Autonomy Legal Hold

The World’s Only Modular Legal Hold Solution for Notification, Preservation, Collection, Data Mapping, and Litigation Lifecycle Management

The duty to preserve potentially relevant information presents the greatest challenge for most organizations. A reasonable and defensible legal hold process is required as penalties for the failure to preserve potentially relevant information can include evidentiary sanctions, adverse rulings, and substantial fines. An organization must not only issue, manage, and track multiple hold notices but also simultaneously ensure all relevant information is preserved. With a dramatic increase in lawsuits and investigations and deadlines to respond getting tighter, this is a daunting task.

Autonomy Legal Hold reduces the risks and costs associated with legal holds and the duty to preserve. The solution manages, tracks, interviews and notifies custodians, automatically builds and updates data maps, and applies intelligent legal hold policies against an enterprise’s full corpus of data, whether it lives on the network server or an employee’s remote laptop. In addition, it tracks data through the entire litigation lifecycle to provide a complete audit trail, visibility into the review process, and cost management.

Autonomy Legal Hold provides the systemized, repeatable, and defensible process necessary to comply with the Federal Rules of Civil Procedure (FRCP) and case law. Each step of the process is consistently executed on a single, easy-to-use, highly scalable and secure platform that quickly implements the workflow and processes necessary to demonstrate reasonable and good faith efforts to comply with the duty to preserve.

The Truth About Legal Hold

Legal hold is the act of complying with the preservation obligation—the first and most important step in the litigation and investigation process. Notification alone is not enough:

“By now, it should be abundantly clear that the duty to preserve means what it says and that a failure to preserve—records, paper or electronic—and to search in the right places for those records will inevitably result in the spoliation of evidence.”

—Pension Committee v. Banc of America Securities 2010 WL 184312 (S.D.N.Y.), *(emphasis added)*

The case law is clear: the organization and legal team must take affirmative steps to ensure relevant data is preserved; notification alone is not enough. Furthermore, custodian self-collection, the act of asking custodians to identify and preserve what they believe is relevant, is risky and courts repeatedly rule it is not defensible.

Legacy Techniques and the Challenge of Legal Holds

While legacy solutions can preserve information on structured data sources and in content management systems, the unstructured information on laptops, desktops, file and mail servers, SharePoint, and social-media sites is much more difficult to control. Meeting the preservation obligation for this data is a tremendous challenge in terms of time, cost and risk, as many of these sources are managed by the end-users themselves and beyond the direct control of IT. Furthermore, laptops may disconnect from the corporate network, remaining inaccessible for extensive periods of time.

Although there are legacy approaches to collect and preserve unstructured information, including self-collection and hard drive imaging, these techniques are manual, expensive, and cannot scale. It is clear that a better approach is necessary, one that provides a proactive, defensible and repeatable process to reduce time, cost, and risk. Autonomy Legal Hold provides this solution.

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How Does Autonomy Resolve the Challenge of Legal Hold?

Autonomy provides the industry's first and only comprehensive, automated, and effective solution for mitigating the risk associated with legal holds and meeting the preservation obligation. Autonomy Legal Hold (ALH) reduces the risks and costs associated with the duty to preserve, extending the organization's control of its information to the edge of the network and beyond. With several industry firsts, including a preserve-in-place function for laptops and desktops, the option to collect to the cloud and the ability to preserve relevant data from social-media sites, ALH helps ensure compliance with the preservation obligation.

ALH is a modular solution designed to consistently manage cases, custodians, interviews, notifications, acknowledgements, preservation, collection, disposition, data maps, and the litigation lifecycle. Built on a single, highly scalable and secure platform, it is fully auditable, easy to use, and quickly implements the processes and procedures necessary to demonstrate reasonable and good faith compliance with the duty to preserve. ALH can be deployed on appliances, laptops, servers and in the cloud and provides a complete range of preservation and collection options for practitioners and IT alike. By automating the entire process, ALH replaces the high cost and protracted effort of manual solutions with a defensible process.

Autonomy Legal Hold: Modular, Scalable & Defensible

Designed to meet your needs at every step of the legal hold process

Autonomy Legal Hold drastically reduces the time and guesswork traditionally associated with the legal hold process through automation. ALH is a complete solution with four seamlessly connected modules:

- Notification Management
- Preservation and Collection
- Identification and Data Mapping
- Litigation Lifecycle Management

Notification Management Module:

Automating Notification Workflows and Interviews

The notification and interview processes are critical elements of the legal hold process. Custodians must be notified of the hold and the legal team must be able to monitor receipt and acknowledgement, remind custodians of the preservation obligation, and perform interviews. ALH simplifies the notification management, tracking and reminder process with configurable, best-practices workflows that allow organizations to use built-in templates, upload their own, or create custom notices. ALH Notification Management tracks notification, acknowledgements, and reminders and provides user-friendly reporting capabilities (such as a detailed audit trail that allows the legal team to be confident of their processes), all on a secure, form-based platform that ensures only the named custodian can respond.

