

Data Filtering

Mitigating the costs of electronic discovery is a challenging yet crucial aspect of every matter involving electronically stored information. Iris uses proprietary data reduction strategies and software to programmatically reduce the volume and eliminate extraneous file types prior to full-blown processing. These efforts can dramatically reduce the cost of performing electronic discovery on both the processing and review, increasing the utility of every dollar spent. Iris' capabilities include, but are not limited to, the following:

File Location and/or Custodian

Filtering by file location is important when dealing with backup tapes of server data which often contain more non-responsive data than responsive. Iris generates detailed inventory reports of the data stored on the tapes, consulting with you to identify locations of all potentially responsive data. In addition, Iris filters by Custodian on matters involving server or backup tape data. This is especially necessary with these types of media, as a high volume of data is from irrelevant employees.

File type and/or Date

Iris filters files by type, eliminating files that are unwanted or assuredly do not contain responsive data. This leaves Clients with only the files that may contain the relevant information about their case. Iris also filters by date range(s) to target the relevant time period of matters as defined in discovery requests or negotiated in meet and confers.

System and Application Files

Iris quickly and defensibly identifies system and application files, removing them from the collection prior to processing. These files can be quite large and in almost every matter, do not contain relevant, or even useful, information.



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De-Duplication

IRIS performs de-duplication by calculating the SHA-1 hash value of specific fields of metadata. The fields used depend on the type of data contained in the collection in order to maximize efficacy and defensibility. De-duplication may be performed either horizontally (i.e. across the entire collection) or vertically (within an individual custodian) on a media by media basis (i.e. Backup tape). Iris' unique capabilities allows clients to use a broad de-duplication strategy across large, potentially redundant data sets and a narrow de-duplication strategy on more relevant, specific data sets simultaneously on the same matter. Iris recognizes the unique circumstances associated with processing emails containing BCC's; any email containing a BCC in the metadata will be excluded from the deduplication process, so all BCC documents will be processed for inclusion.

Emails, along with their attachments, that are designated as duplicates are removed from the active batch in Iris' processing database and placed in an inactive batch with a duplicate identifier. The batches containing duplicates are then moved to what is referred to as a duplicate index. De-duplication for standalone electronic documents follows a similar process. It is important to note that it does not apply to electronic documents attached to emails, as attachment relationships are never compromised. At a later time, the Client can opt to reintroduce the duplicates into the normal document flow. For example, duplicates may be reintroduced into production volumes in order to satisfy request requirements.

Boolean Searching and Keyword Pre-categorization

IRIS executes customized searches based upon client objectives and jointly developed terms to filter and categorize documents prior to full-blown processing. Iris' searching capabilities include over fifteen Boolean operators and are used to identify documents for inclusion in, or exclusion from, the processing and review population. Once the keyword term searches are completed, Iris provides detailed reporting of the search results. Results are given to include the number of overall hits per term, the number of documents generating hits on a term by term level, as well as the number of email families generating hits on a term by term level. This detailed reporting allows the legal team and Iris' eDiscovery Consultants to devise effective modifications to search terms to increase the overall value of the searching.

Once the terms are finalized and the result is approved by the Client, the resulting documents are moved through Iris' high-speed processing platform and prepared for document review. As Iris' system provides audit tracking for all processes, the keyword hits can be used for categorization or highlighting purposes within the review database upon Client request. This feature allows the case team to prioritize their review based on the issues of the case.



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