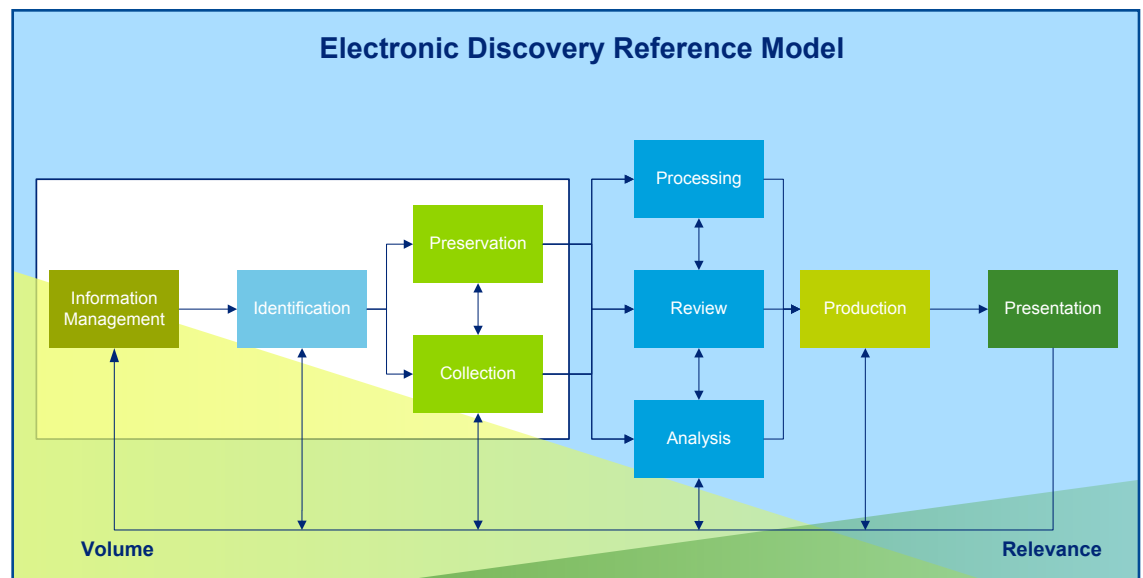


E-Discovery Readiness Reducing risks before discovery

In part one of our checklist, we focus on the earlier stages of the EDRM, or the more proactive aspects of preparing for E-Discovery. Use this checklist as a way to stay prepared for the later stages of E-Discovery.



EDRM (edrm.net)

Information management: Establishing guidance

By establishing an information management program, you will be better able to control the process and flow of information during discovery. It will also help establish the proper collaboration between IT, Legal, Compliance, Records Management, and other stakeholder groups within your organization.

Record retention schedule is up-to-date

Records manual is up-to-date

Records and Information Management Policy is up-to-date and addresses electronic records

Current Data Map for key systems/applications

Confirm that policies and procedures are communicated and enforced

Records disposition procedures are communicated and enforced

Current Discovery Manual in use

Identification: Reducing risk

Identifying potential sources of data will help you to define and quantify the scope of potential discovery and develop a course of action.

Use ESI data map to create a data source catalog

Interview potential custodians

Use technology to perform early case assessment of the potential data sources

Document significant changes in storage of hard copy and electronic information

Identify legacy data sources and determine if these sources are “accessible”

Preservation/Collection: Defensible position

Preserving, protecting, and extracting relevant data in ways that are repeatable, defensible, auditable, and efficient will help reduce risk.

Communicate preservation request by use of a standardized legal hold notice

Track and actively manage legal hold log

If applicable, segregate and secure backup tapes subject to legal hold

Determine collection methodology (forensic, etc.)

Perform document collection activities

Maintain chain-of-custody

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