Electronic Data, Discovery and Document Storage

Description: Understand how to effectively collect, preserve, and review electronically stored information.

Corporations continue to store data unnecessarily and its growth is unabated. While seemingly harmless, this data may be subject to preservation due to litigation or regulatory investigations. The cost of finding, collecting and reviewing this data can run in to the millions on even a small matter. The cost of not doing the aforementioned steps properly can cost an organization even more. This topic will address the various phases of electronic discovery and provide technical advice regarding the identification and reduction of data prior to its review and production. Further, the topic will address newer data repositories being sought by litigants, such as the cloud data and smart devices. Advice will be provided on how to identify data stored in these repositories and steps one can take to preserve it.

Contents:
- Basic Steps and Overview of the Preservation and Review of Electronically Stored Information (ESI)
  - When and What to Preserve - EDRM Basics
  - Typical ESI Sources and How to Preserve - The Basics Still Rule (Laptops and Servers)
  - When to Call for Outside Help - Can Electronic Discovery Be Handled Completely Within an Organizations Four Walls?

- New Challenges and Opportunities for Companies and Law Firms
  - Social Media - New Cloud Repositories May Hold Relevant Data
  - Bring Your Own Device (BYOD) - Smart Devices Are Used by Most Employees and Most Likely Are Subject to Discovery
  - Digital Forensics - What Is Hiding on Computers and Devices, Deleted Does Not Equal Delete
  - Predictive Coding - Robot Review and How It Can Save a Company Millions

Best Practices for Preserving and Producing ESI


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