

ENA Now Offers Gaggle E-mail Archiving Services



In response to today's techno-realities, organizations of all kinds are bound both by law and prudence to rethink their storage and retrieval policies. ENA can help.

Key features and benefits of Gaggle E-mail Archiving Services include:

- Automatic archiving of every message sent and received by your e-mail users
- Advanced, secure online search and discovery
- Compatibility with most widely used e-mail platforms
- Hassle-free set-up and support
- A cost-effective, reliable solution

Gaggle's E-mail Archiving solution helps ensure compliance with federal and state regulatory requirements by providing comprehensive archiving, retention, and search and discovery capabilities for your e-mail communications.

Due to the ever-widening reliance upon electronic data in lieu of paper files, the Federal Rules of Civil Procedure (FRCP)—the rules governing civil procedure in U.S. federal courts—were amended in December of 2006 to require organizations to preserve and be able to produce electronically stored communications and information relevant to any issue before the federal court. All organizations, including schools and libraries, must have a stated retention policy and the ability to fulfill that policy in order to be compliant with these guidelines. Additionally, it is incumbent upon the school or library to continue archiving electronic communications even after the normal period of the retention policy in the face of actual or pending litigation.



Education Networks of America

What the legal experts say

“Because there currently is no Tennessee statute addressing the retention of electronic communications and the federal requirement doesn't specify how to archive or for how long, it is imperative that districts institute their own policy regarding e-mail retention and strictly comply with that policy. You need to have a clear understanding of how your e-mail system and e-mail retention system operates. The law is clear. ‘Oops’ is not a good defense.”

—**Chuck Cagle**, attorney, Lewis, King, Krieg & Waldrop, P. C., the law firm that represents Tennessee Organization of School Superintendents (TOSS) and many school boards across Tennessee

“Under the Indiana Access to Public Records law (IC 5-14-3), e-mail messages are public records. As such, they are subject to the Public Records Retention law found at IC 5-15-6 requiring local public records commissions to adopt retention schedules for all governmental entities in their county. The law does not require a specific back-up policy; only that the records are retained based on a schedule and are in a format that is easily accessible for the public to view. If no retention schedule is adopted, the default retention period is three years for all public records.”

—**Julie Slavens**, staff attorney, Policy Development for the Indiana School Board Association (ISBA)





Contact ENA

For more information on Gaggle E-mail Archiving Services, please contact your ENA Account Service Manager or call us at 866-615-1101 or e-mail us at sales@ena.com.

Highlights of Gaggle E-mail Archiving Services

- **Automatic Archiving of Every Message Sent and Received by Your E-mail Users**

Gaggle E-mail Archiving Services captures every e-mail sent to, from and between your e-mail users and stores these e-mails on secure, geographically redundant, off-site servers. Gaggle E-mail Archiving captures the entire e-mail: the body of the message, the complete envelope information (To, Cc and Bcc information), all attachments and the associated message headers.

- **Advanced, Secure Online Search and Discovery**

Service includes a browser-based interface through which authenticated users from your organization have the ability to search your entire e-mail archive on a per-user, per-site, per-multi-site and per-district basis using key words and phrases, date ranges, and "To:" and "From:" information as search parameters. Unlike many other electronic discovery services, Gaggle Archive Search also includes the ability to search common attachment formats such as Microsoft Word, PDF and HTML files. Authenticated users can then conveniently download data from the archive that meets their search criteria in .EML format.

- **Compatibility With Most Widely Used E-mail Platforms**

Gaggle E-mail Archiving Services are available for schools and libraries that use ENA Mail as well as Microsoft Exchange, Novell GroupWise, First Class and Lotus Notes.

- **Hassle-free Set-up and Support**

Because Gaggle E-mail Archiving Services, in partnership with ENA, is a hosted service, there is no hardware for you to purchase or maintain. We provide you with a turn-key solution and complete technical support.

- **A Cost-effective, Reliable Solution**

Gaggle E-mail Archiving Services is not only a world-class archiving solution, but its service subscription rates are competitively priced on a per-user basis. Please ask your ENA Account Service Manager about service options and pricing.

(Note: Basic archiving must be purchased for all ENA Mail users in a district or a library system; for e-mail systems not managed by ENA [such as Microsoft Exchange, Novell GroupWise, FirstClass and Lotus Notes], basic archiving must be purchased for all users on the system. If a customer has student e-mail accounts on a separate service, like GaggleTN.com or Gaggle.NET, then the customer has the option of choosing whether or not to archive those accounts in addition to the accounts on the e-mail service for faculty and staff.)



Why should schools and libraries consider an archiving solution?

- **The Potential Risks of Non-compliance**

Schools and libraries that have been found to be non-compliant with federal rules for the archiving and retrieval of electronic communications can, and have been, subject to substantial fines for their inability to produce subpoenaed communications.

- **The Burden Is Upon the School or Library to Produce the Documents**

Recent rulings have demonstrated that organizations bear the sole responsibility for providing archived e-mail. If they cannot be produced, courts can assume that the content of the e-mail was relevant or damaging, undermining the organization's legal position.

Don't hesitate—make sure your organization is protected!

About ENA

ENA is a leading managed network service provider in the design, deployment and management of network and communication services for school systems, libraries and governments. In 1996, ENA created one of the first statewide K-12 networks in the U.S. and has earned a reputation as experts in distributed networks and VoIP solutions. Today, ENA manages multiple statewide and district-wide education and library networks, successfully serving over 450 school districts, 2 million students, educators and administrators, and over 300 libraries. For more information, please visit www.ena.com.