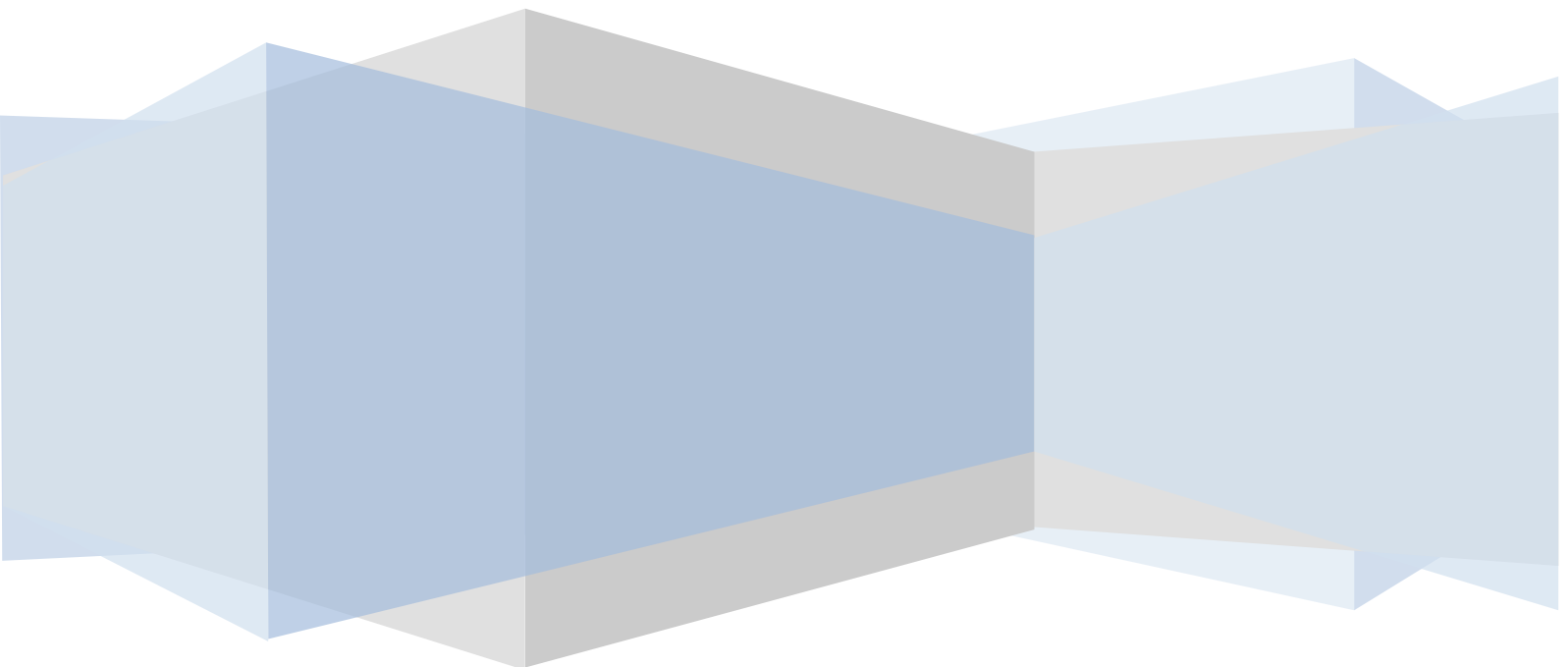




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How ArchiveOne® can help with eDiscovery (within the EDRM framework)

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The ArchiveOne platform is considerably more than just archiving; it also addresses many of the eDiscovery / Electronic Discovery Reference Model (EDRM) elements.



C2C's approach with ArchiveOne is that Information Management is a combination of archiving, retention management and eDiscovery, in an equal balance.

