



# Litigation Readiness Assessment

Litigation Readiness Assessment helps with the growing challenges of managing company data in anticipation of upcoming litigation, internal/government investigations, subpoenas and employment matters. ID leverages years of information governance and forensics experience in order to consult with organizations on how prepared they are for litigation, and help implement the best policies to strengthen their posture.



## A SAMPLE OF ID'S LITIGATION READINESS ASSESSMENT WORKFLOW:

### 1 EFFICACY ANALYSIS

- Efficacy analysis of the existing legal hold and/or email archiving tools.
- Discuss legal hold and/or email archiving tools and their capabilities.
- Review client exports or reports from current compliance tools

### 2 CONSULTATION

- Consult on company-wide data retention policy.
- Discuss the aggregate below and highlight pros/cons of current procedures
- Provide recommendations for further development of existing procedures and software and meeting preservation requirements, based upon review of test exports/reports provided by current compliance tools.

### 3 MAPPING

- ID surveys infrastructure and mapping procedures specific to each department. Survey may include, but is not limited to:
  - Interview key players and obtain data mapping overview
  - Data map of individual departments to data sources
  - Discuss data retention procedures by department, if necessary
  - Discuss legal hold requirements

### 4 INTERNATIONAL DATA RETENTION

- Analysis of data retention procedures for all international locations, if applicable
  - Interview key players and obtain data mapping overview of location(s)
  - Discuss international compliance requirements, if applicable
  - Discuss data retention procedures and local laws, if applicable

#### WHAT ARE THE MAIN BENEFITS OF A LITIGATION READINESS ASSESSMENT?

Reduces costs by identifying potentially relevant data, streamlines data retention policies, deletion of redundant data, and establishes a plan to become litigation ready.

#### WHICH INTERNAL POLICIES MAY BE REVIEWED?

Bring Your Own Device (BYOD), use of non-company email accounts and platform features (like Office 365 or G Suite), and retirement of/transition from legacy systems and data.