

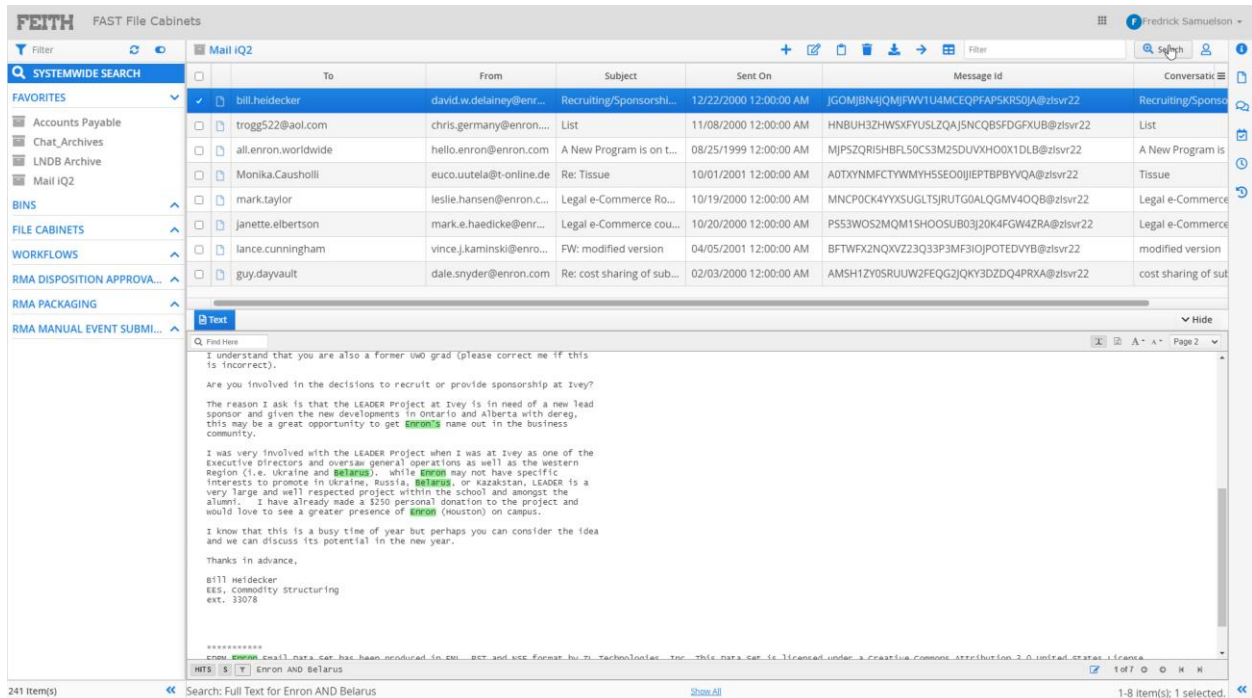
eDiscovery/electronic record search tools

FOIA/PA requirements provide a unique challenge to eDiscovery and electronic record searches. The necessity to find all relevant information for a FOIA case means you need a system that efficiently captures all the appropriate information quickly and easily.

Centralizing your Data

Finding the required information can be daunting when it is spread over multiple data siloes. Feith prevents this. With an extensive suite of APIs, Feith’s FOIA Manager allows you to integrate with information siloes in existing databases, shared drives, legacy systems, and SharePoint. Users can also easily add documents through a web portal with easy to use drag and drop tools.

This means that when you search for the documents you need, they are all in one centralized location. Along with centralizing the data, Feith also organizes it to facilitate future searches. These features are present even when dealing with documents that don’t involve machine-encoded text. FOIA Manager includes optical character recognition, meaning any scanned documents, text on images, and handwritten documents can be read, searched, and used as if they were born-digital files.



Full-text Search

From the centralized location, Feith provides the search tools you need to ensure efficient collection of the documents needed for FOIA cases. The Feith Platform has a fast, secure, and powerful search tool that allows its users to query and retrieve documents and records. With the software’s full-text search capabilities, staff can locate and track important legal documents and records by searching for specific text strings.

FOIA Manager also supports searching via metadata, which is accessory data captured that provides information about a document or the process that created that document. For example, an email document would contain the text, but the metadata would show the viewer who sent the email, the domain it came from, and other information such as the date. By combining the use of full-text search with the ability to filter by metadata and indexing fields, staff can quickly retrieve responsive documents and records across the entire enterprise.

Advanced Search

The search feature filters the results while locating documents of any file-type or content type, including email and documents, with one search. Beyond this basic search function, Feith provides more advanced search functions such as fuzzy search or approximate string matching, which is the ability to find relevant information even if the search parameters or data involves slight differences. An example of this would be searching for “cost”, and a document that might be relevant with a misspelling of “costt” would still be found by the system. Feith also automatically searches with stemming, which is the ability to reduce inflected or derived words to their base or root form. This means searching for “walk” will also find “walking” and “walked”.

FOIA Manager supports the use of Boolean search functionality, this means making use of Boolean search terms such as AND, OR, NOT, features such as quotes or parentheses, and a combination such as (A AND B) or (C AND D). An example use of this would be searching for one term AND another term, which would only return documents containing both of those terms. Boolean searches allow you fine control over the parameters of your searches. The combination of these advanced search features gives your complete customization over how to organize and review your data.

FOIA eDiscovery Workflow

Feith’s FOIA Manager has workflow functionally during the eDiscovery and search phase of the case. It has built in permission-based collaboration and task SMEs. If a worker is assigned a case and knows that there is someone with considerable expertise on a subject, you can assign the knowledgeable worker a particular role such as searching for a sub-set of documents, or assign them the entire case. FOIA Manager allows you to maximize the efficiency of your workforce by providing tools to perform tasks, and ensures the workforce is assigned to the ideal tasks.

A Secure Platform for your Records

While searchable data is key to FOIA cases, so is keeping your data secure. Feith’s FOIA Manager is built to handle classified and private information and is DoD 5015.02 certified while complying with IRM 10.8.1 security standards. Based on implementations in the Intelligence Community, Feith has been enhanced and hardened to meet the strictest security standards. Feith Systems understands that security extends beyond access to National Security material. A Federal system today must accommodate Sensitive, Controlled Unclassified Information (CUI), Personally Identifiable Information (PII), and Sensitive PII. Access, creation, modification, and deletion of data or objects are controlled by management-configured permissions and recorded via built-in audit capabilities.