E·D·R·M®

Electronic Discovery Reference Model

Information Governance Reference Model Version 4.1

Balancing Value, Risk and Cost

UNIFIED GOVERNANCE

POLICY

IT · SECURITY · PRIVACY · RISK · LEGAL · RIM · BUSINESS

CREATE/RECEIVE · PROTECT · USE · RETAIN · TRANSFER · DISPOSE

PROCESS

Identification
Locating potential sources of ESI and determining its scope, breadth and depth.

Preservation
Ensuring that ESI is protected against inappropriate alteration or destruction.

Collection
Gathering ESI for further use in the e-discovery process (processing, review, etc.).

Processing
Reducing the volume of ESI and converting it, if necessary, to forms more suitable for review & analysis.

Review
Evaluating ESI for relevance and privilege.

Analysis
Evaluating ESI for content and context, including key patterns, topics, people and discussion.

Production
Delivering ESI to others in appropriate forms and using appropriate delivery mechanisms.

Presentation
Displaying ESI before audiences (at depositions, hearings, trials, etc.), especially in native and near-native forms, to elicit further information, validate existing facts or positions, or persuade an audience.

VOLUME

RELEVANCE

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