



## Obsolescence

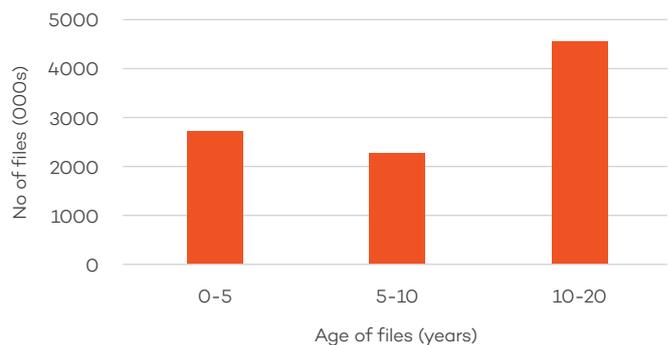
### The Challenge

**Data is often the most valuable asset a business has. But just like scrap metal or hazardous industrial waste – it can also add risk and cost to your organisation if not handled correctly.** Up to a third of a business's data is obsolete or redundant having little or no value. This data can add significantly to an organisation's storage costs (either on premise or in the cloud). But, safeguarding and information management costs will be much higher still. DocAuthority can help business users find redundant and obsolete data, much of which may contain sensitive personal information. Whether you are migrating to the cloud, responding to an audit finding or simply encouraging good information housekeeping, DocAuthority can support your strategy ensuring that data you no longer need (or perhaps no longer have a lawful basis to process) is identified and purged from your estate.

### Obsolescence Capability

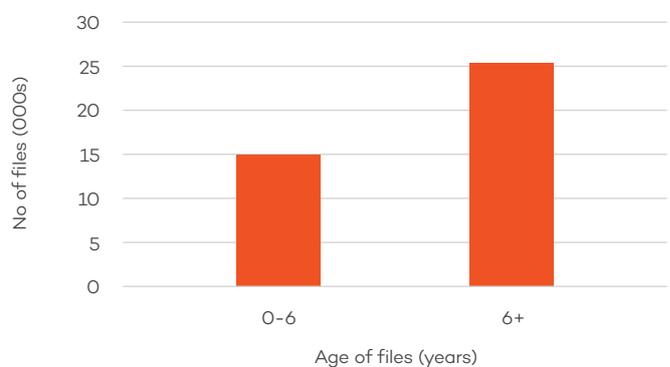
DocAuthority supports a wide range of reporting. While charts like this are helpful to gain a feel for the age of data in your business, in isolation they don't allow you to take corrective action

Age of all files



But if you can group documents together (this example uses performance reviews) then you can take action based on the type of documents and any published retention policy. But, taking this a step further, you can group all documents older than (say) 15 years while subtracting any groups of documents which might have very long retention period (for instance health and safety documents).

Performance reviews

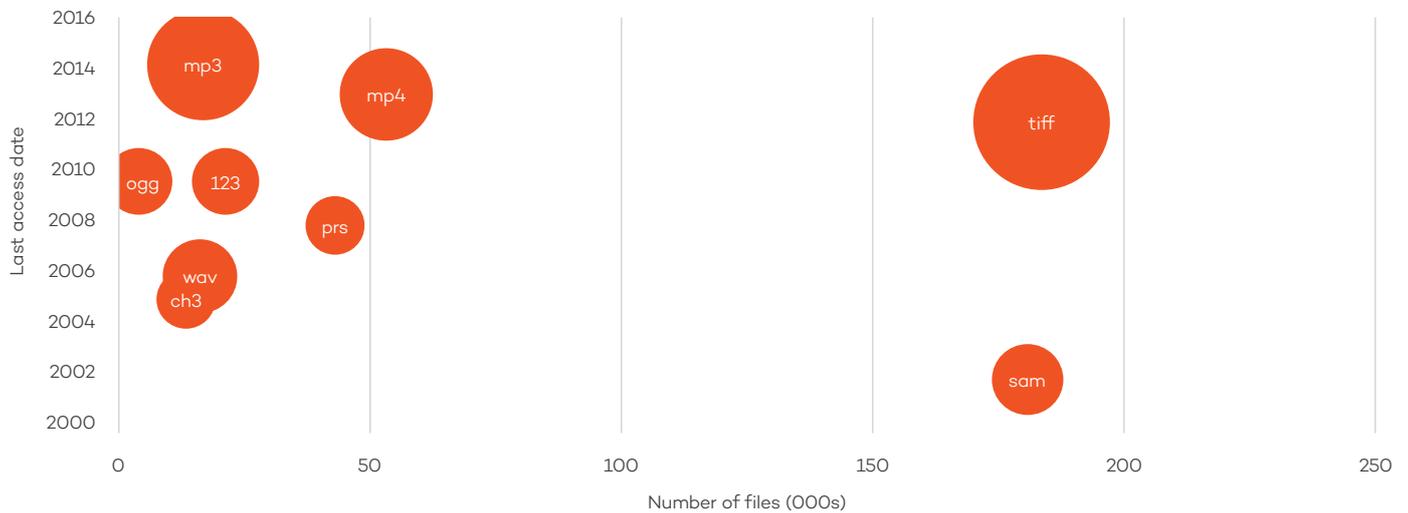




## Define obsolete and redundant data

You won't succeed with the fullest scope of obsolescence if you only focus on the scope of your retention policy. If your organisation can produce some sort of terms of reference for what comprises obsolete information (age, file types, location, types of document) then DocAuthority can provide superb reporting and support for moving files which fulfil your definition of obsolete and redundant data.

### Legacy file types by number, volume and last access date



## The DocAuthority Benefit

At DocAuthority we believe that management of obsolete data is a key component of an overall data management strategy. It will ensure your costs and any risks are the same or better than those faced by the very best of your competitors. If you are considering a migration to the cloud or are facing challenges with either storage capacity or simply managing and safeguarding very large volumes of data, then DocAuthority can help.

If you would like to know more about how DocAuthority supports obsolescence in businesses like yours, get in touch with a member of the team