



epiq advantage

Whether your organization is just beginning to think about records management, or you have a mature program, Epiq can help with services that span from just getting started, to the decommission of a 400 terabyte email archive in the next 90 days, and everything in-between.

Assessment and roadmap

Epiq conducts a comprehensive assessment of an organization's information management policies, practices, and technologies and provides a cogent written analysis that includes identification of major risks and gaps in the current approach. Epiq provides a written report which details a roadmap for addressing risks, which can also serve as the basis for an on-site workshop reviewing the assessment findings.

Records retention and disposition policy

Epiq consultants help create and implement defensible and practical policies and retention schedules that apply to all information in the organization's possession, custody or control, throughout its lifecycle. If a retention schedule already exists, Epiq will review it to identify any needed updates and changes. Epiq also consults on records retention challenges emanating from cutting-edge information sources such as social media, "the cloud," bring-your-own device (BYOD) policies and big data.

Email usage and retention/disposition policy

Whether Office 365, Exchange on-premise, or Gmail (Google Apps for Work) is used, Epiq can help draft and implement sound email retention and disposition policies that takes into account legal, business, and regulatory concerns. Epiq brings the legal, records, and technical expertise needed to ensure that an organization's email retention policy works for their business needs.

Social media, cloud governance and policy development

Organizations of all sizes and across diverse industries are struggling to address the increasing presence of social media and cloud computing in their environments. Whether it's a sanctioned social media presence, such as a corporate Facebook page, or a personal social media site containing work related data, policies and controls must be in place to address social media. Epiq consultants will draft policies and procedures surrounding social media and assist with technology selection to address archiving, records management, and discovery of social media data.

People. Partnership. Performance.

Contact legalsolutions@epiqglobal.com