Google

Google Apps Vault
Information Governance for Google Apps

For more information, visit
www.google.com/apps/vault

"As litigation is often an inevitable aspect to running a business; archiving and e-discovery capabilities are critical for organizations of all sizes to understand how to both integrate and execute within their line of business."
—Eric Hunter, Director of Knowledge Strategy, Bradford & Barthel, LLP

More than four million businesses have "gone Google" – moving to Google Apps for business applications that help employees work together and achieve higher productivity, wherever and whenever they work. Google's 100 percent web-based solution reduces IT costs and complexity, so companies can focus their valuable IT resources on core business initiatives.

Google Apps Vault adds advanced data management and information governance capabilities to Google Apps. It's a next-generation archive, retention, and eDiscovery solution for Apps built on a modern, 100 percent web-based architecture. Google Apps Vault reduces risks associated with litigation, investigation, and internal and regulatory compliance, and lowers business and IT costs by enabling companies to more effectively manage the information stored in Google Apps. In addition, it provides domain-wide search of Gmail and on-the-record Gmail chat, makes it easy to create systemized, repeatable, and defensible data management policies, and automates legal hold and eDiscovery capabilities to preserve relevant information. Google Apps Vault requires no additional hardware or infrastructure and saves IT costs and resources. Google Apps Vault provides unique capabilities including: instant-on functionality, in-place data management with no duplication required, and the security, ease-of-use, and reliability of Google Apps.

What you get

A single archive for email with central information storage and in-place data management. Governance policies are applied directly to the data, natively in Gmail, eliminating the need for duplication in a separate archive. Google Apps Vault reduces the risks of traditional legacy archives by eliminating data migration and minimizing the loss of business-critical information. In addition, a robust audit trail provides complete visibility across the archive.

Email & chat retention policies allow businesses to preserve and manage Gmail and on-the-record chat messages. Once a message reaches the end of the retention period, Google Apps Vault automates compliance with retention policies. Automation helps enforce policies and procedures, maintenance of legal holds, and reduce risks of spoliation and non-compliance.

Legal holds help ensure Gmail and on-the-record chat messages are preserved for litigation and investigation purposes. This easy-to-use feature is designed to maintain data subject to legal hold beyond the standard retention periods to protect the business from non-compliance.

Administrative tools allow businesses to define and manage granular roles and access, policies, and legal holds using simple, intuitive interfaces. Google Apps Vault also lets users audit activity and control access.

Google Apps Vault eDiscovery and matters management allows authorized users to search for data that is relevant to a specific matter or investigation. Google search algorithms can search domain wide, across the entire Gmail

"Archiving and eDiscovery capabilities are critical for businesses of all sizes to protect themselves and be prepared in the case of a lawsuit."
—Kent Walker, General Counsel, Google

"Google Apps Vault adds important archiving and eDiscovery capabilities to Google Apps, is a natural complement to Google Apps and allows a seamless integration path forward within the evolving platform."
—Eric Hunter, Director of Knowledge Strategy, Bradford & Barthel, LLP

domain, and return results quickly to reduce time, risks, and costs. From these search results, authorized users can define, manage, and collaborate on email message collections. Email also can be exported from the archive for further review and processing.

How companies benefit

Reduced litigation and compliance risk

Google Apps Vault provides information governance and eDiscovery capabilities that help customers define and automatically enforce email and chat archiving, retention, disposition, and legal holds. Google Apps Vault helps users create defensible processes to reduce the risk associated with litigation and compliance management.

Lowered costs

Traditional IT environments face high costs when confronted with managing, preserving and collecting email. Messages are typically dispersed on network drives, laptops, portable storage, and mobile devices in traditional, legacy IT-based businesses. This makes it time-consuming and expensive to search for, identify, collect, and preserve relevant information for investigation and litigation. Google Apps Vault dramatically reduces the costs associated with this level of data management.

A single, integrated collaboration and governance platform

Google Apps and Google Apps Vault combine to provide businesses with the only solution for collaboration, archiving, retention, and eDiscovery integrated into a single platform. With anywhere access, real-time collaboration, and in-place data management with no data duplication or reindexing needed.

Accelerated analysis and assessment

Accelerated assessment of email and chats for relevance or policy compliance creates significant business value and allows for fast, appropriate response. Using Google search technologies, Google Apps Vault provides rapid results when searching the archive. This allows businesses to more quickly and efficiently evaluate their risk and exposure for a particular matter.

Continuous innovation without upgrade hassles

Google is able to continually add functionality to Google Apps Vault, enhancing the features, capabilities, and risk management benefit for customers without manual system updates or patches, reducing management complexities for IT teams.

Ease of use

Vault is simple to set up, use, and administer. Google Apps Vault provides a natural extension to the Google Apps environment, with easy-to-use features and functionality.

Improved data management and compliance

Google Apps Vault provides unique and unmatched value for businesses. Google Apps and Vault are built on a single platform, and are designed to provide a secure and reliable infrastructure for unmatched risk management.

Google Apps Vault Details

Feature	Details
Message archive	Store and manage a single archive for all Gmail and on-the-record chat messages in place. Native to Gmail, data is not duplicated or moved.
Retention policies	Define and automatically apply governance policies to Gmail and chat messages based on content, date, sender/recipient, labels, and other searchable data points.
Legal holds	Place legal holds on Gmail and chat messages to maintain them beyond their standard retention policies for litigation and investigation purposes.
eDiscovery	Search across Gmail, attachments, and chats using multiple parameters, including content, sender, recipient, metadata, labels, and more. Search, identify, preserve, collect and export relevant data.
Matter management	Use matters to organize and save searches and results and collaborate with relevant response teams.
Gmail export	Export messages in MBOX format from the archive for additional review and processing. Metadata and robust exception reports are automatically created.
Audit reports	Report on activities and actions of users in the archive at the matter or system level. Log-in, searches, data views, matter views or changes, exports and more are recorded and auditable.
Mobile access	Access Google Apps Vault on a variety of devices with modern HTML browsers.
Reliability	Rest easy with Google Apps 99.9 percent uptime service level agreement (SLA).
Role based access	Only authorized users can access, search and manage business-critical information, with granular, role-based access and controls.

Google™

© 2012 Google Inc. All rights reserved. Google and the Google logo are trademarks of Google Inc.
All other company and product names may be trademarks of the respective companies with which they are associated.
DS1062-1203