

# EnCase<sup>®</sup> eDiscovery for Federal Agencies

Reduce the cost, hours and risk associated with eDiscovery,  
records management, FOIA requests and compliance auditing

“In one large case, we were able to cull 9.2 million documents to 600,000 for collection. On that case, we saved approximately \$3 million in processing and attorney review costs.”

Senior Counsel,  
Fortune 100 Oilfield &  
Technology Services Company

Federal agencies face a myriad of auditing challenges, each of which has the potential to cost millions of dollars annually. Taken as a whole, these challenges can virtually drain an agency's IT resources. Without an automated, comprehensive method of auditing, federal agencies are forced to choose between an inadequate, sampling-based approach or spending exorbitant amounts of time, manpower and money to achieve a more thorough result. Both methods carry significant costs and risks.

## The Challenges

- Conducting thorough, cost-effective and defensible eDiscovery
- Enforcing records retention policies and optimizing records management
- Responding quickly and efficiently to FOIA requests

## Gain control of your records management and protect your confidential data...

EnCase eDiscovery enables Federal agencies to proactively audit their networks to identify, collect and/or process electronic documents. It completely automates the process of eDiscovery and auditing, radically reducing the cost and time commitment associated with FOIA requests, compliance auditing and litigation support tasks. EnCase eDiscovery also enables proactive enforcement of records retention policies, while improving the accuracy, efficiency and speed of these audits. The automated, process-based approach of EnCase eDiscovery creates a standardized method by which to overcome all your data auditing challenges.

- Reduce your eDiscovery costs by up to 90%
- Automatically search, collect and process ESI across the enterprise from a central location from workstations, laptops, file servers, user shares, other data repositories and removable storage media without having to take target machines offline.
- Cull at the point of collection to collect only potentially relevant documents with customized search profiles.
- Ensure a complete collection and chain of custody with the extensive reporting feature.
- Rely upon the globally recognized best-practice solution for electronic discovery and EnCase<sup>®</sup> software's unparalleled record in court.



**Conduct searches based on any combination of the following:**

- a. File type (e.g., .doc, .xls, .ppt)
- b. File signature (confirms file type)
- c. Keywords (target specific content)
- d. Metadata (creation, modified or last accessed times, etc.)
- e. Hash values  
(i.e., “digital fingerprints”)
- f. Custodians (by user name or SID)
- g. GREP expressions
- h. Foreign Language Support  
(Unicode and code pages)

**Components of EnCase® eDiscovery include the following:****Enterprise Search and Collection**

This module automates the search process, allowing you to collect only potentially relevant information in a court-validated manner. Multiple searches can occur simultaneously, and collected ESI is stored in the forensically sound EnCase Logical Evidence File (LEF) format with metadata intact.

**Email Processor**

The Email Processor automates the capabilities of Enterprise Search and Collection for live messaging servers, static PSTs and NSFs, and individual MSG files. This module enables secondary culling and de-duplication of emails. Extracted email messages can be stored in an LEF, a PST or NSF file (source dependent), or MGS files.

**Evidence File Processor**

The Evidence File Processor takes collected ESI and groups it into a master data set (Master LEF) to de-duplicate and further cull the data, using the same rich set of search criteria available during collection.

**Review Platform Exporter**

This module enables push-button load file creation for both the LexisNexis Concordance and CT/Summation attorney review platforms. No other product offers such easy load file creation.

**Report Generator**

EnCase eDiscovery maintains a strict digital chain of custody during the eDiscovery process to help ensure defensibility and compliance with the Federal Rules of Civil Procedure (FRCP). A single database tracks the search, collection, culling and processing of information in one place to help prove document authenticity.

For more information, please contact Guidance Software at (626) 229-9191, or visit us on the web at [www.guidancesoftware.com](http://www.guidancesoftware.com)

**About Guidance Software**

Guidance Software is recognized worldwide as the industry leader in digital investigative solutions. Its EnCase® platform provides the foundation for government, corporate and law enforcement organizations to conduct thorough and effective computer investigations of any kind, such as intellectual property theft, incident response, compliance auditing and responding to eDiscovery requests—all while maintaining the forensic integrity of the data. There are more than 27,000 licensed users of the technology, and thousands of investigators and corporate security personnel attend Guidance Software's forensic methodology training annually. Validated by numerous courts worldwide, EnCase software is also frequently honored with top security awards and recognition from *eWEEK*, *SC Magazine* and *Network Computing*, as well as the *Socha-Gelbmann* survey.

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