

Electronic Discovery Preparedness (EDP) Consulting



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Electronic Discovery Preparedness (EDP) Consulting is essential to ensure compliance with rules and regulations governing Electronically Stored Information (ESI) discovery and retention policies. eMag Solutions' EDP Consulting service involves a two step process to help identify client-specific concerns and develop a customized solution.

Consultation and Recommendations

The process starts with a single day session where eMag consulting representatives travel to the client site to meet with the relevant parties involved.

STEP ONE

- Information gathering on current practices, procedures and policies
- Areas assessed include: retention policy, IT systems, operations, media and document management, quality analysis, regulatory and litigation issues
- Current EDP evaluated
- Look for gaps in existing policies or areas of potential liability
- Determine specific deliverables including but not limited to: analysis of existing policies, management systems and litigation readiness, guidance relating to retention policies, building QA reporting in the existing operational framework and preparation strategies for anticipated or future litigation

STEP TWO

Once the initial consultation is complete, eMag will carefully deconstruct elements gathered from onsite and craft a personalized set of solutions to meet the needs of the client. When deliverables are agreed upon, eMag will utilize its 40+ years history in ESI management and expertise in E-Discovery to provide precise guidance and recommendations for business processes and policies in order to minimize risk of non-compliance issues, limit organizational exposure and shrink costs should litigation arise.

Specific Issues Addressed By eMag Consulting Services

- Retention Policy Review
- IT system backup policy
- Suitability of current storage environment
- Data and media retention/destruction policies
- Current tape usage for non disaster recovery purposes
- Operations overview and QA process
- Document Management System policy
- Types of litigations currently encountered
- Regulatory Issues (federal, state, local)
- Types of compliance issues currently encountered
- Examples of current litigation hold and preservation orders
- Current litigation and compliance workflow
- Litigation/Regulatory Response team members
- IT architecture and network topology
- Identify ESI sources
- Custodian outline by functional area & organization chart
- E-Mail archiving system specifications
- Offsite long-term document and ESI storage

**TAKE
CONTROL
OF YOUR
DATA**

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