HOSTED MAIL ARCHIVING

The Virginia Information Technologies Agency (VITA) now is offering hosted mail archiving to state agencies that are part of the shared information technology (IT) infrastructure.

Hosted mail archiving allows agencies to archive email, both sent and received. Such archiving is beneficial to agencies because it automatically captures and stores all email without user intervention. The archiving simplifies email retention and responses to requests for information. It is particularly useful when requests are made under the Freedom of Information Act (FOIA), when legal issues arise, when an employee leaves or when someone needs access to an important communication that may have been deleted.

- There is no need for up-front capital investment for licenses, storage or hardware.
- The archiving service eliminates the need for deploying and maintaining in-house archive infrastructure.
- User-friendly, intuitive web interface eliminates the need for extensive employee training.
- The cost is minimal -- $5.59 per month per archived mailbox.

ORDERING HOSTED MAIL ARCHIVING

If your agency is on the commonwealth's IT infrastructure, please work with your customer account manager (CAM) to complete the standard work request form available in VITA's IT service catalog at **http://shop.vita.virginia.gov/**.

HOW HOSTED MAIL ARCHIVING WORKS

This service is made possible because of the IT infrastructure, a shared-services cloud, operated by Northrop Grumman for the commonwealth with oversight by VITA.

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- Email from the mail server is automatically copied directly to the online archive using the journal function.
- Messages are assigned a capture and expiration time stamp according to state and agency retention policies. The system automatically tracks the lifecycle and deletes accordingly.
- The system can export messages in two formats: a ZIP file containing individual .EML files or a .PST file. Users can select individual messages or select all results from a search or folder to be exported. Exports can be downloaded or copied to other media.
- Access permissions in the web-based interface are governed by assigned roles.

IMPLEMENTATION CONSIDERATIONS

- If your agency is served by the commonwealth's IT infrastructure, your messaging transformation must be complete to utilize hosted mail archiving.

Virginia Information Technologies Agency

VITA