



Reduce the cost and risk of e-discovery with HP Governance and E-Discovery solutions



Proactively manage risk and cost, and take control of your organization's information so you are not simply responding to, but prepared for e-discovery.

While you may not be able to control the rapidly increasing number of lawsuits, corporate investigations, and regulatory audits your organization is facing, you can control how you meet those requirements making sure you stay out of the headlines, remain compliant, and reduce the business risk, cost, and impact to legal and IT teams of e-discovery.

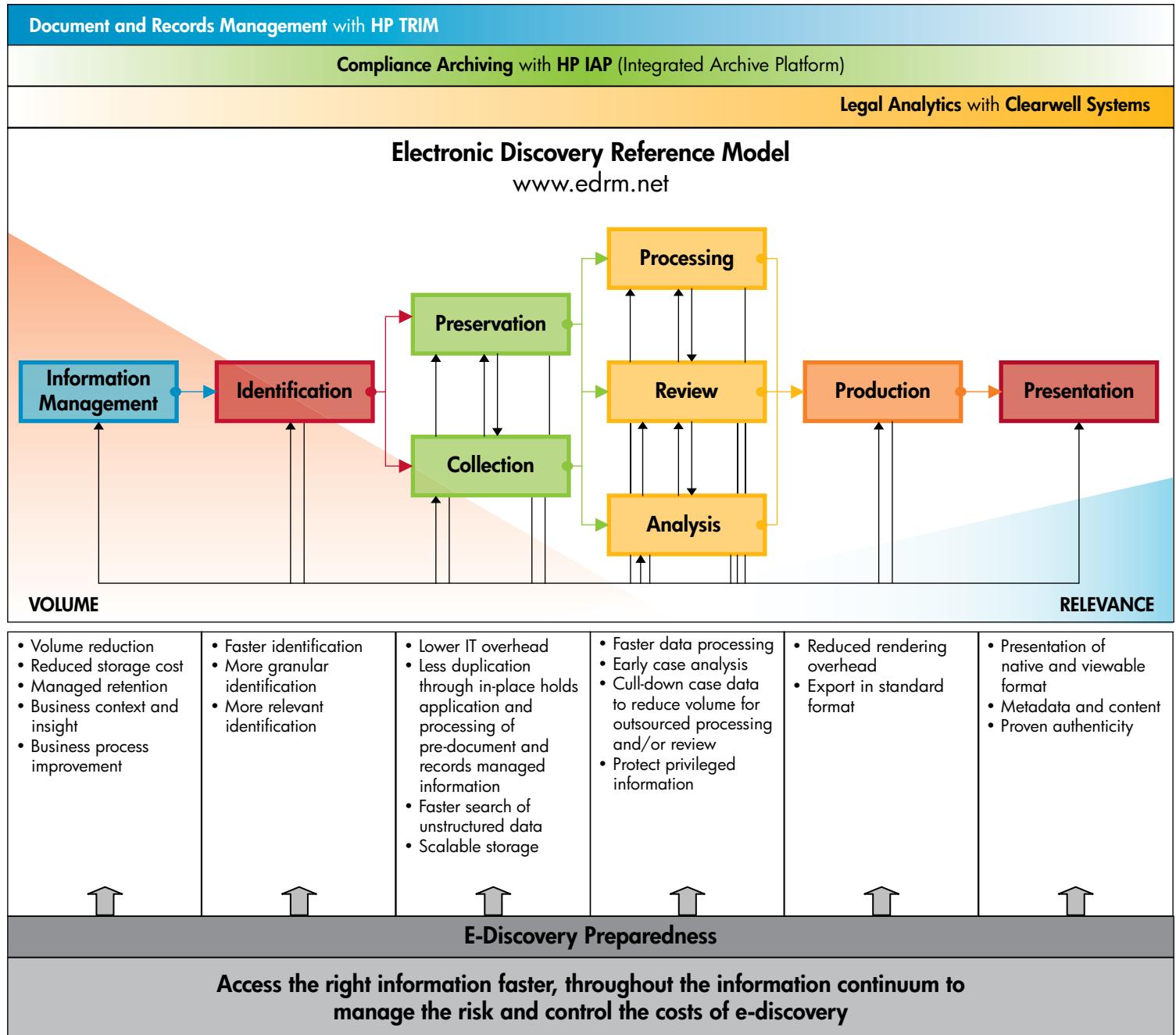
HP recognizes that e-discovery is far more than responding to litigation through search—it draws on the entire information continuum. When you manage information from the point of creation and put standards and best practices in place, you are best positioned to meet the requirements of e-discovery while also improving day-to-day information driven business operations.

By establishing the rules up front that determine what information is there to be discovered and analyzed, you can manage the risk and reduce the costs of the e-discovery process.

With HP Governance and E-Discovery solutions you can capture, classify, preserve, discover, analyze, and recover information faster to manage proactively all business content—in context—distributed across the enterprise, facilitating regulatory compliance, and reducing legal costs.

Aligning with the steps of the industry-accepted Electronic Discovery Reference Model (EDRM), HP Governance and E-Discovery solutions deliver value at each stage of the process enabling organizations to access the right information faster, reduce the risk and cost of e-discovery, and provide regulatory compliance.

