EMC²
where information lives®

EMC Compliance Consulting Services

The Big Picture

- Protect information through consistent, unified strategies
- Encourage business, IT, and legal to act cross-functionally
- Reduce cost and gain control by bringing eDiscovery in-house
- Develop a systematic response to litigation demands

Managing risk while reducing cost and complexity

In a time of increasing regulation, meeting your compliance objectives within today's tight budget constraints—without increasing burdens on overworked IT staff—is a challenge. You need to build up your internal capability with controls, policies, and executable solutions today and establish a compliance strategy with sustainable programs for records and information management (RIM) and litigation response to be prepared for the future.

In response to growing legal and regulatory requirements, some organizations decide to implement a "save everything" policy—just in case. This results in growing IT operational costs and the risky proposition of keeping data beyond its compliance window.

Good records and information management practices and capabilities are key to good stewardship of the data—retain it as long as required by regulation or to support business operations, and dispose of it when the retention period is satisfied. The benefits of sustainable and standardized RIM practices are realized through reducing risk of misaligned data retention and reducing related costs of information storage and lifecycle management.

The better your proactive RIM strategy, capabilities, and execution are, the better you can manage your environment in either steady-state mode, or when called to respond to an eDiscovery need.

EMC Consulting helps you develop consistent, unified compliance policies for managing corporate information assets

EMC® Consulting helps you develop consistent, unified compliance policies to address the management of your corporate information assets from creation to retention and to defensible disposition upon satisfaction of all legal, regulatory, and business requirements.

The importance of an enterprise compliance strategy is evident when you face the challenges for the discovery of electronic data or eDiscovery. Such directives may arise from litigation, government audit, or an investigation that requires the enterprise to produce responsive electronic data on demand. For many organizations, responding to eDiscovery is highly reactive, costly, and non-negotiable. While eDiscovery is a primary motivation in many organizations, you will also find that underlying governance, compliance, and technology capabilities are directly impacted due to the critical need to manage information throughout its complete lifecycle.

How you respond to litigation mandates is directly affected by your compliance readiness. You have an opportunity to bring more capabilities in-house and to achieve greater enterprise control over the eDiscovery process. If you have the tools and processes to understand the data in-house, you can conduct early case assessments and develop stronger case strategies for your organization. When external partners are leveraged, or information is provided to external counsel, improved RIM capabilities can enable significant reduction in volume and related costs.

People · Business · Process · Legal · IT · Technology

Information Lifecycle
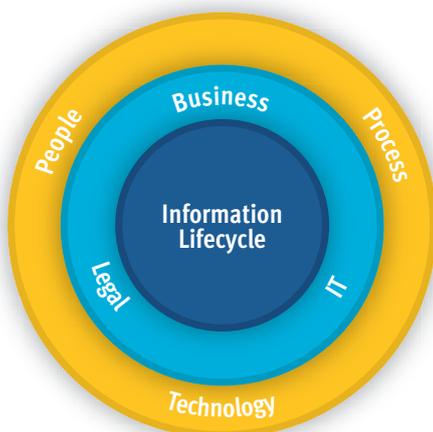
Bridging the business, IT, and legal gap from the information management perspective

Compliance Consulting Services

Compliance services from EMC Consulting help you assess, develop strategy and policy, and take actions to achieve records and information management and eDiscovery readiness capabilities aligned to your business needs. Our approach is to work with business, IT, and legal stakeholders to focus on protecting information with the greatest business value and highest associated risk. We help you build your internal process, technology, and skills for discovery and litigation response so that you benefit from substantial cost savings inherent in this approach.

Service	Description
eRetention and eDiscovery Assessment	Baseline current capabilities and gaps, develop the case for change, and define a practical deployment roadmap to remediate cost and risk areas of greatest impact to the organization.
Litigation (eDiscovery) Response Protocol	Documented, defensible, end-to-end process to mobilize the organization (IT, legal, RM, and LOBs) when an eDiscovery matter hits.
ESI Source Map	Documentation of organizationally relevant and responsive ESI to prepare legal, to guide responsive information gathering processes, and to serve as bridging document in common across legal and IT.
Corporate Data Policy Development	Top-down-driven data policy governing acceptable use of enterprise assets and lifecycle management that sets the policy stage to take action and remediate in the file and e-mail environments.
Records and Information Management Strategy	An enterprise three-year strategy to improve RIM capabilities across organizational, policy, process, and technology domains with consideration for user involvement and the corporate culture considerations required to drive change management.
Data Retention Management Strategy	This offering is focused on retention management strategies for structured and/or unstructured sources and the organizational and technical capabilities and practices to store, retain, archive, and enable literature hold and defensibly dispose of business records.
Data Classification and Business Case	Collect and review actual data for file and e-mail data, conduct data classification, identify optimization and remediation opportunities, and develop a business case to help drive the case for change.
Unstructured Data Management Services	A variety of services designed to help the organization defensibly delete and better manage the volumes of growing e-mail and file data. Services span from planning and business case to process and technology back-end development.

EMC Consulting

As part of EMC Corporation, the world's leading developer and provider of information infrastructure technology and solutions, EMC Consulting provides strategic guidance and technology expertise to help organizations exploit information to its maximum potential. With worldwide expertise across organizations' businesses, applications, and infrastructures, as well as deep industry understanding, EMC Consulting guides and delivers revolutionary thinking to help clients realize their ambitions in an information economy. EMC Consulting drives execution for its clients, including more than half of the Global Fortune 500 companies, to transform information into actionable strategies and tangible business results.

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Take the next step
For more information, visit www.EMC.com/consulting or contact your local EMC Consulting representative.