

Box Governance

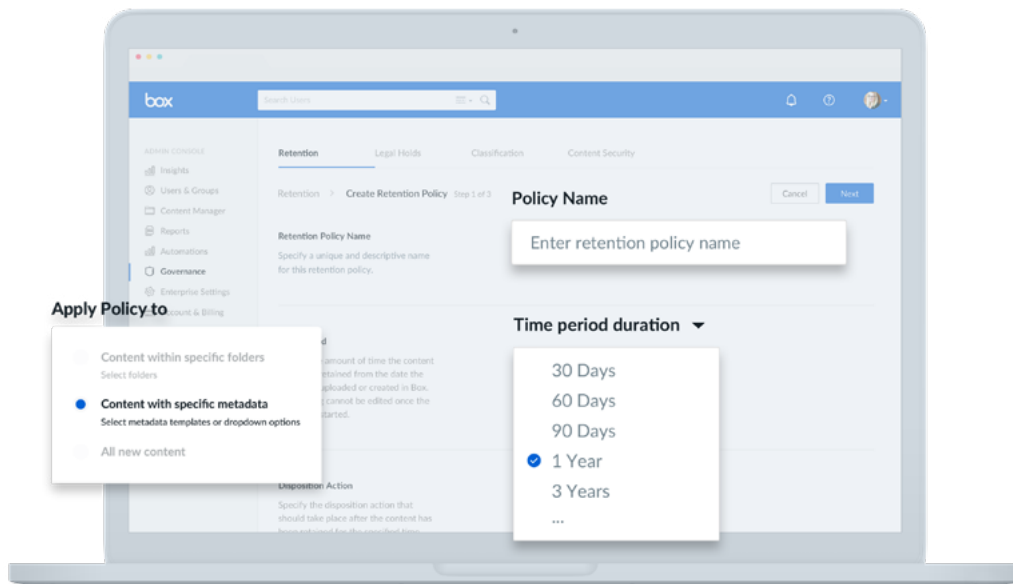
A seamless way to manage the content lifecycle

Sixty-nine percent of organizations believe they're taking on a medium to high degree of risk because they aren't able to govern unstructured data in the cloud

AIIM, *The True Cost of Data Retention*

In our digital-first world, this risk is fueled by using multiple tools that promise easy collaboration with anyone, from anywhere. However, business content becomes increasingly spread out across different systems, making it harder than ever to govern.

Today's digital-first companies use Box to centrally manage their unstructured cloud content that's surfaced across best-of-breed applications. With Box Governance, you add the right lifecycle management policies across your digital business to properly classify, retain, dispose and preserve your content.



“Box played a key role in allowing us an easy path toward a consolidated data system that made sense for us. Usable, highly secure and manageable. We couldn't have asked for a more perfect solution for governance right out of the box.”

Bob Flores, VP Information Technology Services, Coalfire

CUSTOMERS WHO USE BOX GOVERNANCE



How Box does it



Retention management

Box ensures proper retention and disposition of your business content with big bucket retention strategies. With global-, folder- or file-level (metadata-based) retention policies on your content, Box easily meets your compliance needs. You can select a pre-defined retention period or a custom amount of time, and choose what happens to the content at disposition and who gets notified.



Content classification

Proactively classify content to educate users about each asset's sensitivity or record type. Use metadata to set labels that visually indicate vital or specific types of sensitive content (PHI, PII, etc.), making it easier to find for retention and disposition. Box Governance also integrates with CASB vendors to automate classification in Box and map it to policies you've already built across your IT stack.



Defensible discovery

Reduce legal risk, simplify eDiscovery processes and lower the costs of finding and holding content in the face of litigation. You can set legal holds on content that individuals own or interact with in Box, while also setting retroactive or ongoing holds on new content they've accessed. You can also connect Box Governance to existing eDiscovery tools as part of your broader eDiscovery efforts.



Even more controls

With granular trash control, you define who can or can't permanently delete the trash. And with unlimited version history, you keep as many file versions as you need for your governance policies. Plus, compliance email archive lets you automatically archive copies of communication activity to Box, including comments, emails to collaborators, invitations to collaborate and tasks.

How companies like yours use it

Retention and deletion

- Meet SEC 17a-3 & SEC 17a-4 or MiFID requirements for client records
- Retain blueprints, building plans, equipment usage, and repair records
- Retain HIPAA documentation, patient files, and CRO documentation
- Retain HR records for EEOC/FLSA and financial or business documents for SOX
- Maintain complete control of enterprise-wide deletion of content

Legal holds

- Preserve content related to employee or customer lawsuits
- Place proprietary product information and IP on legal hold
- Centralize content for attorney review during litigation

Classification

- Label files as PHI or PII to help identify them for retention or deletion
- Classify content as "public", "internal only", or "classified" to educate users about its sensitivity level
- Integrate with CASB tools to mass classify existing or new content

Rethink your governance strategy with Box

Today's governance challenge centers around properly governing your content across the extended enterprise. By effectively managing the content lifecycle, companies like yours reduce corporate risk, boost user productivity and lower the costs and complexities associated with retention management and eDiscovery. This is where legacy governance tools fall short – and Box Governance steps up.

To learn more about the benefits of Box Governance watch our on demand webinar [Building better Governance in the age of free range content](#), read our [5 Steps to Good Governance](#) ebook or see [Box Governance in action](#).