



Enterprise Data MANAGEMENT

StorageTek's information lifecycle management approach meets demands of digital data.

Government agencies have struggled for years to become paperless. Now, their success in eliminating paper documents is sparking new data management challenges.

With most of the world's data now created in digital form, government records retention and storage management must adapt to an environment where physical copies no longer exist. What's more, today's government agencies cope with stricter record-keeping and accountability rules — and rapidly escalating costs for violating those mandates.

These demands make storage a strategic issue for agency managers and decision-makers, on par with key enterprise concerns such as network infrastructure and information security, according to a new report from the Center for Digital Government.

The report — *Public Trust and Public Value through Effective Stewardship of Public Records* — says state and local agencies must deploy strategies for:

- Retaining digital records securely and for as long as required.
- Locating digital records when needed.
- Proving digital records are accurate and authentic when necessary.

Just as important, government agencies need processes that let them safely dispose of data that's outlived its usefulness, the report says. Unnecessary data retention is an expense today's governments can't afford, yet ineffective data management often forces agencies to store information they don't need for fear of violating record-keeping regulations.

LIFECYCLE APPROACH

StorageTek's Information Lifecycle Management (ILM) concept prepares government to meet these challenges. ILM creates a sustainable storage strategy that balances the cost of storing and managing information with its changing value over time.

The concept uses sophisticated software to shift electronic records among various tiers of storage based on an agency's business needs for the data.

- Online magnetic disk storage is used for newly created information and highly active data, such as records that support agency ERP or CRM systems. Online is the most expensive storage platform, but also provides immediate data access, making it the most appropriate solution for information that's frequently accessed and updated.
- Inline disk storage gives agencies immediate access to massive amounts of data that's not interactive. This is the best platform for distributing fixed content, mirroring data or providing disk-based backup.
- As the need for immediate access diminishes, data can be moved to near-line tape storage platforms. Near-line storage provides cost-effective data backup and recovery. It's also a good choice for supporting streaming data solutions.
- The last stop for data is archived tape storage, a low-cost solution for information that's rarely accessed, but must be stored for disaster recovery, records

retention or legal compliance. Archived information typically is stored on uneditable tape media to preserve its authenticity.

StorageTek is one of the few companies to provide a full array of storage solutions including tape, disk, storage networking, software and services. The company's ILM concept combines classes of storage to balance performance and budget requirements with data's value at each stage of its life.

StorageTek service experts work with public agencies to meet end-to-end data protection and retention needs, provide automation tools to reduce management complexity and recommend the right storage technology to enhance overall performance.

STRENGTHENING COMPLIANCE

StorageTek helps agencies create archiving strategies that enable effective retention, recall and deletion of large volumes of information. ILM uses intelligent software to automatically comply with record-retention policies, regulatory mandates, access requirements and other business demands.

Complying with applicable regulations and industry standards represents a key — and increasingly complex — data management concern for state and local agencies, the Center for Digital Government report says. Compliance is governed by a wide range of federal, state and local laws and regulations, along with industry-specific regulations and best practices.

According to the report, requirements that impact records storage and management in the public sector include:

- **Health Insurance Portability and Accountability Act (HIPAA):** A federal law regulating health-care information, including how long medical records must be retained.
- **Department of Defense Standard 5015.2 (DoD 5015.2):** A federal records-management standard that sets policies for creating, maintaining and preserving records of business transactions. DoD 5015.2 is being widely adopted by government agencies and contractors.
- **National Archives and Records Administration 1234.28 Electronic Records Management Initiative:** An initiative directing agencies to implement security programs that take a variety of steps to protect electronic records.
- **State Laws and Regulations:** Each state has its own laws and regulations governing information access and protection. For example, Illinois has more than 10 state and local laws that regulate records management, including the Local Records Act, Filmed Records Certification Act, Illinois School Student Records Act and the State Records Act.

StorageTek's ILM strategy equips agencies to comply with these record-keeping regulations and enhance data

protection. Failing to adequately address these issues can have costly consequences for public agencies. For example, HIPAA violations can result in fines of \$250,000 and 10 years in prison.

Citizens and regulatory agencies also demand unprecedented transparency and accountability from government offices, raising the bar for records access and retention policies. And, electronic records must be as acceptable to courts as paper in order to protect agencies from liability.

ILM gives agencies the tools they need to comply with these rising demands and mitigate the growing risks.

PARADIGM SHIFT

StorageTek's ILM strategy replaces paradigms created for a paper-based world with new processes designed to ensure long-term preservation and management of digital data. Instead of keeping data on a single storage platform forever, ILM matches the storage platform — and storage costs — to the business need for the data.

The ILM approach ensures governments have appropriate protection for and access to digital records, says the Center for Digital Government report. The report notes that ILM helps reduce data storage costs in several ways — a significant benefit for budget-strapped agencies.

Moving information from disk to tape storage when instant access is no longer needed can deliver significant savings, for example. Tape storage ranges from one-fourth to one-twentieth the per-megabyte cost of magnetic disk storage. In addition, ILM reduces work force requirements by automating storage management functions, and it boosts staff productivity by improving access to key information.

Laws are gaining ground to ensure digital records are stored for public disclosure and accountability. With the volume of digital records increasing exponentially, the report recommends that public officials consider data management strategies to meet regulations, avoid penalties and enable knowledge management for better decision-making.

Applying StorageTek's ILM approach can help agencies reduce storage costs, manage information growth, enhance data protection and comply with growing regulatory demands.



Call 1-800-786-7835 ext. COM20 for a complete copy of the **Center for Digital Government report**. Visit www.storageitek.com to learn more about **Information Lifecycle Management**.