ALH simplifies the interview process with automated, form-based interviews and automatically analyzes responses to determine if a legal hold notice is required, triggering a policy-driven, secondary notification if necessary. ALH provides users with standard interview forms but also includes an intuitive and easy to use interview builder, to allow users to create custom interview forms as needed.

Preservation and Collection Module:

Preserve in-place or collect: the only solution to offer both options

With comprehensive preservation and collection capabilities, Autonomy Legal Hold is the only solution that can ensure defensible compliance with the duty to preserve. ALH can preserve and collect from more than 400 data repositories, laptops, desktops, SharePoint and social-media sites. It is the first and only solution to offer preservation in-place for laptops and desktops as well as the ability to collect data directly to the cloud.

Integrated Information Governance

ALH leverages Autonomy's real-time policy management feature to give organizations greater control over the information lifecycle with the ability to integrate corporate information governance policies into the preservation and collection process, providing an automated ability to enforce legal holds alongside retention and disposition policies. This efficient and cost effective process is systemized, repeatable, defensible and eliminates the need to rely on manual processes.

A Unique Approach for Laptops & Desktops

The duty to preserve potentially relevant electronically stored information (ESI) is particularly problematic for data on laptops and desktops, as a large percentage of this information is never stored on the corporate network and can easily be missed during routine preservation efforts. Autonomy's unique approach ensures data is preserved even when the machine is not connected to the network, reducing the risk of spoliation. Laptop and desktop collections utilize a compact agent that runs transparently and applies legal hold policies against relevant data to preserve and lock the data in-place or collect it in a forensically sound manner. Unlike legacy solutions that require a constant connection to the network, ALH uses a distributed model which relies on the custodian PC to process and identify data through the power of Autonomy's Intelligent Data Operating Layer (IDOL). If a machine is offline and not connected to the network, ALH will queue the policy for delivery, finding the target regardless of its location.

Exclusive Preserve-in-Place Option

While legacy solutions require collection to ensure preservation, ALH eliminates this burden through preserve in-place which locks down relevant data, eliminating strain on network and IT resources while allowing employees to access critical information. ALH ensures that data on hold and preserved in place cannot be deleted while allowing access to and use of preserved files.
**Investigator Workbook-Based Preservation & Collection**

ALH seamlessly connects to, preserves and collects Workbooks from Autonomy Investigator & Early Case Assessment. This enables organizations to perform true early case assessment, analyze the data in-place prior to collection, and create Workbooks of relevant data to be preserved and collected.

**“Trust and Verify” Collections**

ALH allows custodians to make deliberate and immediate contributions to the collection within the application itself. On receiving a collection request, custodians are trusted to select any documents that they consider to be relevant to the case and ALH collects the data, automatically, in a forensically sound manner.

**Automated Forensically Sound Collections**

ALH offers automated, forensically sound collections via a secure, encrypted connection from all enterprise data sources. Collected data is sent to a tamper-proof container and users have a complete audit trail to manage hash values, file path information, and document authenticity.

**Collections to the Cloud**

ALH collects data directly to Autonomy’s secure cloud. It is the first and only solution to collect from data sources across the enterprise directly to the cloud. Collections to the cloud provides for secure data management at any of our 7 highly secure data centers in the US and the UK.

**Deep Dive Forensics Collections and Disk Images**

ALH offers built-in forensics capabilities. The Remote Forensics feature is able to search at the sector level, offering protection against lost data with an ability to retrieve and classify information from the “empty space” as well as create full disk images.

**Automated Data Disposition**

ALH offers the ability to dispose of data once a hold is released and data is no longer subject to a legal hold or retention policy enabling organizations to reduce the risks associated with over-preservation and over-collection of data. The granular security controls ensure that only authorized users can dispose of data, mitigating the risk of spoliation.

**Identification and Data Mapping Module:**

Automatically manage, identify, and track custodians and data sources

ALH seamlessly connects into an organization’s IT infrastructure to obtain custodian information from a variety of sources. Autonomy’s proven and tested connectors provide quick and easy access to HR and asset management systems as well as Microsoft® Active Directory to build custodian profiles. ALH can monitor and track custodian status, user IDs, and data sources to provide a complete, robust custodian record and data map, all in real-time with the ability to automatically alert the legal team and IT to any changes.

Autonomy Legal Hold also preserves the custodian information so that data can be maintained and reused in future cases. Scalable to handle the largest of organizations, ALH provides the organization with a unique ability to manage multiple custodial information sources to create a single record, monitor custodian status in real-time, and generate and update data maps for known locations of custodian and organization data.

**Litigation Lifecycle Management Module:**

Automatically track data throughout the litigation lifecycle to estimate time and minimize cost

Autonomy Legal Hold’s Litigation Lifecycle Management Module tracks data from preservation and collection through processing, review and production. Organizations can automatically track data through an intuitive dashboard, provide a projected completion time, properly budget and minimize costs.

ALH can automatically estimate, manage and track expenses throughout the litigation process to ensure the most cost effective process available. It preserves, collects, and manages data so that users have accurate and up-to-date statistics on data volume and number of documents.

