MIGRATO Content Discovery

File Share analysis

The value of Knowing!

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Introduction

Figure 1 - Easy information storage

File-Save and File Save As are by far the most expensive information management functions in an organization. The ease of use makes them attractive to store everything every where. The information storage process is fully user driven and is often used without any upfront thinking or use of proper metadata to register the stored information.

As a result network drives, file share's and personal C-drives are loaded with all kinds of digital information. Storage is easy and cheap because costs of storage capacity are decreasing by the day. But the real issue is not the direct costs of the storage and the information management. It are the indirect costs related to labour and the quality of the information that count. Time and costs related to information search and retrieval, recreating information already available and missing important existing information are sometimes significant. Information overload or missing important information are harming the quality of decision making processes when it comes to compliance and GDPR practises.

Classification and structuring of digital content stored in the many file share locations is often a big challenge for organizations. It is difficult to know or find out what the multimillion objects stored in nested folder structures are about and what is still relevant. This especially when the owner is unknown or the department has been closed years ago.

The Migrato Content Discovery – File share Analysis provides the answer to these challenges. It provides detailed insight in the information stored to make it manageable again. It let you know what it is to determine the value and the risks of the stored content. It provides pragmatic analysis and advice to select, classify, preserve or delete information. This to optimize the value of the information for users and business processes and to comply with information management guidelines and regulations.

Challenges and obstacles

Getting a clear and structured view and insight in the information stored on the different network drives, file share locations and personal C-drives is important because:

- Employees spend 30% of their work hours in searching for or recreating information.
- A full-text search action presents all objects containing the search words, irrelevant of the context or business value.
- As of 2016 companies must be able to show all information they store about their customers.
- Every information object needs to comply with regulated access and retention rules.
- Business applications that generate documents have an end of life and will be phased out while the previous created documents still exist.
- Market research shows that many companies struggle to manage and present unstructured information as a trustworthy information source. They often lack a clear ownership of the stored information. Resulting in information quality ignorance while accepting the hidden costs and business risks.

File Share analysis

The Migrato Content Discovery – File Share analysis delivers detailed insight in the digital content as stored in unstructured and structured information management locations. The analysis is offered as a turn-key in house service and performed by highly skilled information management experts. The purchase of software is not required and no information leaves your company.

The overall analysis process consists of three steps.
In the first step all readable and relevant metadata, file path and object information is captured. Object properties and the readable text from within the objects is also captured. For every object a unique object content code will be calculated. This to detect duplicate files or near duplicates.
Once stored into a structured work database a variety of queries and analysis will be performed. Information is generated about the overall information set (storage volumes, object types, folder structure, age, re-use, ownership, access rights), status and completeness of metadata, key-words used, duplicate files and unique word count.

Figure 2 - step by step analysis

The third step of the services is a detailed and client specific reporting of the findings. The report includes an assessment with highlights and recommendations of every element analysed. The advice is based on the many years of operational experience with the design and implementation of document, content and information management solutions by Migrato experts.

The results

The Migrato Content Discovery – File share analysis provides detailed information about;

- size of the information (sub)sets, folder structure and folder content overview;
- folder and files size and count, folder usage top 10 folders and files in size and type;
- file types (volume and size), file creation dates and age, old file types, unknown extensions and archive files;
- yearly file creation, file re-use frequency, archive or cleaning possibilities;
- the use of and main descriptions in file properties for PDF and Office documents;
- keyword usage (words and frequency) in file paths and file names for file registration and classification;
- possibilities for keyword extraction form the file content;
- numbers of duplicate files or near duplicate;
- file cleaning and storage space saving possibilities;
- the overall relevance and quality of the information set in relation to the business objectives.

The analysis and the report provides an organisation with pragmatic and executable recommendations to (re-)structure, classify, optimize and manage the existing content. Project specific queries and analysis can be provided on request.

The project findings and analysis are presented in a face to face session by Migrato information management professionals. This including project specific enhancement possibilities and possible next steps.

Project methodology and benefits

The project methodology and benefits of the Migrato Content Discovery – File Share analysis are:

- Clearly defined and structured project phases with pre-defined activities and outcomes;
- Fixed, object volume based, pricing the for first two projects phases;
- Turn key in house service delivery and no software purchase required;
- 100% secure and no information leaves the organization;
- Independent of the daily work of employees;
- Detailed analysis and reporting of all digital content and the strategic value or risks;
- Independent and direct executable advise based on many year of information management experience.

Possible next steps

A detailed analysis and insight of all available content is a perfect basis for targeted follow on actions. These actions are defined together with the clients key-users. Migrato experts will prepare the work files from the project work database. The real execution of the actions on the physical files is the responsibility of the client. Next step actions can be:

- Cleaning of non-business relevant files from the storage environment;
- Secure or delete files according to information retention guidelines or legal regulations;
- Detailed file content analysis to meet GDPR or AVG requirements;
- Project, customer or subject specific file analysis and detection with combined queries on metadata and key word;
- Selection and aggregation of file sets for digital transfer to other information systems or stakeholders;
- Business process or application specific file text analysis for information extraction as data input for subsequent file or information processing.

About Migrato

Migrato is a specialized solution and service provider for the analysis, classification, conversion and migration of all kinds of digital content. Migrato builds and uses state of the art and high performance software tooling for the unattended processing of high volumes of digital content. Migrato consultant have many years of document, content and information management experience.

Target sectors with important reference accounts are;

- Financial services; ABN AMRO, Achmea, DFZ, ICS.
- Government and healthcare; COA, Havenbedrijf Rotterdam, Rijkswaterstaat, RDW, Amarant.
- Education; Hogeschool Rotterdam, Haagse Hogeschool, Hogeschool InHolland, Universiteit Leiden.
- Industry and Retail; Wienerberger, TABS Holland BV, Miele, Bookspot.

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