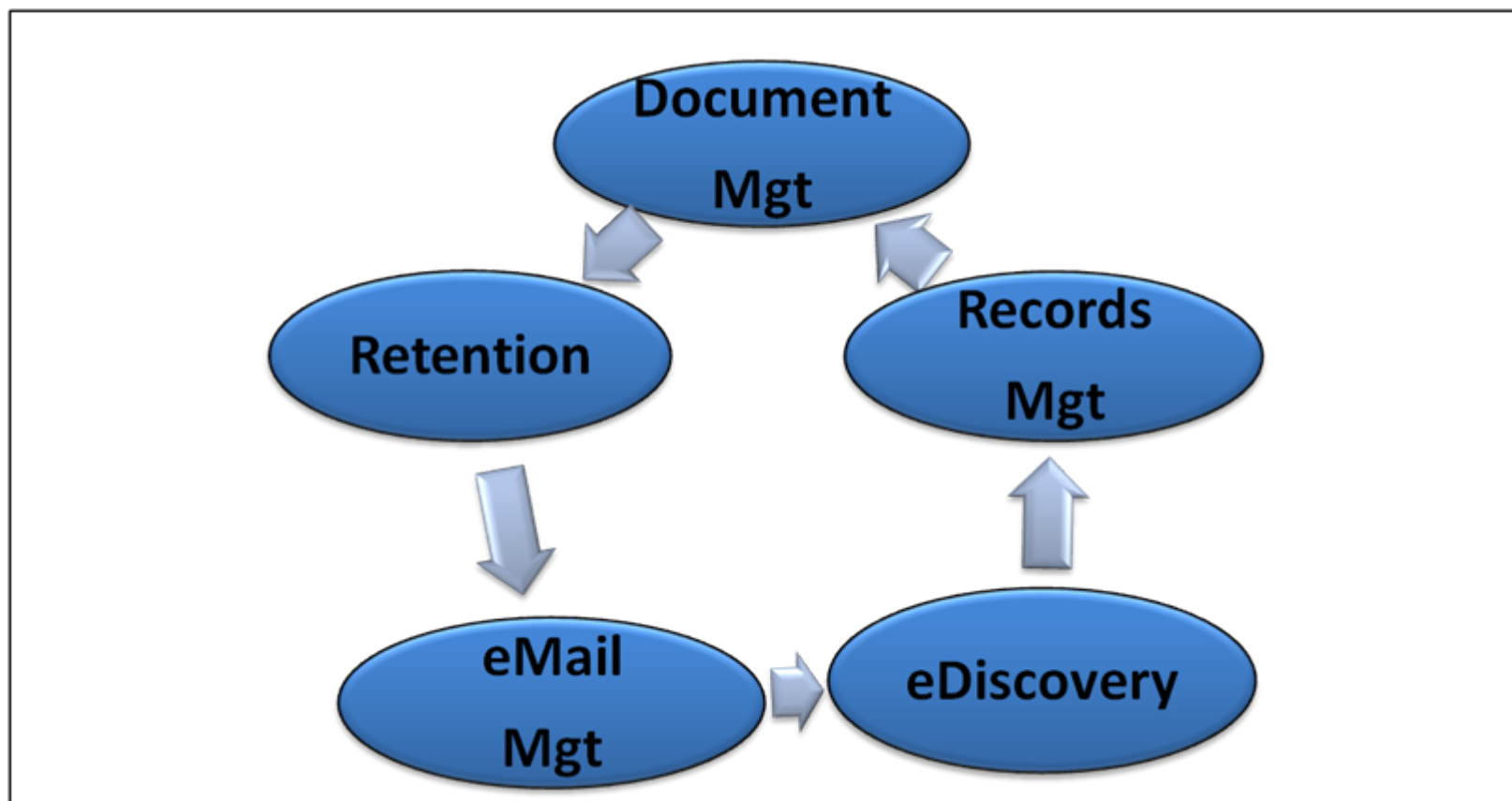


E-Discovery → Are You Ready?

Presented by Marc Williams
Oregon Dept. of Justice



September 30, 2008



OREGON
DEPARTMENT OF JUSTICE

AGENDA

- ✓ How We Got Here – An Overview
- ✓ Preparation and Best Practices
- ✓ Retention Schedules and Requirements
- ✓ The GSA Procurement Process
- ✓ Websites and Resources

HOW WE GOT HERE – AN OVERVIEW

- Three unsuccessful RFPs between February 2004 and December 2006
- Organized business review team – Including Division Administrators, MAs, Paralegals, IT Advisory Group members, Attorneys, and Child Support Managers
- Conducted vendor presentations (RFI) in May 2006
- Pursued GSA acquisition in January 2007
- Conducted vendor product demonstrations for business staff and vendor technical interviews for IS staff in February and March 2007 - (Top three products only)
- Made finalist recommendation to AG in April 2007₃

PREPARATION AND BEST PRACTICES

- Determine agency goals
 - Meet retention requirements?
 - Ensure knowledge management?
 - Create efficiencies in productivity?
- Obtain Director level buy in and senior executive level effort/project sponsor
- Focus IT staff & management on technology
- Focus business staff and leadership on business requirements & configurations
- **DO NOT intermingle the two previous roles!**



PREPARATION AND BEST PRACTICES

- **Start Now** (Herein lies the secret to success!)
- **Form cross-divisional teams to address:**
 - Records management requirements (Add Records Mgr)
 - Information/Data classification requirements
 - General document management guidelines
 - **Written & communicated policies to address each:**
 - Agency retention schedules (where different from OAR 166-300)
 - Litigation hold policies
 - Data classification policies
 - Remote access and security policies
 - BCP plans and requirements

RETENTION SCHEDULES & REQUIREMENTS

Secretary of State Division 300

Agency Specific Schedules

OAR
166-300

DAS,
ODOT,
Energy,
DOJ,
etc..

Agency Policies

Individual Business Line Needs

GSA PROCUREMENT PROCESS

Many of the ERMS/ECM products that are DoD 5015.2 certified are available for purchase via the **Federal Government's General Services Administration (GSA) Cooperative Purchasing Program.**

Under the Cooperative Purchasing Program, state and local government entities may purchase a variety of information technology (IT) from contracts awarded under **[GSA Federal Supply Schedule 70](#)**, Information Technology.

STEPS TO SUCCESSFUL GSA USE

Document Business & Technical Requirements

Research Vendors & Products

Consider conducting an RFI (Involve SPO now)

Evaluate products and identify top two or three

Verify that products/services are on Schedule 70

Conduct Business & Technical Presentations

Evaluate & Score, Conduct Reference Checks, and Make Selection

WEBSITES AND RESOURCES

- www.gsa.gov/fas
 - Federal Acquisition Service – Contains everything GSA.
- www.sos.state.or.us/archives/rules/OARS_100/OAR_166/166_300.html
 - State agency record retention schedule.
- www.aiim.org
 - Association for Information and Image Management – Industry standards for document & records management.

FINAL COMMENTS

- 1. Know what records you have and where they live**
- 2. Start today, addressing:**
 - a. Retention**
 - b. Classification**
 - c. Training & Education**
 - d. Changing your culture**

QUESTIONS ?