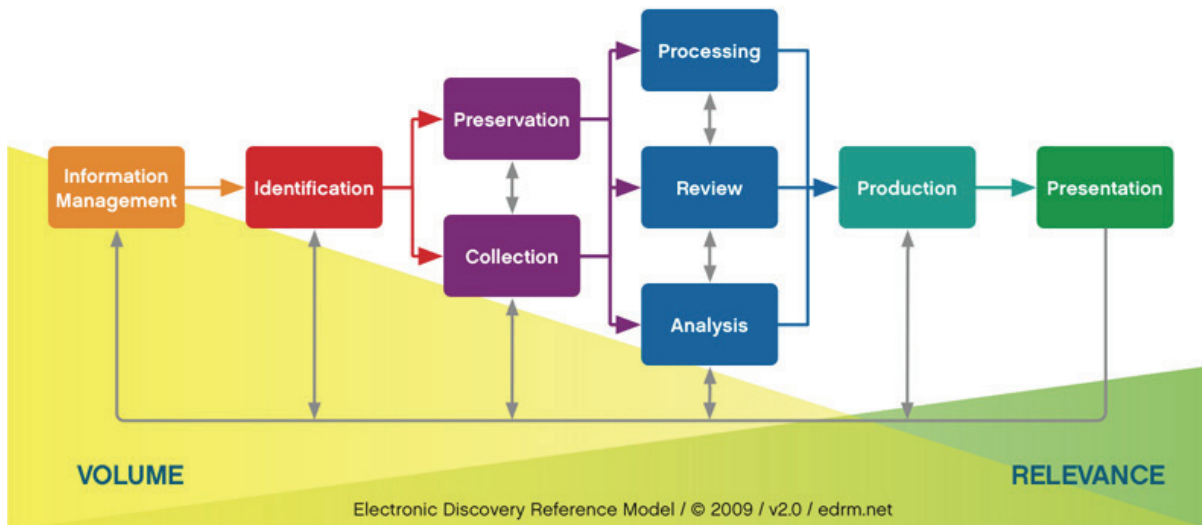
The difference between ArchiveOne and many of the traditional archiving vendors is that ArchiveOne does **not** require you to archive (i.e. preserve) all of the data into an archive repository before being able to discover / process the data.

ArchiveOne addresses the eDiscovery / EDRM challenges easily, with its rich and unique feature set.

The core elements of ArchiveOne, such as **granular policies** (the ability to search on hundreds of metadata fields and across all text in files, emails and attachments), combined with the **intelligent actions** and the advanced **multi-dimensional legal hold**, allows ArchiveOne to identify, collect and preserve data regardless of the location of the data (PST files scattered around the organization, mailboxes, public folders, file stores and much more) **whether it has been archived or not**.

ArchiveOne will solve the early case assessment issues from identification through to initial processing and allow you to reduce the volumes of data prior to use of case management software.

Electronic Discovery Reference Model



Information Management

Information Management

Getting your electronic house in order to mitigate risk & expenses should e-discovery become an issue, from initial creation of electronically stored information through to its final disposition.

Information Management is the creation of a corporate strategy for electronically stored information to meet the needs of your organization. It should look at your needs rather than trying to fit your needs around the features of a product.

See our separate document on "How ArchiveOne helps implement a robust and defensible Information Management Strategy", to be supplied.

Identification

Identification

Locating potential sources of ESI & determining its scope, breadth & depth.

ArchiveOne can assist in the **Identification** phase by allowing automated, scheduled searching of email and file data for Electronically Stored Information (ESI). The search can be by content and/or metadata. ArchiveOne will provide a detailed report of the scope/scale of the ESI involved. This includes the names of the users (custodians), mailboxes, personal computers and servers, a summary of the type and volume of ESI data for each and an overall summary of the extent of the findings.

These identification/locating policies can be executed whether or not the data is an email archive.

