



Box Governance

Content lifecycle management to reduce enterprise risk

Digital transformation efforts have resulted in critical content being spread across different systems, making it harder to govern. Only 42% of people believe they're on track to meet their governance objectives, according to a [Gartner](#) survey. Moreover, lacking a modern approach, 80% of organizations seeking to digitally scale will fail by 2025.

And that's where Box comes in, where today's digital first companies can use Box to centrally manage their unstructured content across best-of-breed applications. With Box Governance, you can create content management policies to properly retain, dispose, and preserve your content.

Transform your content lifecycle governance strategy

Retention

Seamlessly customize retention policies to fit your specific needs and maintain compliance. Box Governance policies are now more flexible to evolve with your business needs for frictionless compliance. Apply modifiable or non-modifiable policies with pre-defined retention periods or custom time-frames on a global, folder, or file (via metadata) level or tie policies to business events with event-based retention. Automate retention and disposition of unstructured data without burdening the end user, all while reducing risk and content sprawl.

Legal Holds

Reduce legal risk, simplify content preservation and lower the costs of finding and holding content in the face of litigation. 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. Or, reduce the scope of hold by limiting to relevant folders. This hold prevents any content pertinent to the legal matter from being permanently deleted. Set point in time or indefinite legal holds on content without disrupting the end users.

Disposition

Advanced trash controls help reduce risk and protect content from unauthorized deletion. Restrict permanent deletion to admins and co-admins and empower users with the ability to restore in the event of accidental deletion. Trash can be configured to automatically discard content – from 7 days to 10 years. Granular trash controls allow you to have complete control over enterprise-wide content.

Even more visibility and controls

Maintain an unlimited number of versions for all files, enabling the ability to preserve and restore all previous versions – Keep as many versions of files as you need for retention or eDiscovery. Enhance visibility into the content by leveraging both our legal holds and retention reports. Easily export a report to see all files currently being held by an active legal hold or see audit logs such as file name and disposition date for each retention policy – making it much easier to quickly gather critical information for audits or other internal compliance initiatives.

“With Box Governance, customers saved time and resources on preparing for data governance audits, and on the daily management of data compliance. Over three years, these cost savings were approximately \$63,000.”

Forrester*

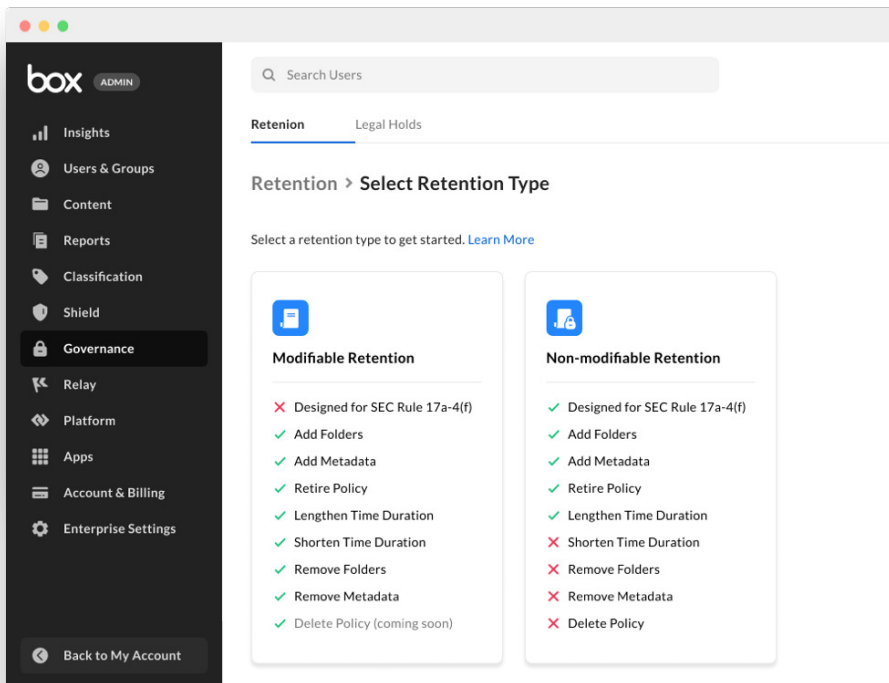
*Box commissioned Forrester Consulting to conduct a Total Economic Impact™ (TEI) study and examine the potential return on investment (ROI) enterprises may realize by deploying its suite of cloud-based content management solutions.

Trusted by global leaders



RAYMOND JAMES®

Proactively manage document retention schedules



Non-modifiable Retention

Non-modifiable retention policies are designed to allow certain highly regulated customers to electronically store and highly regulated customers and retain records for regulatory compliance.

Once set, non-modifiable retention policies cannot be shortened in duration, and content under retention cannot be removed from active or inactive retention policies.

Modifiable Retention

Modifiable retention policies provide flexibility as external regulatory environments or internal governance policies change.

Modifiable retention allows organizations to make changes – such as changing the duration of a policy, as well as adding and deleting content. Policy changes are applied retroactively to content already under retention.

Event-based Retention

Event-based retention automatically applies retention policies based on business events, like an employee's departure or the end of a contract term.

Event-based retention policies can be applied to both modifiable and non-modifiable policies.

Rethink your governance strategy with Box

Compliance remains a key driver for organizations to expand their data governance strategy, and as the regulatory landscape grows more complex, it is more important than ever. Discover better ways to easily configure your systems to meet compliance regulations, reduce corporate risk, and build the right content management policies into your business. There's no time like the present to start tackling information governance with the Box Content Cloud.

For more information, visit box.com/security/governance-and-compliance