Figure 1: HP Governance and E-Discovery Solutions support the entire Electronic Discovery Reference Model approach to best practice e-discovery



Document and Records Management

New regulatory demands have turned electronic records management from a back-office task into an integral part of almost all of your business processes. HP TRIM document and records management system helps organizations rise to this challenge by proactively managing their information to be prepared for e-discovery and improve business processes.

It makes it possible to rapidly identify electronic business records including SharePoint content, among general business communications, collect those records in a highly scalable, high-performance business classification, make them available to your users' desktop environment, and preserve them over the long term for use in legal discovery or compliance activities.



With HP TRIM you can:

- Combine document and records management with workflow to integrate valuable business records into day-to-day processes to achieve better business insight and compile a well organized source of corporate information that speeds up search and analysis in e-discovery processes
- Link people and information for information and case maps
- Manage the creation and maintenance of process guidance documents and templates, and use workflows to drive the process and control deadlines
- Provide chain of custody and compliance evidence, and keep records of every stage in the process; strict security and hold rules allow the data to be protected from spoliation
- Register and print labels and track physical evidence with barcodes
- Render information into production formats and provide export of information for production

Compliance Archiving

As e-discovery and compliance requirements increase, it is critical to consolidate and centralize the growing amounts of information generated by the enterprise into a fully integrated archiving platform providing fast access to information and retention management.

HP Integrated Archive Platform (IAP) compliance archiving solution sets the standard for scalability, flexibility, and performance that helps mitigate costs and business impact of e-discovery preparation, legal response, and regulatory compliance. It allows the proactive capture of information into a central environment—no matter how big your archives become—by combining world-class HP server and grid storage technology and native content indexing, search and retention management.

With HP IAP you can:

- Automate and authorize information retention and destruction through rules-based policies based on content and content attributes
- Quarantine search results for specific time periods
- Allow for special archive conditions based on roles
- Provide immutable audit trails to prevent object-level data tampering and spoliation
- Make archived information more secure with encryption, digital signatures, and “WORM on disk” capabilities
- Flexibly configure retention management policies for various data types to meet governance and compliance requirements
- Prepare archived information in appropriate legal formats with case presentation tools
- Check unauthorized access to data
- Control physical access to the system through lock and key

Legal Analytics

The traditional approach of collecting and exporting thousands of documents for manual review is slow, extremely expensive, and risky (on the order of several thousands of dollars per gigabyte). Today's companies need a new approach that allows them to streamline the process and control costs—and find those few critical emails within a tight deadline.

The Clearwell E-Discovery Platform is the industry's first enterprise-class e-discovery management platform that enables corporations to simultaneously manage all of their legal, regulatory, and investigative matters with a single application that directly integrates with HP IAP. With Clearwell, attorneys, litigation support professionals, and forensics teams accelerate early case assessments, lower processing costs, reduce review workload, and enable the defensibility of the e-discovery process.

With Clearwell you can:

- Rapidly process all collected data to enable early case assessments and review of data for legal, regulatory, and investigative matters
- De-duplicate datasets, cull irrelevant data, and perform advanced filtering using automatically generated data filters
- Utilize advanced search functionality to quickly identify relevance ranked search results
- Slice and dice collected datasets using people, file, and phrase analysis
- Automatically link organizational data with collected data to build and visualize communication flows
- Segment and tag data into customizable categories including privileged, responsive, or relevant
- Quickly review documents individually or grouped by context
- Utilize sampling and testing functionality to increase the defensibility of e-discovery search
- Automatically track and report all document filtering, searching, and tagging using search reports

Professional Services

HP Software Professional Services provides proven Information Management services that help you leverage information faster to lower costs, improve business outcomes, and help your organization prepare for the future. Offering a range of services to help you fast track to a successful information solution, our E-Discovery portfolio includes:

- **E-Discovery and Records Management Advisory Services:** Assess your e-discovery needs and develop a roadmap to achieve litigation readiness
- **Document and Records Management Solutions:** Provides a complete solution including analysis, design, deployment, and maintenance of unstructured content repositories to capture, deliver, and retrieve information faster and also classify and enterprise search to find it faster

• **Data Management Services:** Improve, manage, and enable access to data to enhance business continuity, manage risk, and meet litigation and compliance needs using HP Information Management E-Discovery software solutions

Complementing our E-Discovery services, we also offer comprehensive information management Strategy and Planning consulting, HP IM Software installation and configuration services, Content Management and Document Automation design, and implementation.

HP Governance and E-Discovery solutions

Poorly managed information can be a liability affecting your efficiency, profitability, and service standards. Information that is systematically maintained and controlled is an asset that will meet your current and future e-discovery needs.

HP Governance and E-Discovery solutions enable organizations to apply best practice management of information throughout its continuum from creation, through legally enforced retention to destruction thereby delivering better business insight, compliance, and e-discovery outcomes.

For more information

For more information on HP TRIM documentation, evaluation software, and QuickSpecs, please visit HP TRIM Web site: www.hp.com/go/hptrim

For details on best practices, insight from industry experts, and blogs, visit HP Information Management Digital Hub: www.hp.com/go/imhub/trim



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