DISCOVERY CRITERIA		CUSTODIAN SUMMARY	
Type of Data	: Email	Internal Custodians	: 17
Custodians	: All	External Custodians	: 13
Location	: Exchange, PSTs	Internal Only Items	: 82,375
Date Range	: 01/01/08 - 31/12/08	Int/Ext Items	: 26,901
Keywords	: (A and B) near C	Total Items	: 109,276

DISCOVERED DATA SET DETAIL				
Custodian Name	Employee ID	Source	Source ID	# Items
Ken Hughes	IT007_KH	Exchange	Mailbox	348
Ken Hughes	IT007_KH	PST File	C:\PSTs\Personal.pst	149
Ken Hughes	IT007_KH	PST File	C:\Users\kenh\Work.pst	2,538
Dave Hunt	EXEC001_DH	Exchange	Mailbox	318
Dave Hunt	EXEC001_DH	Archive	Repository 2009 (7 Year Retention)	9,132
Dave Hunt	EXEC001_DH	PST File	C:\Users\daveh\Outlook\Personal.pst	318
Diane Peat	MK103_DP	Exchange	Mailbox	943
Diane Peat	MK103_DP	Public Folder	/Marketing2009\IT EXPO	17
Diane Peat	MK103_DP	Archive	Repository 2004 (3 Year Retention)	4,517
Paul Jones	DE021_PJ	Exchange	Mailbox	4,417

Preservation

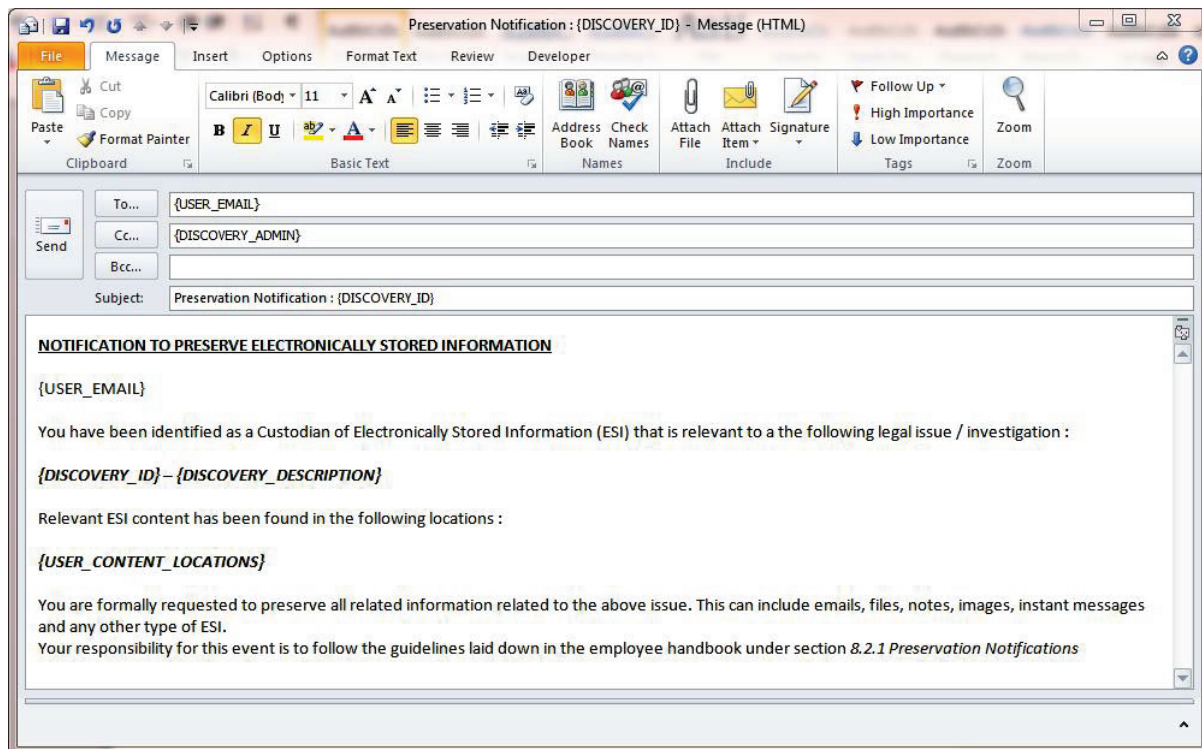
Preservation

Ensuring that ESI is protected against inappropriate alteration or destruction.

