convert, and classify business documents in all formats, for compliance, risk mitigation, regulatory, and information access needs.

This end-to-end solution is an intelligent combination of:

- Policy assessment and consulting services
- Data management and hosting services
- Unprecedented access to your data, enabling new usage scenarios
- Proven process performed by experienced professionals

## The Result

You have easier, but controlled, access to your information and can be assured that enterprisewide information management procedures and policies are consistent, compliant with any regulatory requirements, and structured to meet your unique requirements.

# Archive Management Services Components

- **Policy Assessment.** Archive Management Services begin with the assessment of data retention policies consistent with the objectives and risk factors of your organization, and compliant with government and industry regulations.
- **Data Collection.** Archive Management Services collect, convert, scan, and index paper and electronic files to capture valuable information in searchable, common data formats. Original files are then either restored to their original locations or destroyed depending on your requirements.
- **Data Analysis.** Archive Management Services provide simplified, comprehensive visibility into the volume, type, age, value, and liability associated with archived documents, helping you to more easily monitor and apply your data retention policies.
- **Document Access.** With secure data hosting, 24x7 Web access, and document indexing, Archive Management Services improve retention and access to documents for faster, more accurate, and more secure searches.

Capture and Indexing	Archive Basic	Archive Advanced
Paper document preparation (standard light prep)	X	X
Paper document scanning	X	X
Tape conversion (for standard supported formats)	X	X
Metadata capture and indexing	X	X
Full text data conversion and extraction		X
Full text indexing		X
Search and Retrieval		
Metadata search and document viewing	X	X
Full text search and document viewing		X
Organization and Output		
Document foldering	X	X
Document printing	X	X
Report generation	X	X



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