
Legacy information may be your organization's largest dormant liability.

Our Approach

We collaborate closely with clients and their legal advisors, IT staff, and records management personnel to understand their objectives and the areas of potential risk or cost to the organization resulting from unmanaged legacy information.

We identify the media that is likely to contain potentially relevant data, and simultaneously develop reasonable and repeatable processes for the segregation and disposal of legacy information that is unlikely to be relevant.

These efforts serve as the basis for an executable strategy to capture and manage the potentially relevant legacy information, including a process to automate document preservation decisions. In our review, we deploy advanced proprietary information retrieval technologies and specialized expertise that includes linguistics, statistics, computer science, law, and process design. Through our systematic approach, we capture the preservation decisions of legal counsel to automate the assessment of information across backup tapes, while ensuring that only the minimum number of tapes is subject to restoration.

Where within your organization are backup tapes located? Are they accessible? What information do they contain that could be important to future litigation, internal or government investigations, or regulatory inquiries? Not knowing where your company's legacy information is, what you need to keep and what you can defensibly dispose of can cost your company millions of dollars in downstream review with each new legal matter that arises.

Whether clients have thousands or hundreds of thousands of unmanaged backup tapes, H5 delivers the specialized expertise that companies and law firms look to. Through the identification, collection, and categorization of potentially relevant information, our advisory and implementation services significantly reduce downstream review costs—not to mention the potential liabilities associated with legacy information. Our approach enables clients to leverage a single investment to meet multiple objectives: discovery response, legal hold order management, and litigation readiness.

Services

We provide a customized approach that meets our clients' specific needs. Our services include:

- ▶ Data landscape consulting
- ▶ Identification, inventory, and collection of physical media
- ▶ Sampling strategy and execution
- ▶ Content cataloging
- ▶ Reliable segregation of legacy information that is accessible or likely to be relevant
- ▶ De-duplication, culling, and filtering
- ▶ Media restoration into native formats
- ▶ Extraction and processing
- ▶ Document review and categorization based on client-defined criteria
- ▶ IT consulting and data management, including hosting, data transfer and migration, and workflow integration with archives or litigation repositories
- ▶ Credible and thorough analyses of the reasonableness and soundness of the steps taken in the process, provided in connection with legal advisors

What Sets Us Apart

The world's best companies and law firms choose H5 for the following reasons:

- ▶ More cost-effective, accurate, and reliable results than any alternative review method, as proven by independent industry and academic studies
- ▶ Budget certainty and guaranteed return on investment demonstrated by upfront financial benchmark analyses and all-in costs set at the outset of a project
- ▶ Significant reduction in downstream review costs with faster access to a consolidated and organized collection of potentially relevant documents
- ▶ Reduced risk of unnecessarily preserving non-relevant (but potentially harmful) information and of destroying information that should be preserved
- ▶ Material reduction in the cost of unnecessarily storing and managing backup tapes
- ▶ Better-informed decisions based on statistically valid performance metrics

About H5

H5 is an information retrieval firm that provides specialized document review and analysis services to companies and law firms. We advise on and implement a full range of discovery-related strategies for all stages of litigation, investigations, preservation, and litigation readiness. Through a combination of advanced proprietary technologies and expertise in linguistics, statistics, computer science, law, and process design, we capture the relevance judgments of lawyers to automate the assessment of documents and find the information clients need. Our process has been independently proven to yield faster, more cost-effective, and more accurate results than any other review method.