

EMC SourceOne Discovery Manager

Move from reactive to proactive information management

The Big Picture

- Provides investigators with an intuitive interface to manage the legal matter lifecycle.
- Reduces the cost of discovery by presenting only the e-mail messages that are relevant to the matter at hand for review by counsel.
- Consolidates relevant email into a “hold” folder where messages are deduplicated and full-text indexed, and can then be audited to verify chain of custody and to protect against spoliation.
- Enables expedient full-text and custom metadata searches across high volumes of messages.
- Creates global and matter-specific tags for efficient management of the investigative process.

For many organizations, responding to discovery requests is a time-consuming, manual process. Identifying and collecting matter-relevant electronically stored information (ESI) can be costly. IT departments may lack defensible preservation policies for messages and other information. As a result, legal teams cannot conduct early assessments to determine case merit. They incur significant expenses with outside counsel and subject the organization to penalties, sanctions, and adverse rulings.

EMC SourceOne™ Discovery Manager is an integral component of any proactive discovery and good governance plan. Discovery Manager discovers, manages, and applies secure legal hold to content in the EMC SourceOne Email Management archive. With Discovery Manager, organizations can quickly find, safely hold, efficiently cull, and defensibly produce archived e-mail in response to a legal or regulatory notice or a corporate policy complaint. Built around a legal matter or case metaphor, Discovery Manager supports secure authorized investigator access, defensible collection results, and chain of custody.

Repeatable eDiscovery business processes start with efficient archiving

SourceOne Email Management archives a single instance of e-mail messages into a centralized location, eliminating the need for repetitive, ad hoc searches of databases, personal archives, and backup tapes. Together, SourceOne Email Management and Discovery Manager help organizations streamline their discovery business processes to reduce response times and lower associated costs for both internal and outsourced legal review. Legal teams can stop chasing paper and instead focus on strategic case direction.

Improve investigator productivity

Discovery Manager makes it easy for investigators to apply a repeatable, efficient process when faced with discovery requests. A convenient wizard-driven user interface lets organizations work with ease across multiple cases and legal matters. Granular role assignments define the actions that individuals may perform and allow business users to manage a matter throughout an investigation. Organizations can identify a specific subset of archived e-mail that may be relevant to a matter or a case. Results are consolidated into a hold folder where messages are deduplicated and full-text indexed. This helps organizations reduce costs of discovery because only a subset of all messages must be transmitted to legal counsel for review.

Matter lifecycle management

Many organizations manage multiple litigations and discoveries at any given time, some of which may span over many users and several years. Discovery Manager tracks cases throughout their lifecycle, and extends to both active and closed matters. Information can be applied across multiple matters without object duplication, and polled to trigger new processes. End-to-end lifecycle management lets matter managers handle case progress and completely dispose of unneeded information at the end of the matter lifecycle.

Organizations can keep track of search criteria that result in message collection, tags associated with messages, and source and routing information for every item. Message metadata remains unchanged and retention policies can be applied, allowing organizations to verify chain of custody from collection to delivery and protect against intentional or inadvertent deletion.

Tags can be applied to information under litigation hold to indicate the value of the information to the matter or investigation. Messages that are not relevant need not be preserved and thus can be removed, while some information may be privileged and must be safeguarded during the matter investigation.

Flexible export criteria

Relevant messages that are subject to external review, including content and associated metadata, can be delivered as PST or NSF files or via the EDRM XML industry standard format. Export activity criteria are captured and made available for review. Users can preview result sets, with status and totals clearly visible. Associated metadata (including source, route, Message ID, addresses) as well as custom metadata applied by the application (tags, custodians) can be exported as an EDRM XML standard format file. This transport format provides an import mechanism to any legal software supporting the standard.

The EMC SourceOne family

The EMC SourceOne family is a new suite of information governance products and solutions that deliver policy-driven information management to manage risk and ensure compliance. At the same time, all EMC SourceOne products and solutions reduce the IT costs associated with information retention and disposition and leverage tiered storage. The EMC SourceOne family enables common policy management and information access across many applications, delivering true integrated archiving and compliance for the first time.



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