

CORE COMPETENCIES:

DATA PRIVACY  
DISCOVERY LIAISON  
DISCOVERY MANAGEMENT  
DISCOVERY PROTOCOLS  
EARLY DATA ASSESSMENT  
EXPERT WITNESS  
INTERNATIONAL DISCOVERY  
LEAD DISCOVERY COUNSEL  
LEGACY DATA REMEDIATION  
LEGAL HOLD POLICIES  
LITIGATION RESPONSE PLANS  
MERGERS AND ACQUISITIONS  
NATIONAL DISCOVERY COUNSEL  
PRESERVATION ORDERS  
PROCESS IMPROVEMENT  
**RECORDS MANAGEMENT**  
RULE 16 HEARINGS  
RULE 26(F) CONFERENCES  
SOCIAL MEDIA  
SPECIAL COUNSEL  
SPECIAL MASTERS  
TECHNOLOGY MAPPING  
VENDOR MANAGEMENT

# RECORDS MANAGEMENT

## STRATEGIC INSIGHTS

Information is arguably a company's greatest asset *and* most significant liability. As the global rules and regulations governing the use and retention of information continue to evolve, and the volume and location of data continues to expand, effective management is critical.

The Redgrave approach to Records and Information Management (RIM) is based on best practices set forth in documents developed by internationally recognized authorities such as ISO 15489, ARMA International's Generally Accepted Recordkeeping Principles (GARP) initiatives, *The Sedona Guidelines: Best Practices Guidelines & Commentary for Managing Information and Records in the Electronic Age*, as well as legislative and regulatory mandates. This approach also includes guidance provided by courts, such the United States Supreme Court's decision in *Arthur Andersen v. United States*, 125 S. Ct. at 2129, 2135 (2005).

Common areas of risk encountered and addressed through the Firm's RIM practice include:

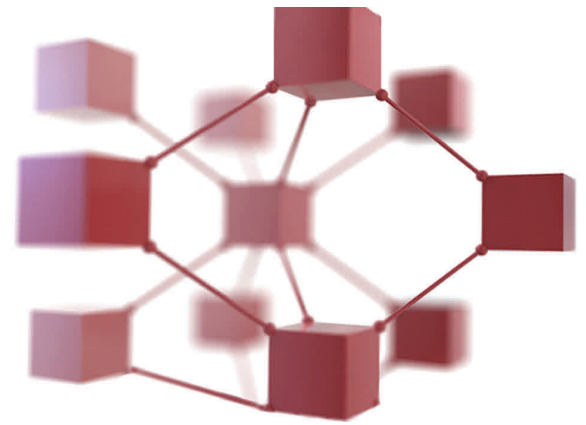
- Dormant programs
- Lack of interdisciplinary/business unit connections
- Outdated or incomplete policies
- Outdated or incomplete records schedules
- Unintelligible or impractical records schedules
- Significant orphaned/legacy data inventories
- Lack of standards & procedures regarding back-up media
- Lack of education & training
- Inadequate data security procedures

Whether a company is facing elevated risks of regulatory noncompliance, unnecessary/extraordinary costs associated with meeting litigation requests or needs to address inefficient business processes related to information management, the Redgrave RIM practice offers a practical, innovative and experienced approach to effective Records and Information Management, both domestically and abroad.

CONTACT US:

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#### **TAILORED SOLUTIONS**

Redgrave Attorneys and Analysts work with clients to deliver a suite of custom solutions designed to meet unique needs and interests. Deliverables can include:

1. Assessments of Existing RIM Programs
  - Provides an understanding of the current RIM, legal and technology landscape
  - Identifies gaps between current and best practices, highlighting any potential risks if left unmanaged
2. Developing New Policies & Updating Existing RIM Policies & Schedules
  - Provides overarching instruction for personnel regarding how information should be managed throughout its lifecycle
  - Provides uniform and consistent policies and schedules across business units and geographies
  - Offers recommendations for process improvements including revisions to policies and maintenance of retention schedules and collection efforts
3. Designing Strategic Action Frameworks for RIM Programs
  - Enhances the efficacy of current efforts and harmonizes those efforts with legal and operational best practices
  - Ensures policies and schedules are documented and updated periodically
  - Includes advice and materials necessary for training employees
4. Assessments of Current Legal Hold Programs
  - Provides an understanding of current Legal Hold practices
  - Identifies gaps between current and best practices, highlighting potential liabilities if left unmanaged
5. Development of High-Level Legal Hold Processes and Procedures
  - Addresses Legal Hold issues related to both system and employee data
  - Includes template documents (e.g. Day-1 letters & employee notifications)
6. High-Level Data Maps for Critical Information Technology Systems
  - Includes the drafting of mapping questionnaires and the facilitation of IT information gathering and documentation
  - Assists in the design of information retention, modification and retirement plans and processes
  - Serves as the cornerstone of an effective and repeatable Legal Hold process
7. Assistance with Defensible Legacy Data Remediation
  - Involves disposition plans for both paper and electronic legacy data
  - Offers insight into regulatory, data privacy and legal considerations that should be taken into account with remediation efforts
  - Provides documentation (as requested) and defense of process