SAVE MONEY AND IMPROVE PERFORMANCE BY MIGRATING DATA TO A CENTRAL ARCHIVE

EXECUTIVE SUMMARY

Organizations have an opportunity to save significant money and improve the performance of enterprise content management (ECM) systems and other important applications by migrating unstructured and semi-structured data into a single consolidated enterprise archive.

The grim reality is that enterprises often keep older ECM systems in place rather than decommission them—simply because they need to save the data that they contain for regulatory compliance and other reasons. In addition, many enterprises inadvertently limit the performance and effectiveness of applications by keeping all data in the source application rather than moving inactive information into an archive.

For most companies, this is a situation that should be addressed sooner rather than later. The unprecedented growth of business information, particularly of unstructured and semi-structured data, means that the longer you wait to get this under control, the more it will cost, in both hard dollars and lost productivity.

Fortunately, with the right tools and technologies you can reduce the complexity involved in migrating unstructured and semi-structured data into a central repository, allowing you to cost-effectively separate inactive data from active data in your production environments. This white paper discusses the benefits of decommissioning older ECM systems and migrating data to an enterprise archive solution, while also providing guidelines on how to make the migration seamlessly and cost-efficiently.

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TABLE OF CONTENTS

WHY MIGRATE AND CONSOLIDATE DATA

Many companies don't realize how much it is costing them to store data in legacy ECM systems or to keep all information in their source applications. For many enterprises the costs can run into the millions of dollars, most of it unnecessary and none of it invested in making the business more productive or profitable.

As significant as the cost impact can be, particularly in times of higher scrutiny of IT spending, costs are not the only reason to migrate data out of legacy systems and to separate active data from inactive data in many production environments. Here's why IT leaders need to consider migrating archival data to a central repository:

- **Reducing costs:** It is expensive to keep and maintain legacy ECM systems. You're paying for storage, servers, operations, support, database licenses and maintenance, primarily to keep data for regulatory compliance purposes and not to add value to the business.

- **Improving performance:** Keeping all data in their source applications is no longer viable in this era of explosive data growth. Applications will perform much better if data that can be moved to an archive is not cluttering production systems. And, as unstructured and semi-structured data continues to grow, this problem will keep getting worse if you don't get it under control now.

- **Strengthening compliance readiness:** Having archival data in different silos creates a variety of compliance challenges. It makes it much more difficult to locate and access information in a timely manner. It also makes it harder to manage all of your documents with consistent policies for data classification, tagging, retention and destruction. Not adhering to consistent policies can get you in trouble with regulators.

- **Using unstructured and semi-structured data more strategically:** Having archived data in separate repositories limits its strategic value. It is much more difficult, and perhaps impossible, to accurately analyze historical trends when important data is in different locations. This is another problem that will get worse if you don't take action now: The strategic use of unstructured and semi-structured data is one of the foundational elements fueling the rise of big data analytics. If your archived data is not centrally located and managed under the same policies for retention and classification, it is just another expense and not a strategic tool.

WHY MIGRATE TO A CENTRAL ARCHIVE

Migrating data to a central archive addresses these challenges in an efficient and cost-effective manner. An enterprise archive will not only reduce costs and improve performance immediately, but it will also enable you to put in place a long-term answer to many of your future data management and storage challenges.

With a centralized enterprise archive your structured, unstructured and semi-structured data from multiple locations is managed by a single application. This eliminates information silos and provides for consistent classification and management of data for retrieval, compliance, retention and destruction.

It is important to make sure the archiving solution you choose provides the right features and functions to help you drive down costs, improve performance, strengthen compliance and reduce the complexity involved in migrating data. In choosing an enterprise archive, you should look for a solution that can:

- Ingest and retain all information types in a consolidated repository
- Audit and preserve data and content to meet compliance requirements
- Easily manage retention policies
- Store information in an open, industry-standard format
- Store information with no dependencies on the originating application for managing or referencing the information

HOW TO MAKE A SEAMLESS AND COST-EFFICIENT MIGRATION

Even with all of the obvious benefits of deploying the right enterprise information archiving solution, IT leaders are still sometimes hesitant to commit because of concerns that the process of migrating data may be too costly, time-consuming or difficult.

If you were to choose to do the migration manually or with a tool or script you would build yourself, those concerns might be valid. However, there are proven, well-tested migration solutions that you can deploy right out of the proverbial box.

One of the leading packaged solutions is the migration-center from fme AG. fme is a leader in content migration technology and services, with more than 17 years of experience in the field of migrating or decommissioning applications.

EMC has partnered with fme to make migration-center available with EMC InfoArchive so that customers can simplify, accelerate and lower the costs of migrating unstructured and semi-structured data to a central repository.

The fme migration-center is well suited for decommissioning legacy ECM systems and for separating static-valuable content from active content no matter which source and targeted systems are involved. Your IT organization can define a wide range of selection criteria to separate active and inactive data. Once the criteria have been established, it is simple to execute the next steps—transform, validate and correct—and then finally import the data into EMC InfoArchive.

In addition to simplifying the migration path to decommissioning legacy ECM systems and separating inactive from active content, migration-center also enables you to continue archiving inactive contact on a regular, time-scheduled basis. This helps to ensure that performance of production environments is not degraded and costs remain under control.

Another advantage of using migration-center is that your organization will be able to take advantage of the best practice methodologies and tools offered by fme. For example, migration-center will provide traceability of your data during the archiving process so you can meet compliance requirements. Depending upon your needs, fme can also help you with planning and deploying the migration, including:

- Determining which application data will be archived
- Building a business case and establishing an appropriate budget
- Installation and deployment, including the actual migration itself
- Analyzing data to identify the content you need to archive
- Helping to determine relevant metadata
- Validating a successful data migration

TAKING THE NEXT STEP

IT departments are facing a lot of challenges and are making many transitions. Sometimes there is so much focus on new initiatives—such as the cloud, mobility, software-defined data centers and big data analytics—that some of the fundamental opportunities to cut costs and improve efficiencies are overlooked.

Keeping alive legacy ECM systems can easily be missed because, on the surface, they are not causing any harm—that is, until you look more closely and realize that they are costing a lot of money to maintain with no real benefit to the business, other than to satisfy compliance requirements.

In a similar vein, keeping inactive content in source applications is also negatively impacting costs and performance. If you don't take action soon to address these problems, they will be much harder to contain in the future as data growth continues to explode, particularly the growth of unstructured and semi-structured data.

Enterprise information archiving solutions, particularly the EMC InfoArchive, present a compelling opportunity to get archival data under control and thereby reduce costs, improve applications performance and simplify compliance. EMC InfoArchive also provides a suite of technologies that will help you to effectively manage data growth and leverage unstructured and semi-structured data for strategic business opportunities.

A key to successfully deploying EMC InfoArchive is to have the right solution for migrating data, including archival data from legacy systems that you would like to decommission, as well as inactive data from production environments. The migration-center from fme, along with the best practices approach and services offered by fme, provides a simple and cost-efficient migration path from virtually any source system. fme is happy to enable their customers and partners to deliver the necessary services as well.