



ENERGY AND NATURAL RESOURCES

e-Discovery and Records Risk Management: Cost Optimization and Risk Mitigation Opportunities

KPMG LLP

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Getting Started with A Records Risk Management Program

Getting Started with a Records Risk Management Program

- ◆ Why should records risk management be a concern?
- ◆ What are the benefits of a records risk management program?
- ◆ How do you get the process started?
- ◆ How do you get management's buy-in?
- ◆ How do you operationalize the policy?
- ◆ How do you optimize costs?
- ◆ What should be considered prior to introducing new technologies?
- ◆ What are leading practices to consider?

Building a Litigation Hold Program

Building a Litigation Hold Program

- ◆ **What should you consider when hiring outside counsel?**
- ◆ **What should you consider when hiring outside vendors / consultants?**
- ◆ **What are leading practices / efficiencies to consider?**

Building an e-Discovery Process

Building an e-Discovery Process

- ◆ **What are the first steps in preparing for e-discovery in a litigation matter?**
- ◆ **How do you evaluate the cost and educate management?**
- ◆ **What should you know about Rule 26F conference? How does this impact your company?**
- ◆ **What are process efficiencies / best practices to consider?**

Question & Answer

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