



FOIAXpress[®]

FOIA Technology Showcase

Day 1, Section 1: eDiscovery / Electronic Record
Search Tools

Request for Information (RFI) Response

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1 Outline for Day 1, Section 1 (eDiscovery/Electronic Record Search Tools)

FOIAXpress EDR provides the following e-Discovery features:

1.1 Dataset Collection & Indexing

EDR allows users to upload collected documents to the EDR file server in multiple ways such as:

Direct uploading of files, server side copy of files into EDR file server from an encrypted drive, DVS, network location or other source. EDR supports a number of various formats including PST, mbox, ZIP, office documents, PDF documents etc.

Uploading documents from user's workstation using the EDR application

Copying all the datasets to user's locally configured watch folder so that the EDR's secured upload service sends those documents to the EDR file server.

Documents can be automatically indexed into EDR from external systems such as Agency's document repository, databases, web sites, Outlook, file servers etc. Search/filter criteria can be configured for each search job created for each of the external systems.

All the datasets/documents added to the case workspace will be indexed and ingested into the EDR documents database along with meta data and file hash values. The hash values ensure the data integrity as well as used in automatically detecting exact duplicates as part of the document review process.

1.2 Document De-Duplication

EDR identifies and flags all the exact duplicate documents in the datasets using the hash values.

It also identifies and flags all contained documents. For example, it identifies email threads where the last email in the thread contains the text from all of the preceding emails. It also identifies the different versions of the same document with updates to the versions from the base document using the containment clustering algorithms.

1.3 Document Review and Tagging

Understand the Document Sets

- Quickly identify major topics and sub-topics.
- Prioritize documents so you can analyze the most promising items first and begin planning your case right away.

Efficient Review

- Apply custom tags to a single document, a cluster of documents, or a group of clusters with a single mouse click, greatly reducing labor during the review process.
- Review similar documents together to reveal relationships and context.
- Identify near-duplicates and process them as a unit or individually.

Reduce Risk of Errors

- Improve consistency and reduce errors because similar documents are reviewed together.
- Find evidence that may be missed by a search query, e.g., due to synonyms.

1.4 Technology Assisted Review (TAR)

In e-Discovery, the users want to accurately classify documents as either responsive or non-responsive with as little human document review effort as possible. FOIAXpress EDR uses a supervised

machine learning process that is referred to as technology-assisted review (TAR) to provide predictive coding and auto-tagging. EDR uses TAR 3.0 workflow.

EDR provides a full range of technology-assisted review (TAR) capabilities, including real-time predictive coding, conceptual clustering, near-duplicate detection, and content-based email threading, to make document review faster, more consistent, and less expensive while finding important documents earlier and completing the review faster. It is a powerful tool that is also easy to use.

EDR TAR modules learn to tag or categorize documents by analyzing training documents categorized by a human reviewer. Once testing establishes that the algorithm is doing a good job of separating relevant documents from those that aren't relevant, human review can be focused on just the documents that are predicted to be relevant, drastically reducing the time and expense of human review.

1.5 Search Capabilities

FOIAXpress EDR provides basic search and advanced search options. Documents can be searched using the meta data such as Doc ID, title, subject, file format, email sender, recipients, email ID, date etc. and the keyword search.

Advanced search screen includes options such as Boolean search, sorting results by relevance, stemming, phonic searching, fuzzy searching, synonyms, related words, results to be returned etc.

Searches can be saved by giving each search a name to use them in review process. The searches used in the review process will be logged for auditing purpose.

1.6 Redaction of the Reviewed Documents

Starting with v11.0, FOIAXpress EDR provides in-place redactions so that the documents can be redacted within the EDR module without having to use the FOIAXpress Document Management. This saves a lot of time and effort. EDR v11 provides the Next-Gen PDF document review editor that allows the documents to be reviewed, annotated and redacted within EDR by providing Adobe document review experience online. The documents can be produced/delivered directly from EDR using the appropriated permissions and after approval.

EDR will provide all the redaction capabilities that FOIAXpress provides – such as manual redactions, find and redact, AI Redactions, Redaction Templates, KB history-based redactions, Undo Redactions, Full-page redactions, etc.

1.7 Document Export

Relevant documents from the final review list can be produced for evidence or request responsive records delivery after redactions, reviews and final approval. Documents can be exported in load file format so that they can be imported into other systems.