Aligning archiving with Microsoft SharePoint® priorities
As Microsoft SharePoint® evolves from a “document sharing” platform to a growing enterprise social and collaboration solution, SharePoint storage management and optimization becomes top of mind for IT teams. SharePoint administrators want to expand user adoption of the various SharePoint components such as document, slide, and picture libraries in addition to the social elements such as wikis and blogs. Proactive management is essential as this increase in usage can strain SharePoint indexes and storage resources and cause SharePoint environments to quickly become cluttered and bloated. SharePoint archiving not only provides short-term, immediate storage optimization benefits but also becomes a core component of a customer’s long-term information governance strategy.

Reduce SharePoint clutter and optimize storage
• Archive libraries, custom lists, wikis, blogs, discussion boards, and more
• Replace files and document versions with shortcuts to reduce the size of the SharePoint content database
• Reduce database size for faster backup and recovery
• Accelerate migrations to newer SharePoint versions

Enable SharePoint governance
• Apply retention and deletion policies to archived SharePoint content
• Expire sites when projects are completed but archive and retain site content for governance and compliance

Preserve the SharePoint user experience
• Seamless shortcuts maintain end-user access/editing/restore of content in the archive
• Archived content that is replaced with a shortcut is fully indexed by SharePoint and available via SharePoint Search

Product highlights
Eliminate SharePoint clutter and optimize storage
As IT rolls out new SharePoint functionality and adoption rates increase, SharePoint teams will be challenged to manage not only growing document libraries, but an expansion of other SharePoint content including wikis, blogs, discussions, custom lists, and more. As a result, IT must grapple with growing indexes, aging data repositories, site proliferation, and the need actively manage SharePoint environments.

Symantec Enterprise Vault™ optimizes SharePoint environments by archiving data from SharePoint onto lower tiered storage. Redundant data is deduplicated and compressed in Enterprise Vault to further optimize storage. Libraries with SharePoint versioning enabled can be controlled by storing only the latest version within SharePoint while all other versions are moved to the archive for long term preservation.

Figure 1. Archive critical SharePoint content for storage optimization and information governance.
Customers can further optimize environments with site expiration. By archiving seldom accessed or inactive site content, customers can retain and maintain content accessibility. Once archived, SharePoint administrators can confidently expire or remove these sites from the active SharePoint environment. As a result the SharePoint environment is further optimized.

With inactive SharePoint content residing in Enterprise Vault, SharePoint indexes are “lean.” With less data residing in the SharePoint environment itself, customers experience faster backup and recovery and are better prepared for migrations and upgrades.

Enable SharePoint governance

SharePoint is a business critical repository for intellectual property. So why is it not governed as one? As SharePoint adoption expands, fast-growing volumes of intellectual content need to be managed consistently with other electronic data within the organization. For example, what should be kept, for how long, and what can be defensibly deleted? This information can be effectively managed by Enterprise Vault via flexible archive and retention policies.

Both IT and legal teams are empowered to manage the discovery needs of an organization with the Clearwell eDiscovery Platform from Symantec or the Symantec

Enterprise Vault™ Discovery Accelerator add-on. Administrators can enable or disable legal holds to enforce or extend retention policies as needed for litigation.

Unified search and discovery of SharePoint content

When content is moved to the archive it is critical that it remains available to end-users via search. Enterprise Vault helps ease this complexity through integration with SharePoint search. SharePoint search indexes both ‘live’ and archived content that has been replaced with a shortcut allow all content to appear in search results in relevant order. In addition, Enterprise Vault provides tools to exclusively search the archive. Regardless of whether or not the site is active or expired, Enterprise Vault can search and access archived content.

With the Archive Explorer Web part, data is presented in the structure of the original site, making it easier to find what you are looking for. The Enterprise Vault for SharePoint Search Web Part, allows archived content to be searched based on key words or metadata and provides the option to restore an item to its original location or simply open it directly from Enterprise Vault.

Data Sheet: Archiving
Symantec Enterprise Vault™ for Microsoft® SharePoint® Server

Figure 2. Archive drafts and versions to further optimize SharePoint indexes and storage.

Figure 3. Find content easily via Archive Search web part (shown) or SharePoint Search.
**Single-point centralized archive**

Companies deploying multiple SharePoint environments can secure and centralize long-term archives with Enterprise Vault. Information is protected and organized in a single repository to better manage the information. Archived files from SharePoint can be managed through the main Enterprise Vault management console and searched alongside other sources—for example, Microsoft® Exchange or File System data, using Enterprise Vault Discovery Accelerator or the Clearwell eDiscovery Platform from Symantec.

**Preserving the SharePoint user experience**

SharePoint presents data to its users uniquely. Preserving the end user experience is critical as SharePoint customers increase features, content types and strive to increase user adoption. Archived items in Enterprise Vault are replaced with a shortcut and are fully indexed and searchable directly from SharePoint. End users can view, edit and restore archived content within SharePoint itself. When shortcuts are eventually expired, end users can still access archived content by searching the archive with Enterprise Vault for SharePoint Search Web Part.

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**More Information**

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