



# The Email Laundry 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 electronically stored information, especially email and attachments. Discovery costs represent at least 50% of the cost of litigation most of which relates to the collection and review of email.

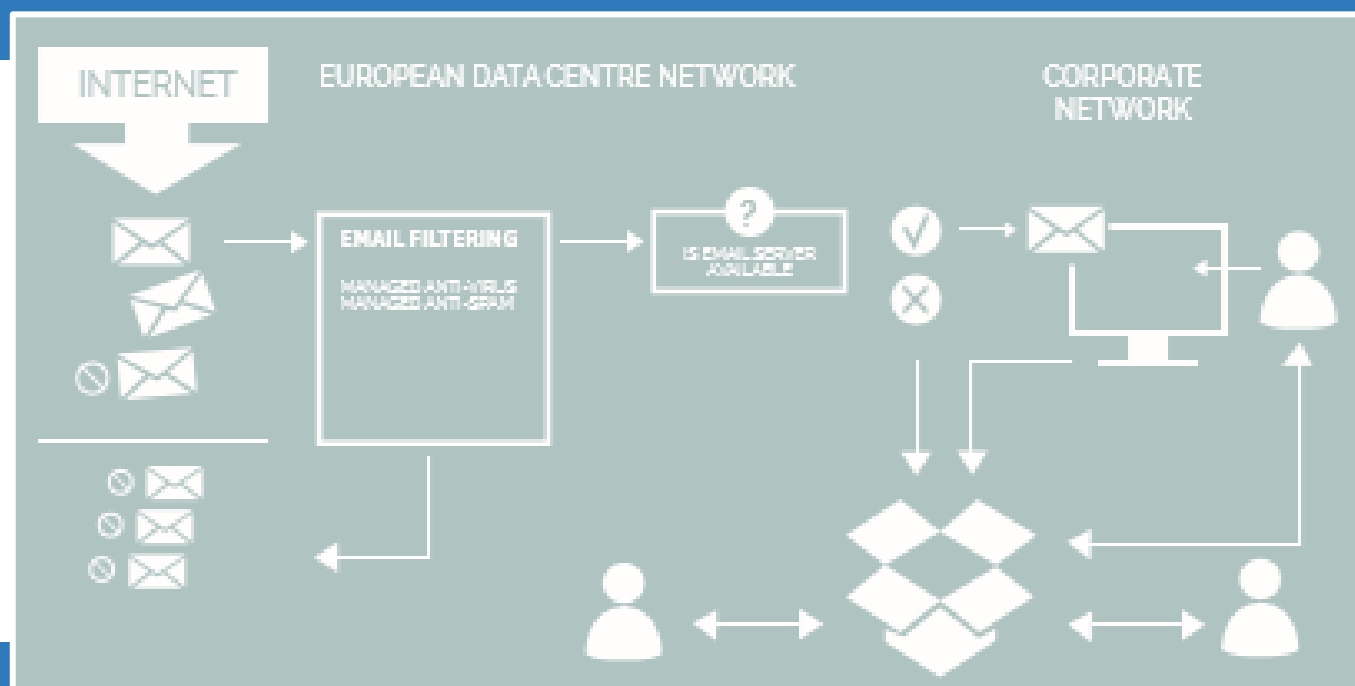
The Email Laundry Discovery Archive is a complete and affordable software-as-a-service (SaaS) solution designed to seamlessly manage your e-discovery needs. Our fully managed, web-based service meets and exceeds the e-discovery and mailbox management needs of businesses and public organizations of all sizes. Discovery Archive also helps significantly reduce the time it takes to respond to e-discovery requests.

## Get Litigation Ready

With changes to the data protection laws 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 and attachment in a centralized, online repository
- Accelerate legal discovery and HR inquiries with real time search and retrieval
- Enforce email preservation for legal holds

## Sample Email Flow with The Email Laundry



## EMAIL DISCOVERY MADE EASY



## Discovery Archive Features At-A-Glance

The Email Laundry Discovery Archive is a complete and affordable software-as-a-service (SaaS) solution designed to seamlessly meet and exceed your e-discovery needs.

### Access & Control

#### Familiar Interface with Full Outlook and Notes Integration

The 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 The Email Laundry 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 permissions 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.

#### Legal Confidentiality Tagging

Administrators and reviewers can flag privileged confidential 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 are meeting compliance requirements.

#### User Groups

Administrators have the ability to group users based on functional, divisional or customer 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, Novell Group Wise, and Linux/Unix mail servers (SMTP)

# GET LITIGATION READY



## Search & Retrieval

### Lighting-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.

### 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 – Full Audit Trail

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 Email Laundry data centers for retention.

### Single-Instance Storage

Once archived, all emails are 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 The Email Laundry's multiple, geographically dispersed Tier 4 data centers

### Secure Storage

The Email Laundry'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.