



E-mail Archiving

CIPAFILTER's e-mail archiving is designed to keep a copy of all inbound, outbound, and even internal e-mail (with most e-mail servers), including all attachments. The system will allow an administrator to search for content in e-mails, forward e-mails, and archive this data for many years, while keeping the costs low.

Inbound e-mails are archived using the SMTP relay function, which is already in place if the CIPAFILTER is used for Anti-Spam. Otherwise, all e-mail needs to be directed to the CIPAFILTER prior to being delivered to the mail server.

To archive outbound mail, the mail server needs to use the CIPAFILTER as an outgoing SMTP server ("smart host" for Exchange), or all clients need to use the CIPAFILTER as an outgoing mail server. This is quick and simple to configure.

Internal mail sent only between users on the local mail server is archived using "journaling", which is a function of the mail server itself. E-mail servers such as Microsoft Exchange among many others, support this. Journaling sends a copy of e-mails to a specific e-mail address, already designated in the CIPAFILTER, which is then accepted and entered into the archiving database along with all other e-mails.

See how different we really are!



"After receiving notifications of foul language in e-mails from the CIPAFILTER, I used the e-mail archiving feature to review what was sent and I found we had two female students who were getting contacted from an outside source asking them sexual questions and planning to meet them. I brought this to the attention of the authorities and student's parents. Thank You CIPAFILTER for this great product. I will sleep well knowing I have the CIPAFILTER on my network."
- Oconto Schools, WI

"Several months ago we started using the email archiving ability of our CIPAFILTER. We have been very pleased with the results. It's very easy for us to search through the emails for specific information if there is a need to do so."
- Champaign CUSD 4, IL

Searching and Using the E-mail Archive

There are several ways you can search or utilize the database.

- 1. By Keyword** – Simply enter a word or phrase and every e-mail in the database containing this data will be displayed
- 2. By Recipient** – You can search e-mails sent and received by a specific user
- 3. By Date/Time** – E-mails processed within a certain time period can be displayed
- 4. Custom Queries** – CIPAFILTER support staff will be able to run custom queries on the data and provide it to you, especially if you are subpoenaed for specific information for longer periods of time.
- 5. Forward mail** – E-mails can be read, or forwarded to any e-mail address, and received as if you were the original recipient. All attachments will also be included.
- 6. Pornography Trips** – If e-mails include vulgar content, then the administrator is notified, and can access the archive to investigate this user further

Storage Requirements and Capacity

The average CIPAFILTER can keep e-mails anywhere from 3-18 months, depending on the model used and the amount of e-mails processed. All data is stored on fault-tolerant drives in the CIPAFILTER. The database backend used by CIPAFILTER is an open-source package known as "postgresql", and is freely available and non-proprietary.

Once the CIPAFILTER reaches 90% capacity, or a preconfigured purge routine interval, it begins to purge old data as new data is added. Local database backups are also created weekly, in order to minimize chance of data loss in case of corruption.

In order to allow an administrator to keep e-mails for as long as they wish, the CIPAFILTER will copy a backup of the database to any local server once each week. This can be any available Windows or MAC server on the network with enough storage to keep these backups.

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Administrators then have several options to keep data for longer periods of time. These backups simply need to be kept on local or external storage. One can keep the data local, use tape backups, copy to an external hard drive, burn to a DVD, etc.

This gives the customer the ability to choose to keep data for multiple years, and control the hardware costs of doing so, giving even the smallest schools and

businesses the opportunity to retrieve data several years back for very little or no additional cost.

Since the database is open-source, any skilled database programmer or analyst can analyze and retrieve data in the future if needed as well.

CIPAFilter gives schools the opportunity to take the “better safe than sorry” approach, and keep e-mails in a safe place without gauging the technology budget.

Installation & Setup

The e-mail archiving requires that the CIPAFilter “sees” all e-mail traffic. It can be installed in any configuration that is supported by CIPAFilter. The e-mail traffic is setup using the mail server, possible DNS/ Anti-Spam changes, and even client settings.

Various installation scenarios and your specific network can be discussed with a CIPAFilter Sales Engineer. We can also verify if your mail server supports journaling, and consult with you on best practices to keep data for longer periods of time.

If the CIPAFilter is used for Anti-Spam, the installation is relatively simple, and only outbound and internal e-mails needs to be addressed. If you are using the CIPAFilter as a POP mail server, all e-mails are automatically archived.



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