

# EMC Assessment for Retention and eDiscovery

## Understanding the eDiscovery challenge

Managing, finding, preserving, and producing electronic information for litigation and regulatory requirements are key business challenges for companies of all sizes, across all industries. Changing federal court rules and heightened scrutiny from regulators make an effective eDiscovery response plan a critical business requirement.

However, many organizations lack the technology and processes to proactively manage information to support eDiscovery requirements. As a result, organizations are frequently forced into a reactive posture, paying a high price to manage an inefficient and time-consuming process fraught with risk.

### eDiscovery preparedness

The EMC® Assessment for Retention and eDiscovery service helps companies proactively manage information to better prepare for eDiscovery and support today's information-driven businesses. Critical areas where businesses often have the most difficulty—electronic mail and documents—are the primary focus of the service.

### EMC's approach

EMC's proven expertise and documented service methodologies are central to every EMC service engagement. EMC Consulting professionals apply experience, expertise, and best practices from countless engagements to enable a proactive response model that delivers cost savings, risk reduction, and increased responsiveness for current and future litigation events.

EMC assesses organizational, process, and IT system capabilities to develop a profile of your ability to manage information in support of electronic discovery. EMC compliance specialists work with you to understand and evaluate your capabilities against a range of organizational and information technology best practices.

### Organizational preparedness factors

- Records management policies and procedures
- Legal/records hold policies and procedures
- Relevant organizational and management structures
- Legal and IT department processes related to eDiscovery
- Relevant audit materials and processes
- Relevant compliance materials and processes
- Relevant training materials and processes

### Information technology preparedness factors

- E-mail system servers
- E-mail retention, backup, recovery, and archiving practices
- Instant messaging systems
- Desktop and laptop computers, shared drives, and file shares
- Most common document formats, including word processing, spreadsheets, presentations, and user-generated PDFs
- eDiscovery search tools
- eDiscovery data segregation and protection systems and tools

## Service deliverables

At the end of the engagement, you will better understand how your information technology infrastructure decisions affect your eDiscovery response capabilities. You will also receive a set of formal recommendations including:

- Observations regarding gaps between your current capabilities and industry best practices
- Recommendations delivered in a practical, prioritized, risk-adjusted framework to help you immediately begin closing those gaps
- High-level business case

By outlining steps you can take to move from an expensive, reactive approach to eDiscovery to a pro-active response model, the EMC Assessment for Retention and eDiscovery delivers cost savings, risk reduction, and increased responsiveness for current and future events.

## EMC Consulting

As part of the world's leading developer and provider of information infrastructure technology and solutions, EMC Consulting transforms information into business results. Our consultants bring a unique mix of industry, business, and technology expertise to solve today's toughest challenges. We use field-tested tools, proven methodologies, best practices, and industry standards to minimize risk and optimize time to value in our engagements. We provide a full range of consulting, design, implementation, and support services.



EMC Corporation  
Hopkinton  
Massachusetts  
01748-9103  
1-508-435-1000  
In North America 1-866-464-7381  
www.EMC.com

### Take the next step

For more information, visit [www.EMC.com/consulting](http://www.EMC.com/consulting) or contact your local EMC Consulting representative.