



WHAT INFORMATION IS REALLY IN YOUR USER MAILBOXES?
MAIL ATTENDER FOR LOTUS NOTES OFFERS AN ARCHIVE/DELETION ROI

This Email Retention & Deletion ROI tool is designed to help you prepare - to understand:

- *what kind of information is really in your users email boxes*
- *how large those items are*
- *how old they are*
- *what types of attachments they contain*
- *what should be archived and what can be purged*

The user-friendliness and ubiquity of the email client means it is all too easy for users to use the email system as their personal electronic document filing system. It is functional, easy-to-use and simple to find items. But without some kind of retention strategy the cost of storing all this information becomes prohibitive, mail-files become corrupted, backups and restores take longer.

In certain industries, regulations such as HIPAA, SEC rule 17a-4 and NASD rule 3010 have illustrated the need for organizations to commit to implementing long-term indexing and archiving of Email and Instant messaging conversations. Important to these regulations is the timely extraction of messages that meet the criteria of a Regulator.

Similarly, any organization who has received a Legal Discovery request against their email and IM files knows the importance of timely extraction to meet legal requirements.

Reactive or Proactive?

Clearly, having a strategy to manage mailbox sizes, monitor acceptable content and be prepared for an email retrieval request is the most effective approach, although there are investment costs involved. If there is no business driver such as Regulatory compliance or a pending litigation, it may difficult to financially justify an email archiving system for this purpose. Often, a legal incident or a pending regulatory request will help change budget priorities. Similarly, offsetting an imminent hardware or storage upgrade caused by email disk-space consumption can release funding.

The Mail Attender for Lotus Notes ROI tool is designed to help you prepare - to understand what kind of information is really in your users email boxes, how large those items are, how old they are and what types of attachments they contain. This information will give you insight into determining your archiving needs and will provide the basis for defining and justifying an email retention and deletion policy. A sample of reporting results is below.

Mail User Name	Max Size (GB) ↕	Physical Size (MB) ↕	Percent Used ↕	Logical Size (MB) ↕	Template (MB) ↕	Views (MB) ↕	Attachments (MB) ↕	Per-cent ↕
John Smith/ACME	4.00	99.16	94.10	93.31	5.55	14.31	15.38	16.49
Renee Williams/ACME	4.00	33.12	67.90	22.49				
Robert Jones/ACME	4.00	52.57	97.40	51.20				
Sally Young/ACME	4.00	14.45	98.20	14.19				
	4.00	49.83	89.40	45.30	5.55	14.31	15.38	16.49

The ROI feature tool is based upon the Mail Attender for Lotus Notes product and will report on the following items:

- Total Content Size
- Inbox Count
- Inbox Size
- Sent Items Size
- Deleted Items Size
- Total Message Count
- Total Attachment Count By Extension (*.doc, *.zip, *.pdf...)
- Total Attachment Count By Type (File, Embedded Object, Message)

More Information:
www.re-soft.com/notesroi