Simplified E-Discovery

## Using Proofpoint Enterprise Archive to Streamline E-Discovery Processes

KEY BENEFITS

- Eliminate the hassle, time and cost of identifying and collecting electronically stored information
- Securely preserve email, documents and social media in a central, searchable repository
- Preserve relevant data that is subject to legal hold
- Cull and filter unneeded data to reduce downstream legal review expense
- Easily retrieve and export relevant content for review in common formats, such as PST, CSV, EDRM, JSON and Relativity load file

Enterprise Archive helps you meet the ever-present demands of potential litigation. Its proven, built-in capabilities help you dramatically reduce the costs of e-discovery. And it helps you improve the legal defensibility of your archiving and retention processes.

ELECTRONIC DISCOVERY REFERENCE MODEL

The Electronic Discovery Reference Model (EDRM) was created in 2005 to show the nine distinct phases of the e-discovery process. Today, it's widely used by legal teams to guide them through the e-discovery process.

Conceptual View of the E-Discovery Process

ELECTRONIC DISCOVERY REFERENCE MODEL
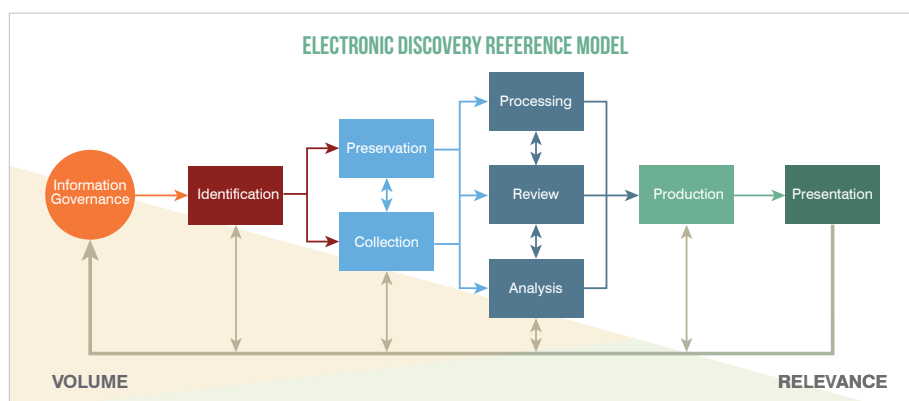
Enterprise Archive includes built-in e-discovery features that help you meet the following standards of the EDRM.

INFORMATION GOVERNANCE

This section covers managing information on an ongoing basis to ensure its integrity, availability and security for event-based use in e-discovery and investigations.

How Proofpoint Helps

Retention policy management

With our policy management features, you can define your retention policies by company policy, evolving rules and geographic market requirements. And changes to policy are captured with an audit trail and reporting. This helps to document which policies had been in effect at specific times.

Disposition management

Based upon defined retention policies, archived content is assigned a target disposition date. In compliance with SEC 17a-4 and other standards, data cannot be disposed of before that date. After the assigned date, you can instantly dispose of the data without hindering the performance of ongoing search or export functions. When data is finally disposed of, we ensure that it cannot be restored in human-readable form.

IDENTIFICATION

This section is about finding potential sources of electronically stored information (ESI) and determining its scope, breadth and depth.

How Proofpoint Helps

Inclusive capture and archiving

Enterprise Archive uses journal-based archiving to capture all content properties. Our "pull-and-confirm" methodology verifies that all items are successfully archived before being removed from the journaling process.

Proven, consistent, scalable search

Proofpoint manages some of the world's largest archives. Advanced search capabilities provide consistent, defensible results. Regardless of the amount of data in an archive, results are returned in 20 seconds or less. Some systems constantly re-index content, an approach that causes search inconsistency. But with Enterprise Archive, you get the same fast results every time you search. Enterprise Archive guarantees top performance with the industry's best service-level agreement.

Enterprise Archive supports full-text searches of message headers, message body, and contents of more than 500 types of attachments. And its intuitive user interface enables your legal team to handle searches without help.

PRESERVATION

This section covers protecting ESI against inappropriate alteration or destruction.

How Proofpoint Helps

Legal hold management

With Enterprise Archive, you can create an unlimited number of legal holds without involving end users. You can assign holds based upon custodian only or use a combination of parameters, such as date range and keywords. And you can apply multiple legal holds to individual items. Newly archived content can automatically be identified and preserved with relevant holds.

COLLECTION

This part covers gathering ESI for further use in the e-discovery process, including processing and review.

How Proofpoint Helps

Content collection

Proofpoint Enterprise Archive uses optional connectors to fully automate the process of collecting digital communications. It preserves your archived content for the duration of legal holds.

ANALYSIS, REVIEW AND PROCESSING

This section is about reducing ESI volume and evaluating ESI for content and context. This includes key patterns, topics, people and discussions.

How Proofpoint Helps

Content filtering, advanced search and analytics

Enterprise Archive can cull the dataset so you can focus on the relevant materials. Optional E-Discovery Analytics offers case management, advanced visualisations and Technology Assisted Review (TAR). It uses machine learning to help organise, streamline and simplify your e-discovery processes.

Data export

You can export relevant data to PST, CSV, EDRM XML, JSON and Relativity load file for integration into a litigation-review platform. The export process is fully audited and can be completely automated. No action from Proofpoint support personnel is needed.

LEARN MORE

For more information, visit **proofpoint.com**.

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