

Hey! What's New? 2024-94

What Is Data Archiving and Why Is It Important?

An article in the latest *Data Administration Newsletter*, written by Ainsley Lawrence, notes that data archiving is a process that involves separating data that is no longer being used into backup storage systems for long-term retention and preservation. “The idea behind archiving is that it ensures important data remains intact for easy access when it is needed in the future,” Lawrence says. “It’s important to implement archiving strategies to separate active and inactive data because if all data is kept on primary systems, it can decrease performance and lead to increased costs. However, when inactive data is moved to a backup system, it keeps it organized and out of the way but still easy to access when it is needed.”

This, she adds, “takes the load off of primary systems using active data, cuts down on primary storage expenses and ensures the inactive data is safe and secure so it remains in compliance with regulations. Data archiving also helps improve data recovery processes. As data archiving systems are highly secure and well-organized, it makes it easier to retrieve data after a disaster, which can improve operational resilience.”

When creating a data archiving strategy, she believes it’s important to consider the following best practices to ensure safety, accessibility and compliance.

Know Your Local and Industry-Specific Data Laws: When archiving your data, it’s critical that you adhere to industry-specific compliance standards. This involves researching and identifying relevant regulations, laws and industry guidelines regarding data management and archiving.

Establish Clear Governance Policies: Another important step to take before archiving is to establish clear data governance policies. This can include determining what data will be archived, what roles and responsibilities there are for those involved, how long data will be archived and who can access the data.

3. Test for Accessibility: A key element in data archiving is ensuring easy retrieval of the data when it is needed in the future. While most data archiving tools or software are designed to keep your data well organized, it’s still important to test the systems regularly to ensure that data can be easily accessed when needed.

4. Secure Sensitive Data: It is vital that security plays an important role in your data archiving process. This is particularly true for protecting business data in remote work settings. If you have multiple people accessing stored data from separate locations, it can increase the risk of your data being compromised due to unsecured networks, lack of IT support and unencrypted personal devices. To avoid security issues, it’s important to limit who has access to the data, use multifactor authentication and strong passwords and make sure you are encrypting your data.

5. Perform Continuous Monitoring: Continuous monitoring is crucial to ensure data integrity. You’ll want to monitor environmental conditions where the data is stored, such as humidity, temperature, and power supply. It’s important to maintain optimal conditions to help preserve the data and prevent hardware failures. Regular monitoring is also important to ensure your data archiving process remains compliant with regulations.

6. Automate Data Archiving with Advanced Software Solutions: Automation can streamline the data archiving process and reduce errors that can compromise the safety and integrity of your data. This kind of software can also automate compliance checks, monitoring, scheduled archiving tasks and error notifications when an issue is detected. Data archiving software can also come equipped with technical support, auditing tools and cybersecurity features to protect your data.

Concludes Lawrence, “as data archiving grows in popularity, we will begin to see new trends emerge in this area that can even further improve data storage capabilities, including enhanced security, accessibility and compliance.”

For more guidance, see [Data Archiving Best Practices: Ensuring Accessibility and Compliance – TDAN.com](#).