

LiveOffice Discovery Archive



Make Sure You're Prepared for Any E-Discovery Request

Motions to discover electronic data are commonplace in today's world of litigation; yet, more often than not, companies are unprepared to find electronically stored information (ESI), especially email and attachments. Discovery costs represent at least 50 percent of the cost of litigation—most of which relates to the collection and review of email.

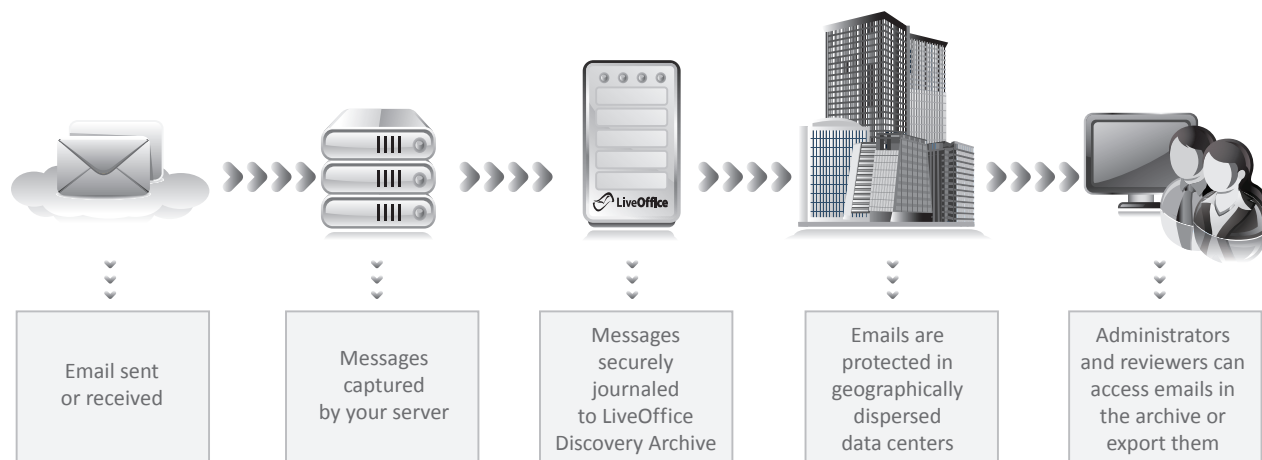
LiveOffice Discovery Archive is a complete and affordable cloud-based solution designed to seamlessly manage your e-discovery needs. Our fully managed service meets and exceeds the e-discovery and mailbox management needs of businesses and public organizations of all sizes. Discovery Archive also helps significantly reduce the time it takes to respond to e-discovery requests.

Get Litigation Ready

With recent amendments to the U.S. Federal Rules of Civil Procedure and the unrelenting explosion in email volume, interest in email archiving has expanded from the financial services giants to nearly every organization worldwide, large or small. To avoid heavy fines and severe legal sanctions, companies need an easy way to search for relevant email to quickly meet legal discovery requests.

- Store and index every email, attachment, IM and BlackBerry® message (SMS text, PIN-to-PIN, call log) in a centralized, online repository
- Accelerate legal discovery and HR inquiries with real-time search and retrieval and multiple export capabilities
- Enforce email preservation for lawsuits/legal holds, and protect attorney-client privileged communications

Sample Email Flow with LiveOffice Discovery Archive



Discovery Archive Features At-A-Glance

LiveOffice Discovery Archive is a complete and affordable cloud-based solution designed to seamlessly meet and exceed your e-discovery needs.

Access & Control	
Familiar Interface with Full Outlook and Notes Integration	Discovery Archive's highly intuitive, Microsoft Outlook-like interface helps users get up to speed quickly. In addition, full Outlook and Notes integration allows administrators to centrally deploy LiveOffice Personal Archive access (optional add-on service) to some or all users.
Authentication and Granular Permissions	Users authenticate using SSL to login, ensuring secure access to the archive. Discovery Archive has two distinct permission levels: Administrators (full access) and Reviewers (monitoring rights for selected mailboxes).
Policy-Driven Retention and Destruction	Discovery Archive retains your emails and attachments as required to meet your company's specific retention or regulatory requirements. We also purge and destroy older email stores based on your custom criteria (e.g., any emails five or more years old).
Automated Legal Hold Enforcement	If your company is in pending litigation, you can place legal holds on specific communications (based upon search criteria) to safeguard your staff or automated deletion policies from inadvertently deleting case-relevant emails.
Attorney-Client Privilege Tagging	Administrators and reviewers can flag attorney-client privileged communications, which are excluded from e-discovery requests.
Full Audit Trail	Discovery Archive's search log captures the auditing activities of your reviewers, so administrators can ensure that they are conducting appropriate reviews and meeting compliance requirements.
User Groups	Administrators have the ability to group users based on functional, divisional or custom criteria. Reviewers can then search across these groups.
Mail Servers	Discovery Archive supports Microsoft Exchange 2003, Microsoft Exchange 2007, Microsoft Exchange 2010, IBM Lotus Domino 6.x – 8.x and Novell GroupWise mail servers (SMTP).
Search & Retrieval	
Lightning-Fast Search and Retrieval	Quickly search the entire contents of archived emails and attachments, using a variety of search criteria, including to, from, date, subject, message body, message attachments and other message properties.
Online Review and Tagging	Reviewers can efficiently navigate through search results, identify highlighted search terms and tag potentially harmful emails, so they are easily retrievable for further review.
PST/NSF File Export	Once you have tagged all emails related to a specific case or matter, you can use Discovery Archive's export feature to load the files into a case management solution or other application for further review and analysis.
EDRM XML Export	Approved IT and legal personnel can seamlessly export messages from LiveOffice Discovery Archive to e-discovery solutions from Clearwell Systems, CT Summation, FTI Technology and iCONNECT.
Re-Forward or Print	Reviewers have the ability to print or re-forward suspect emails to the appropriate parties for further review and case submission.
Saved Searches	Reviewers can create and save customized email searches based on your organization's email policies and re-run them as necessary.
Policy Alerts	Reviewers can setup Policy Alerts to notify them when an email meets Saved Search criteria (e.g., contains specific words or phrases).
Collection & Storage	
Secure and Automated Message Capture	Discovery Archive automatically captures all messages that are sent or received without any user intervention and securely transmits them, using TLS or VPN encryption, to the LiveOffice data centers for retention.
Single-Instance Storage	Once archived, all email is de-duplicated and stored as a single instance to optimize storage space and streamline your searches.
Unlimited Storage	Unlimited storage eliminates the need for mailbox quotas and compounding storage costs.
Replicated Storage	All email messages and attachments are stored in real time and then replicated to LiveOffice's multiple, geographically dispersed Tier-4 data centers.
Secure Storage	LiveOffice's enterprise-class infrastructure meets the highest industry standards for secure data storage, including SAS-70 Type II, and guarantees the authenticity of your archived data.
Tamper-Proof Storage (Optional)	For companies with stricter compliance requirements, WORM (write once, read many) storage is also available.

About LiveOffice

LiveOffice is the number-one global provider of cloud-based email archiving, email compliance, email discovery and email continuity solutions, with more than 18,000 clients and a 97-percent client-retention rate. We process and protect millions of messages a day while helping organizations streamline operations. Our fully managed archiving solutions preserve the integrity of communications, simplify the discovery process and ensure compliance with a variety of regulations. Founded in 1998 and headquartered in Torrance, Calif., LiveOffice serves a premier roster of clients, including Fortune 500 companies. For more information, please call 800.374.2032 or visit www.liveoffice.com.