



The **SOLIX** Guide to Effectively Archive Files



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According to a Forrester report, enterprise unstructured data is expected to double in 2024. Enterprises will scramble to store, analyze, and make sense of this deluge of data. Stored across multiple data silos, these unstructured files quickly become very expensive to maintain, while improper retention and purging can bring non-compliance risks.

“ 64% of data and analytics decision-makers at enterprises report having 100 terabytes or more of unstructured data, including 31% who estimate that they have over 1,000 TB. ”

“ Migrate Your Documents to a Cloud Content Platform” Forrester ”

Archiving these files becomes paramount. Not just for cost savings but also to unify files across disparate silos into a cold storage repository, creating a structured, accessible and compliant data management practice for the enterprise. This ebook explores the key steps any firm can take to manage and archive their files properly.



A hand is shown typing on a laptop keyboard. Overlaid on the scene is a futuristic digital interface with glowing blue folders and a document icon, connected by lines and dots, suggesting a file management or data analysis system.

Step 1

Assess and inventory your existing file landscape

Before embarking on an archiving project, assess and consolidate a comprehensive understanding of your file landscape. This involves:

- **Identifying all the file storage locations:** Map out where your files are stored, including on-prem, cloud, and hybrid storage.
- **Catalog file types, sizes, and ages:** Create a better understanding of the types of files, their sizes, and how old they are.
- **Determine file ownership, access patterns, and permissions:** Identify who owns these files, frequency of use, and authorization permissions. This information is crucial to set up archiving and access control policies.
- **File Classification:** Classify files based on their importance, sensitivity, and impact on business operations.

Step 2

Establish Archiving Criteria and Retention Policies

- **Define retention periods:** Establish how long different files must be retained based on compliance requirements and business needs.
- **Set archive frequency thresholds:** Determine when these rarely-accessed files should be moved to the archive tier from active storage.
- **Purge non-essential files:** After assessing existing file repositories, a critical task is purging all non-essential files that have exceeded the mandated retention period. While data creates value, holding unnecessary files can lead to it becoming a liability. Policy-driven purges are essential to keeping your data infrastructure lean.

“Data is an asset. Data is a liability. Over-retention of data is a risk. Spoliation is a risk. Laws and regulations are clear about how long to retain different types of business records, but they are rarely prescriptive about when it’s appropriate to delete them.”

“Build Confidence In Your Data Deletion Strategy” Forrester



Pick the right file archiving solution

File archiving is an ongoing process, and selecting the correct vendor is mission-critical for long-term success. Consider the following while scoping out various archiving solutions:

Connectivity to multiple file sources: Your file archiving solution of choice should ideally possess capabilities to archive data from multiple sources and file repositories, including but not limited to on-prem servers and data silos.

Scalability, security, and cost-effectiveness: Along with increased compliance, the goal of archiving files is to reduce TCOs (total costs of ownership). Ensure that your solution is scalable depending on your needs, provides robust security measures, and offers a good return on investment.

Compatibility: The archiving solution should integrate seamlessly with your existing processes and systems to reduce implementation challenges.

SOLIXCloud File Archiving is a cloud-native archival solution for centralized and compliant data management for all enterprise unstructured files. [Visit our website to learn more.](#)



Step 4

Implement migration and data archiving workflows

With your archiving solution ready, it's time to set-up the actual archiving process.

- **Establish metadata tagging:** Create metadata tags and further develop a system to tag archived files with relevant metadata to ensure seamless access via search.
- **Create automation:** Apart from manually creating archival workflows, automating the selection and migration of files based on pre-defined criteria significantly eases processes for data teams.
- **Establish access controls:** Already having mapped out access controls, now is the time to implement the policies to ensure authorized archiving, retrieval, and purging, improving the overall security of your implementation.
- **Setup data quality checks:** Create workflows to check and ensure data integrity throughout the archiving process and procedures to handle, if not minimize errors as they occur.





Step 5

Monitor, Maintain and Optimize

After successfully archiving your files, it is just as important to ensure that everything is running smoothly.

- **Implement ongoing archiving schedules:** Set up regular intervals to archive your file siloes. Keep your hot storage lean and reserved for active & frequently accessed files.
- **Review and revisit compliance requirements:** The compliance regulations landscape is constantly changing, and to keep up with those changes, it is crucial that your data management and archiving policies evolve too.
- **Analyze usage patterns:** Review how your archived files are used to look for opportunities to optimize existing processes further.