ArchiveOne can assist in the **Preservation** phase by allowing Administrators to:

- a) Notify users that they have relevant ESI content that needs to be retained;
- b) Automatically take a copy of all relevant ESI content, store it in a tamperproof repository and ensure it is put 'on legal hold' and marked with a case [legal/litigation event] number or identifier – even if the content has not been archived;
- c) If the data has already been archived, then it can put the relevant archived content as 'on legal hold' and mark it with a case [legal/litigation event] number or identifier;
- d) If new data is being added to the archive, it can put any relevant new items 'on legal hold' and also mark it with a case [legal/litigation event] number or identifier.

ArchiveOne includes a full audit trail, which allows the preservation stage to be fully defensible.



Collection

Collection

Gathering ESI for further use in the e-discovery process (processing, review, etc.).

ArchiveOne simplifies the **Collection** process significantly by providing best-in-class discovery and collation of matched items. ArchiveOne can find and collect from numerous locations and devices/systems, including:

- Exchange Server Mailboxes (Exchange 5.5 – Exchange 2010);
- Exchange Server Public Folders (5.5 – 2010);
- Exchange Server calendars, contacts and public folder posts;
- PST files on a client machine (whether or not they are loaded in Outlook);
- PST files on a server / share (whether or not they are loaded in Outlook);
- File servers / Storage devices;
- Microsoft SharePoint (WSS3 – SharePoint 2010);
- Lotus Domino / Notes.

All collection activities can be defined centrally by an administrator and then run in the background, fully automated per a selected schedule. When complete, the administrator is notified of the results and the location of the collected ESI content. ArchiveOne also allows selection of the target location to collect the ESI content in. These include:

- In a PST file (in a flat hierarchy or honoring the original hierarchy);
- In a Public Folder (in a flat hierarchy or honoring the original hierarchy);
- In a selected mailbox (in a flat hierarchy or honoring the original hierarchy).

All the ESI content may be Bates Stamped for unique identification while being collected in the target location.



The image shows a dialog box titled "Search retrieval" with the following options and fields:

- Re-create the original folder hierarchy
- Put results into a public folder with a name chosen by ArchiveOne Enterprise (Policy)
- Put results into a named public folder:
The public folder will be created by ArchiveOne Enterprise (Policy), and will be found in:
\\AOne Retrievals Public folder name: [text box]
- Put results into a PST:
The PST will be created by ArchiveOne Enterprise (Policy), but you will not be able to view it using Outlook until you have selected the menu item "Clear Search" for this search. The PST will be found in:
\\ukops\AOnePol_PST_for_retrievals PST name: [text box]
- Put results into the original mailbox:
The messages will be retrieved to the following folder (which will be created if it does not exist):
Folder name: [Retrieved message]
- Put results into a named mailbox:
The messages will be retrieved to the following folder (which will be created if it does not exist):
Mailbox: [text box] Browse Folder name: [Retrieved message]

Serial numbers can optionally be added to the subject lines of retrieved messages. These provide a compact way to identify individual messages returned from a search.

Enable Bates Stamping [Configure]

[OK] [Cancel] [Help]

