ATLAS

Atlas Information Governance Suite

Rigorous Discovery. Value-Based Retention. Defensible Disposal.

Enterprise Challenges

Global enterprises face a tremendous challenge to meet growing legal and judicial expectations for preservation and retention. The volume of data is increasing by 50% per year[1] making the legal burden greater than ever and increasing data management and discovery costs.
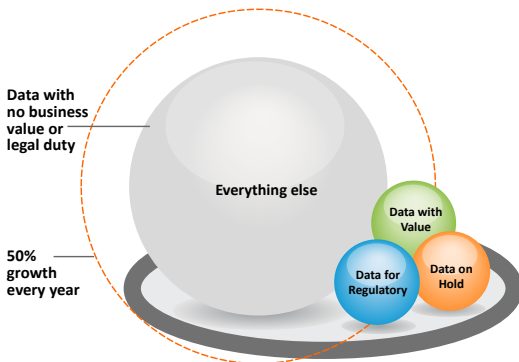
Excess Data Creates Excess Cost, Risk

Unnecessary Risk:
» confusion on what's where
» Subject to discovery

Unnecessary Cost:
» Data management cost
» Discovery cost

Data with no business value or legal duty

50% growth every year

Everything else

Data with Value

Data for Regulatory

Data on Hold

The Legal Department has hundreds to thousands of matters, each with gigabytes per custodian. Thousands of disparate, country-specific laws governing data privacy and retention add complexity and risk. Enterprises resort to "save everything" practices — exacerbating discovery and data management costs without truly reducing legal risk.

Atlas Information Governance Suite

Atlas unifies Legal, IT, Records Management, Finance and Lines of Business to eliminate unnecessary discovery and data management risk and cost. The Suite includes enterprise workflow decision support tools and a unified inventory of assets and their legal obligations and business value. Atlas enables your company to meet its duties for legal information governance and to identify and eliminate data with no business value or legal obligation.

With Atlas, **The Legal Department** can quickly and precisely scope information and custodians in legal matters to intelligently constrain cost on the front end of the process. Legal can publish holds more effectively to employees, IT and RIM as well as directly to systems. Facts uncovered about custodian data in online interviews inform custodian-specific collection instructions and flow straight through to IT. Atlas automatically forecasts discovery costs as soon as the hold is scoped so budgets can be set and counsel can negotiate fully informed.

The IT Department can easily coordinate, delegate and complete discovery work without redundant record keeping and uninventoried copies of collected data. IT can routinely dispose of data without value, and defensibly dispose of legacy data. IT monitors which systems present the greatest risk and applies its resources accordingly.

The Records and Information Management Organization can quickly launch and sustain a global, value-based retention program that goes well beyond physical records to establish retention schedules for all information that reflect the specific business value, regulatory and privacy requirements of diverse business units and country operations and is appropriate for diverse business and country operations.
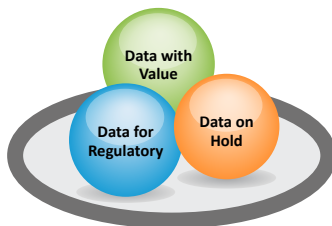

FOR IT

FOR RIM

FOR LOB

FOR LEGAL

Discovery for IT

Information Governance for IT

Discovery for Legal

Enterprise Retention Management

Atlas Map

Discovery Cost Forecasting

Retention for Employees

Discovery for Employees

PLATFORM
Compliance Automation

[1] *20% growth in annual e-discovery spend, IDC*

The IT Department manages thousands of constantly changing servers and continuous employee departures. Without reliable and routine guidance on what data to manage under which protocol, IT ends up managing data with no business value; data management and information discovery costs escalate.

Lines of Business often have little visibility into legal obligations and impending legal costs. Litigation, finance and business executives often rely on inaccurate or unreliable forecasts for discovery costs that take weeks to prepare but provide a poor basis for budgeting or decision making.

Atlas Eliminates Enterprise Risk, Cost

Data with Value

Data for Regulatory

Data on Hold

Store Less: Lower Data & Discovery Cost, Lower Risk

Information Governance

Rigorous Discovery

» Integrated legal holds and data collections
» Risk and cost analytics for legal, IT

Value-Based Information Management

» Information inventory connects assets, business value and regulatory obligations
» Global retention program management
» Risk and cost analytics for RIM, IT

Defensible Disposal

» Reliable, actionable retention procedures for data and employee assets
» Sustainable, high integrity governance

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visit www.pss-systems.com
or call 650.810.8722**

Atlas delivers rigorous discovery by unifying the holds, collections and audit processes across Legal, IT, RIM and lines of business. By providing continuous visibility for employees and IT, through self-service portals, Atlas enables more efficient IT and employee compliance. Integrated enterprise discovery greatly improves outside counsel efficiency.

Atlas ensures defensible disposal by automating the intelligent federation of legal holds and retention schedules so IT can retire data and assets defensibly. Atlas Compliance Automation connectors for IBM, Symantec, EMC, file shares and other sources automate compliance and data governance.

Atlas enables informed management decisions by providing dashboards for forecasting discovery budgets, prioritizing high risk systems for upgrade, and IT workforce planning. IT can identify redundant applications, consolidate instances and reduce data volume and overhead.

Feature Highlights

Integrated Holds and Collection Workflow
» Scope from accurate information inventory
» Publish holds directly to systems
» Provide IT with custodian-specific collection instructions more efficiently and close the loop from interview to collect

Enable IT & Employee Compliance
» Target communication to Employees and IT
» Enable IT to look up any asset or employee to determine current holds and collection
» Automatically log collections, sources and chain of custody

Increase Outside Counsel Efficiency
» Defensible narrow precise scoping from full facts eliminates "get everything" tactic
» Provide online interviews, streamline interviews by outside counsel, conduct exception-based custodian interviews
» Complete audit trail for outside counsel

Inventory Information
» Catalog and classify data sources and assets automatically
» Automatically tie legal obligations to systems for IT transparency, efficiency
» Automatically associate information value and retention periods to data sources identify data with value

Launch and Sustain a Global Retention Program
» Manage global program with centralized controls, localized responsibility
» Publish accurate, dynamic schedules that are value-based and appropriate for business unit and country operations
» Enable routine disposal by integrating IT stakeholders in the process and tying schedules to assets automatically through access to accurate duty and obligation

Store and Manage Less Data
» Disposition legacy tapes by cross-referencing with open matters
» Prevent unnecessary data buildup with full visibility to holds and retention requirements per asset
» Automate disposal with intelligent federation of legal and compliance rules

Control Discovery Costs
» Monitor and forecast discovery cost across portfolio
» Justify narrowing scope with early discovery cost estimates
» Continuously reforecast to determine optimal matter resolution

Manage Compliance Risk
» Audit retention, privacy and preservation practices by IT and business area
» Use analytics to quickly identify and remediate areas of non-compliance
» Perform system-based risk and cost analysis to prioritize IT improvements

Optimize IT planning
» Identify redundant applications and effectively execute consolidation efforts
» Justify collection automation, hold in place with automated disposal pay back
» Plan discovery staffing resources