



COMMONWEALTH of VIRGINIA

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NEW VITA EMAIL SERVICE IMPROVES EFFICIENCY AT STATE AGENCIES

‘Cloud-based’ archive solution simplifies searches, helps FOIA and document management

RICHMOND – The Virginia Information Technologies Agency (VITA) now is offering hosted email archiving to executive branch agencies that are part of the shared infrastructure.

“Hosted mail archiving is a new service that allows agencies to archive email, both sent and received,” said Commonwealth Chief Information Officer (CIO) Sam Nixon, who leads VITA. “Such archiving automatically captures and stores all email without user intervention. The archiving simplifies email retention and responses to requests for information.”

“This 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,” Nixon said.

He added, “This service is made possible because of the Commonwealth’s shared IT infrastructure. In this instance, the archived email service will be provisioned using a ‘hybrid’ approach that utilizes private and public-cloud computing services. Our work to modernize the information technology (IT) of state agencies at a central data center now is reaping dividends by permitting us to offer new enterprise services.”

The Commonwealth’s enterprise email is stored on the new IT infrastructure operated by Northrop Grumman on behalf of the Commonwealth with VITA oversight. The email is securely stored. A process is set up to search for and recover archived email, and instructions are provided to agencies and their employees that subscribe to the service. The email can be automatically deleted when required state and/or retention periods expire.

Agencies can determine which employees’ email should be automatically archived. Not all state employees send or receive emails that are required to be retained. If an employee’s email is

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archived, all incoming and outgoing emails are saved, including those from citizens, co-workers, employees in other state agencies and any personal email. There is a nominal additional monthly fee per mailbox for the archiving and an optional one-time fee to ‘ingest’ legacy archives.

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About the Virginia Information Technologies Agency (VITA)

VITA is the Commonwealth’s consolidated technology services and solutions provider responsible for the state’s technology infrastructure, governance, security and oversight of major IT projects, and procurement of technology-related goods and services on behalf of state and local governments.

www.vita.virginia.gov