Processing

Processing

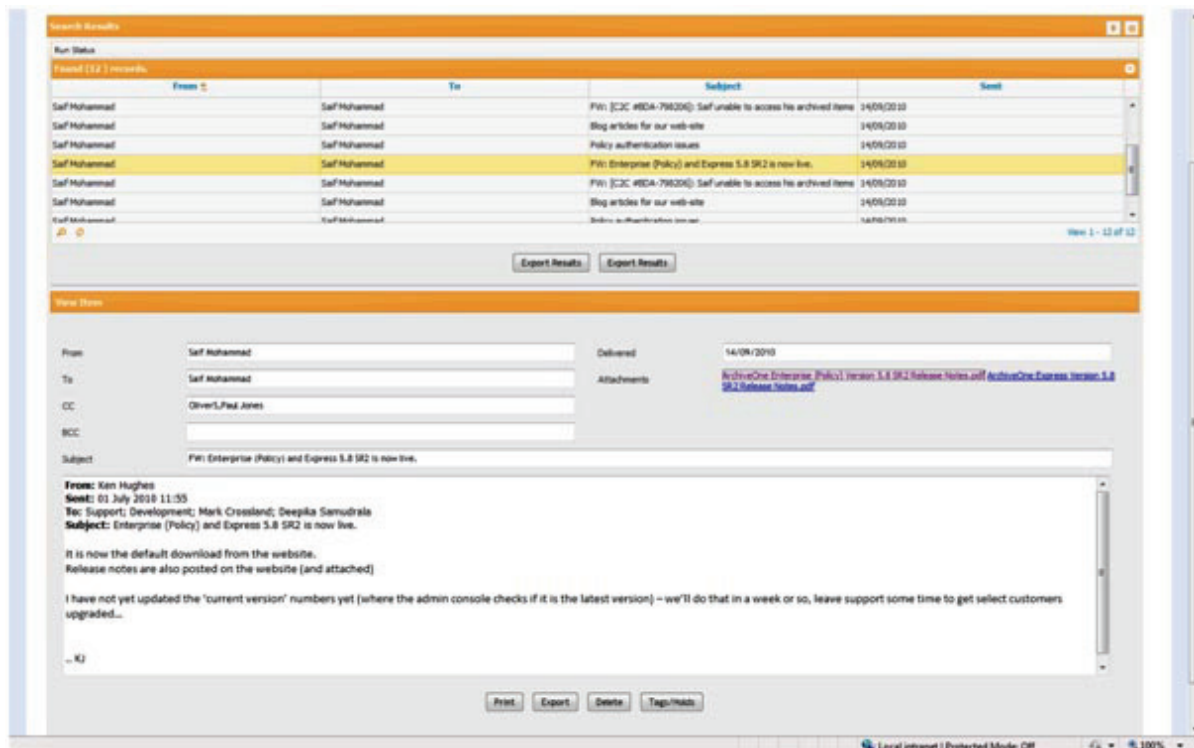
Reducing the volume of ESI and converting it, if necessary, to forms more suitable for review & analysis.

ArchiveOne allows compliance and litigation staff to carry out **Processing** of the initial collected set of ESI content. The content can be quickly and easily reviewed, items tagged or reviewed, marked as "Attorney/Client Privilege" or marked for further investigation/review.

When this initial review is completed, the resulting set of ESI content can be converted or exported to other formats for easy integration with Legal Review / Case Management software.

ArchiveOne allows data to be culled from the archive, live information store or PST file if it is found to be of no value. The ability to cull data at source is a product strength in reducing the risk of content being found or being repeatedly analyzed if it is proven to be of no value.

Competitive solutions will insist all data has been ingested into an archive before it can be analysed or culled, which will ensure the data is indexed, and therefore fingerprinted, causing pointers to data to exist when it is of no interest or required to be destroyed by the legal advisers.



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About C2C

C2C offers automated data archiving and management for email, files and SharePoint content. With over 15 years' experience delivering solutions for capacity, e-policy enforcement, compliance and eDiscovery, C2C optimizes performance, reduces storage management costs and minimizes risks associated with email, helping you to control your data before it controls you.

The Company, a Microsoft Gold Certified Partner, supports organizations in the government, manufacturing, finance, education and healthcare industries, including Fortune 1000 companies. Established in 1992, C2C is a privately held company with offices in Westborough, Mass. and Reading in the UK.

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For more information and free evaluation software, visit www.c2c.com or email info@c2c.com.

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