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Basic Steps in E-Discovery Continued: Knowing Where "Stuff" Is and Planning To Retain It

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This article is the second in a series of articles by partner Mark Austrian on how to reduce costs and manage e-discovery. It discusses two critical components of an e-discovery plan: electronically stored information (ESI) systems analysis and record retention policies. The author reviews case law and practical pointers on data maps. He also explains current law and guidelines on managing, storing and destroying documents. The article provides recommendations on what retention policies should cover and tips on implementing record retention plans.