



Atlas Information Governance for IT

ATLAS INFORMATION GOVERNANCE FOR IT: THE FOUNDATION TO ELIMINATE THE “BIG 3” INFORMATION MANAGEMENT RISKS AND COSTS

The Atlas Suite is a single, cohesive information management system with natively integrated workflows and analytics for information governance stakeholders. With Atlas Information Governance for IT at the heart of the Atlas Suite, your organization eliminates the “Big 3” Information Management Risks and Costs:

1. IT “saves everything” increasing discoverable mass
2. Enterprise is unable to defend disposal practices due to inconsistent processes and retention periods
3. IT disposes of data of value to the business or with legal obligation

CREATE THE FOUNDATION FOR INFORMATION GOVERNANCE:

When combined with Atlas Enterprise Discovery Management and Atlas Enterprise Retention Management, Atlas Information Governance for IT provides the foundation for IT compliance and defensible disposal.

IT COMPLIANCE:

The Atlas Suite gives IT visibility into both legal obligations – such as legal holds and retention schedules – and the business value for specific information tied to asset or employee ID. Atlas provides real-time communication of requirements and facts between IT, Records and Legal Staff through automatic action item assignments, notifications, alerts and easy look up of legal obligations.

Enterprise workflows and decision support tools in Atlas Information Governance for IT help IT organizations defensibly dispose of data, link legal obligations to information assets, and reduce the cost and burden of eDiscovery.

IT managers can easily determine which systems present the greatest risk in terms of discovery volume, greatest statutory and regulatory requirements, and greatest diversity of business groups storing data. In addition, IT can analyze the return on investment from replacement systems that enable more efficient data collection, enable holds in place and automated disposal at the end of lifecycle to end the cycle of data build up.

Atlas Information Inventory Management Capabilities

Governance Console

- » Determine which systems have the highest cost and risk profiles to prevent error – sort systems by regulatory, discovery loads
- » Identify high-risk systems without governance capabilities with more efficient methods or systems
- » View data sources by use in the records retention program
- » View systems by business units access
- » Visibility to the IT staff responsible for each system
- » View by data source which records are stored
- » View by system which holds affect that system

Manages Asset Inventory

- » Capture, track and compare system and system attribute changes over time (version history)
- » Distribute mapping responsibility with workflow, approval and review processes (editing rights)
- » Make ad hoc additions to data source catalog with interactive IT workflow for Atlas Enterprise Retention Management or Atlas Enterprise Discovery Management users
- » Maker/checker workflow (authorization and approval)

Defensible Disposal

When combined with Atlas Enterprise Discovery Management, Atlas Enterprise Retention Management, and Atlas Compliance Automation, IT can use Atlas Information Governance for IT to:

Identify Legal Duty and Business Value for Each Asset

- » Associate retention, legal hold, discovery and privacy procedures to specific systems and categories of business documents so data can be properly managed and moved
- » Make ad hoc additions to data source catalog with interactive IT workflow for Atlas Enterprise Retention Management or Atlas Enterprise Discovery Management users
- » Provide inventory visibility to other stakeholders to improve hold, retention and value management processes

DEFENSIBLE DISPOSAL:

With the Atlas Suite leveraging your accurate data inventory, your organization has the tools to eliminate excess stored data. By enabling IT to identify multiple copies of the same data, legacy data without business value or legal obligation, and duplicate systems, Atlas enables your company to retain only what is of value. With appropriate processes in place, Atlas ensures you will prevent future unnecessary data buildup.

ATLAS SUITE TECHNICAL SPECIFICATIONS

Browser

- » Microsoft Internet Explorer (v 6, 7 or 8) or Firefox (v 3.5.7).

Oracle Database Environment

- » Database: Oracle 11g on any Oracle supported OS.
- » One of these application servers: IBM WebSphere 6.1, Oracle WebLogic 11g or JBoss 5.
- » Running on one of the following OS: Windows Server 2000 or 2003, Solaris 9 & 10, Red Hat Enterprise Linux 5.

External Evidence Repository

(Available with Oracle Environments)

- » Choice of built-in Oracle RDMS or local or network mounted file servers or equivalent.

Authentication

- » SSO Siteminder, LDAP 3.0 (i.e. Active Directory), NTLM 1.

Eliminate Legacy Data

- » Disposition legacy tapes by cross-referencing tapes by organization, time, and employee with open matters
- » Disposition terminated employees data by systematic cross-referencing with matters
- » Reclaim storage capacity from multiple instances of data and databases

Prevent Unnecessary Data Buildup

- » Disposition sequestered data immediately with hold release alerts
- » Prevent unnecessary replication of data by quick review of business and legal requirements
- » Retire structured data based on business and legal needs
- » Classify unstructured data and dispose per retention schedule
- » Ensure reliable retention schedules are in place from day one

Related Products in the Atlas Suite

Atlas Enterprise Retention Management

When Atlas Information Inventory Management is combined with Atlas Enterprise Retention Management, IT Managers can:

- » View retention schedules for all information. Always-accurate retention schedules are an actionable and reliable basis for disposal, with legal hold overrides when appropriate
- » Institute controls for physical record storage and publish retention schedules specific to vendors to ensure disposal
- » Enforce retention schedules routinely and systematically
- » Propagate retention schedules to repositories of records and non-records for automatic enforcement while managing policy controls in a single system of record

Further Automate Retention Efforts with Atlas Compliance Automation

Eliminate manual collections and enable attorneys to collect directly with Atlas Compliance Automation. With Atlas Compliance Automation, preserve in place and collect data directly from email archives, content management applications, and file shares. Atlas Enterprise Discovery Management customers leverage Atlas Compliance Automation services to connect to IBM, Symantec, EMC, file shares, Autonomy and other sources. The SDK allows IT to implement connectors for high volume systems for lower cost compliance.

Achieve Rigorous Discovery and Defensible Disposal

Atlas Information Governance for IT is part of the Atlas Information Governance Suite. With both Atlas for Rigorous Discovery and Atlas for Value-Based Retention in place, the world's largest organizations are achieving defensible disposal. IDC estimates that data volume is increasing at 50% per year. The legal burden is greater than ever, and discovery and data management costs are escalating at a time when enterprises are looking for significant cost reduction. The Atlas Information Governance Suite is the only solution that eliminates unnecessary legal risk, discovery costs and data management expense.



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