Archiving data is a complex but necessary step for every enterprise trying to manage their massive volumes of data. Following these steps as you begin your archiving journey can create a strong foundation for transforming your data management processes into more organized, efficient, compliant, and cost-effective.

The ultimate value for a file archive isn't just moving files from one repository to another. It is creating a valuable central repository of your enterprise data assets. When the need for analyses arises, you can move these files to data lakes and data lakehouses for downstream analytics. You aren't simply saving costs and reducing compliance risks but unlocking the potential of historical data for future insights and decision-making.

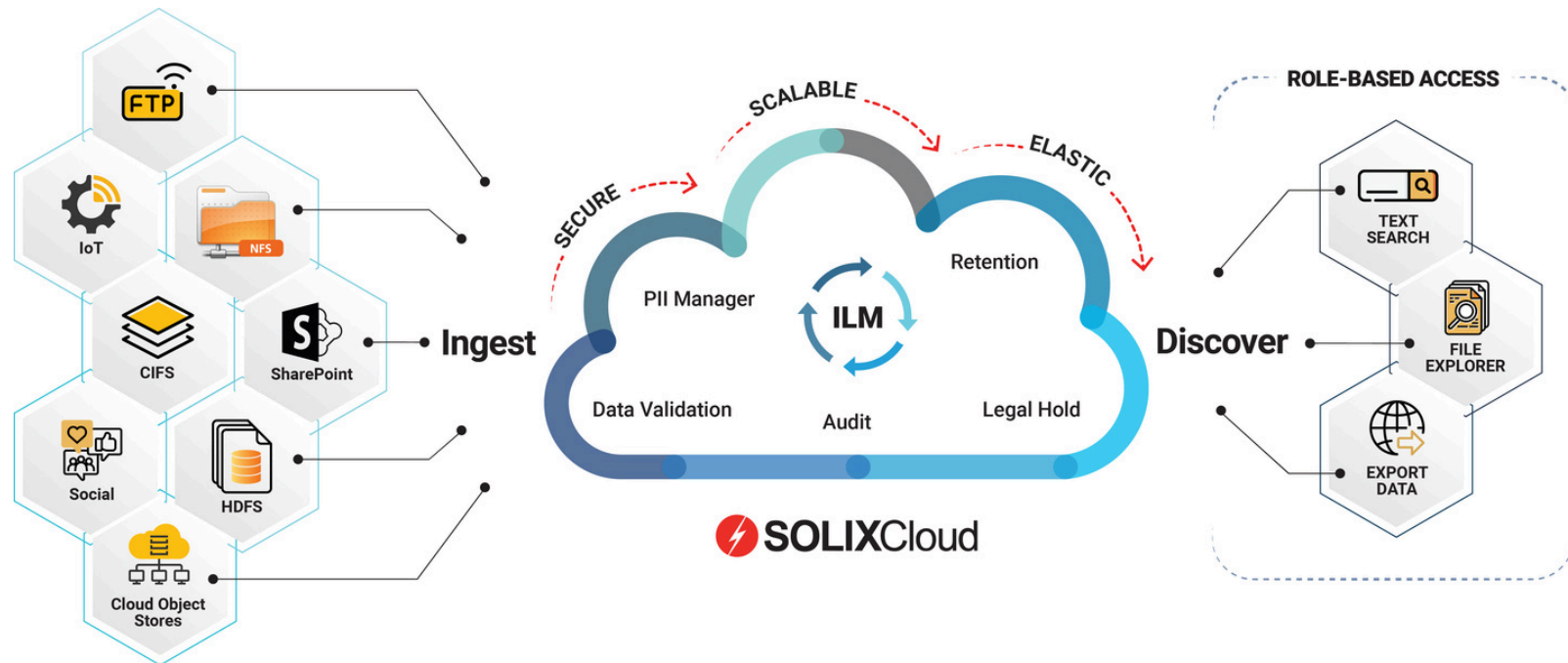


Step 6

SOLIXCloud File Archiving

SOLIXCloud File Archiving consolidates silos of unstructured data into a unified and compliant cloud repository. It archives less frequently accessed data and decommissions legacy file servers to support fast-evolving organizational data management practices.

SOLIXCloud File Archiving supports all file types, including office files, PDFs, text, images, videos, IoT, logs, and social, and enables data governance & compliance through Information Lifecycle Management (ILM), and effective legal-hold and e-discovery capabilities.



Visit our website to learn more about how SOLIXCloud File Archiving can meet your data management needs.

[Click here to download SOLIXCloud File Archiving datasheet](#)