ALH can estimate time and cost for processing, review, and production and allow the organization to be better prepared for the meet and confer, with the ability to effectively object to burdensome discovery requests.

The complete audit trail for the Litigation Lifecycle Module also automatically generates pre-existing collection reports and updates all information in real-time.
Real-time Audit Trail and Robust Reporting

Autonomy Legal Hold provides a complete audit trail across the entire process through its intuitive dashboard. Each step of the process is tracked in a granular fashion, creating an early detection system that can alert the legal team to a lack of acknowledgements, requests for help, upcoming dates and aging scenarios, new data systems, stewards, and custodians, and costs and timelines.

The Strength of Chaining: Autonomy’s End-to-End eDiscovery

Autonomy Legal Hold is part of the Autonomy Meaning Based Governance platform which provides end-to-end eDiscovery, addressing every stage of the Electronic Data Reference Model (EDRM). The Autonomy platform offers an industry-first capability for law firms to link directly to their corporate client's enterprise information, resulting in radically compressed timeframes for meeting the preservation obligation, reviewing content flagged as relevant and issuing hold notices. This unique chaining capability transforms legacy processes into a streamlined, comprehensive approach that is proactive, automated and cost-efficient. Autonomy's ability to chain law firms and clients via eDiscovery appliances or cloud collections provides improved legal team access and better security control while reducing the need to create multiple copies of data, expose enterprise systems externally and forward client data via email. The power of Autonomy chaining dramatically reduces all risks inherent to the legal hold process and allows the supporting law team to be more effective.

Appliance, Licensed, Hosted or Hybrid Legal Hold

Autonomy Legal Hold is available as an appliance, as licensed software, through hosted SaaS, or as hybrid solution to offer customers the greatest flexibility. Autonomy’s easy-to-use eDiscovery Appliance brings the power of Autonomy Intelligent Data Operating Layer (IDOL) to an easy to use legal hold solution that can be up and running in minutes. The licensed solution offers flexible deployment options and state-of-the-art data centers provide organizations with a secure cloud based solution. Unique to Autonomy, all offerings use the same technology to ensure easy transfer between environments and the ability to build a hybrid solution.

Leveraging Advanced Keyword and Conceptual Search Technology of IDOL

Autonomy Legal Hold utilizes the intelligence of Autonomy IDOL and Meaning Based Computing, which goes far beyond legacy methods of keyword and date-range search to effectively locate relevant data. The IDOL platform provides a consistent, efficient, and legally defensible process for preservation, collection, review, and production from the desktop to the floor of the courtroom. It uses a full array of information processing capabilities, including metadata searching, file type analysis, date ranges, keyword searching, and concept analysis to distinguish between relevant and inconsequential information. The proven effectiveness of IDOL also enables organizations to avoid the potential violation of privacy laws that plague the previous generation of solutions.

Autonomy IDOL is language and format independent and can search virtually all of the data across enterprise and social-media sites, as the technology supports over a thousand ESI formats, giving Autonomy Legal Hold an unprecedented ability to find, classify, and preserve virtually any type of information found in the enterprise.

Authenticity: Metadata Preservation and Non-Quantum Indexing

Preservation of contents and metadata during both indexing and collection is critically important, and Autonomy’s Non-Quantum Indexing technology is unique in that it does not alter the last modified timestamp. This feature is an intrinsic part of the IDOL platform and does not require hardware modification, and ALH users can confidently rely on the solution to respond to any legal or regulatory demand.

About Autonomy

Autonomy Corporation plc (LSE: AU. or AU.L), a global leader in infrastructure software for the enterprise, spearheads the Meaning Based Computing movement. IDC recently recognized Autonomy as having the largest market share and fastest growth in the worldwide search and discovery market. Autonomy's technology allows computers to harness the full richness of human information, forming a conceptual and contextual understanding of any piece of electronic data, including unstructured information, such as text, email, web pages, voice, or video. Autonomy's software powers the full spectrum of mission-critical enterprise applications including pan-enterprise search, customer interaction solutions, information governance, end-to-end eDiscovery, records management, archiving, business process management, web content management, web optimization, rich media management and video and audio analysis.

Autonomy’s customer base is comprised of more than 20,000 global companies, law firms and federal agencies including: AOL, BAE Systems, BBC, Bloomberg, Boeing, Citigroup, Coca Cola, Daimler AG, Deutsche Bank, DLA Piper, Ericsson, FedEx, Ford, GlaxoSmithKline, Lloyds TSB, NASA, Nestlé, the New York Stock Exchange, Reuters, Shell, Tesco, T-Mobile, the U.S. Department of Energy, the U.S. Department of Homeland Security and the U.S. Securities and Exchange Commission. More than 400 companies OEM Autonomy technology, including Symantec, Citrix, HP, Novell, Oracle, Sybase and TIBCO. The company has offices worldwide. Please visit www.autonomy.com to find out more. Autonomy and the Autonomy logo are registered trademarks or trademarks of Autonomy Corporation plc. All other trademarks are the property of their respective owners.

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