



XACT DATA DISCOVERY

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Access It

As Electronic Discovery projects grow, so does the amount of data that needs a place to live. Data Hosting encompasses the hosting/storage of electronic data/information in a secure server environment from which multiple users in multiple geographic locations can access, discover, analyze, review and share information online. For short term access, to active online review to long term archiving, Xact Data Discovery provides clients with 24/7 access and via popular industry platforms FYI and iCONNECT—as well as via XDD-ORT, Xact Data Discovery's Online Review & Case Data Management Tool.

XDD Data Processing Center/Benefits

Located in Richardson, TX, Xact Data Discovery's Data Processing Center provides clients with unsurpassed security, accessibility, scalability and redundancy—home to some of the largest Fortune 100 companies in the world.

SAS-70 Type II Compliance

Audit completed successfully through the global accounting firm of Ernst & Young, ensuring policies, procedures, and business processes are recognized and followed as best practices.

Highly-Protected Infrastructure

Multiple security measures from guards, badge-only access, man-trap entry, and/or biometric readers and ongoing video surveillance.



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Redundant Independent Power Sources

Equipped with redundant power components, UPS and diesel powered generators.

Tier 1 Backbone/Internet Connectivity

High speed Tier-1 Internet connection, maximum bandwidth/throughput, private networks and scalable architecture.

Monitored Environmental Controls and Systems

Provides early-warning notifications, monitors mechanical, electrical and other critical systems in parallel with smoke, heat, moisture, humidity and temperature controls.

Facility Security Building Description

24/7 on site personnel managing 75,000 square foot, single story facility.

Power Protection

2N electrical infrastructure, dual 2MW Caterpillar Diesel Generators, Redundant Liebert UPS, PDU and Static Transfer Switches, 72+ Hour Fuel Supply and regular systems testing.

Air Conditioning Customer Areas

Includes separate cooling zones, conference rooms, constant 72 degree temperature + 45% humidity and N+ 1 Trane Centrifugal Chillers and redundant CRAC units.

Connectivity and Bandwidth Fire Suppression

Includes Sprint Dual OC-48 Internet Backbone, VESDA Smoke Detection, FM-200 Fire Suppression System and Cisco Gigabit Switch Routers.

About Us

Xact Data Discovery is a national Data Discovery and Management company that provides full-service, closed-loop e-Discovery, Forensics, Hosting, Reprographics and Data Management services to law firms, corporations and government agencies. At Xact Data Discovery, communication is everything—because you need to know.

Contact Us

For additional information regarding Xact Data Discovery's XDD-AST, contact us at 877.545.XACT (9228), xdd-ast@xactdatadiscovery.com or visit our website online at www.xactdatadiscovery.com/xdd-ast.

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Use It

Data is just data until someone uses it. It's not just the data you discover, it's what you learn from it that really matters. Having the tools to slice and dice it into understandable information becomes knowledge. Data is just data. But knowledge is power. At Xact Data Discovery, discovering data merely opens the door for those who seek the wisdom and knowledge the information within can provide. While "reviewing" data is an important part of the equation, being able to actually "do" something with it is the sum of all needs.

Xact Data Discovery's Data Management Services include the following primary disciplines related to managing data as a valuable resource, as businesses increasingly face compliance issues surrounding legislation related to HIPPA and the Sarbanes-Oxley Act that regulate how organizations must deal with particular data types.

- Data Acquisition
- Data Analysis/Translation
- Storage/Archiving
- Access Security/Audit
- Document Management
- Data Retention
- Data Distribution



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Data Management Services Tools—XDD-ORT

Xact Data Discovery's Online Review & Case Data Management Tool (XDD-ORT), enables clients to access, find, use, manage, control and comprehend massive quantities of pertinent data from anywhere in the world. While popular Review Tools enable clients to primarily "review" information, XDD-ORT enables clients to "live" within the information. XDD-ORT features and benefits include:

XDD-ORT Additional Capabilities

- Collaborative Case Management Features
- Powerful Administration and Control Feature Set
- Multi-Team Security Levels within Same Case/Data Set
- Auditable Data Security System
- Auditable User Security System
- Vendor/Contractor Activity Tracking
- Client Controlled Productions
- Streamlined Workflow Support
- Extensive/Flexible Reporting
- Manage External Document, Events and Personnel
- e-Binder Organizational Tools
- Advanced Keyword Search Functions
- Offline and Low Bandwidth Review Methodologies
- Automatic Extraction of Involved Entities and E-Mail Usage Patterns

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Classify It

e-Discovery, ED, Electronic Discovery, EDD, ESI, Electronic Data Discovery—whatever you call it, it's all the same. Whether it's packaged as a product, service, solution of a confusing combination of the three, quite simply put, Electronic Discovery is the collection, preparation, review and distribution of electronically stored information including emails, web pages, word processing files, databases or virtually anything that is stored electronically. End of story—beginning of process.

At Xact Data Discovery, we've simplified the typically chaotic Electronic Data Discovery process into (7) universally accepted steps, each crucial to the success of any project—hence, creating clarity out of chaos.

- **Forensic Investigation/Collection** *Defensible methodology for the identification/collection of required data*
- **Culling** *Identify and eliminate non-applicable data*
- **Acquisition** *Gather, define, identify and standardize meta-data*
- **De-Duplication** *Eliminate duplicative data*
- **Key Term Searching** *Locate relevant information based upon search criteria*
- **Hosting/Review** *Store, access, view and manage data*
- **Production** *Produce images/native, meta-data, full text and load files*



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The Xact Data Discovery Advantage

In the chaotic world called Data Discovery, the process of discovering electronic data is equally as important as the information it produces. You need more than just data—you need knowledge. That takes streamlined communication—upfront, honest and relentless. Because at the beginning, middle and end of the day, all that really matters is the knowledge you attain from the data you discover.

At Xact Data Discovery, knowledge combined with communication is the difference between an open investigation and a closed case.

Communication

Communication is an art. Technology is a science. Our people bridge the gap between disciplines to make projects happen.

People

Nothing happens until someone communicates. And that takes people who understand the power of human interface.

Technology

Robust, scalable and state-of-the art—technology clichés all of them. It's the people behind our advanced technologies that make it all work.

Flexibility

Remaining nimble. Our people, services and technologies are built to flex as your needs evolve.

Partnerships

We take business partnerships seriously—built for the long term, based upon a foundation of honesty and trust from day one.

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Digitize It

Your documents have an image to uphold—maintaining their integrity as they morph from one format to another. Evidence comes in all shapes, sizes and sources—and, at all levels of quality ranging from A to Z. The sheer volume of paper and electronic data can be overwhelming—let alone the potential magnitude that simple mistakes can cause during conversion. Whether digitizing documents from paper to electronic or visa-versa, Xact Data Discovery's Imaging and Coding services provide peace of mind where piece of paper just simply isn't enough.

Imaging Services

Imaging (taking a picture or scanning) is simply the process of converting paper or electronic documents into universally accepted tools and formats for courts. Xact Data Discovery's Imaging Services are powered by the iPRO imaging suite—providing clients with load files to integrate with Summation, Concordance, Ringtail and a variety of other industry leading Review and Document Management Tools. Xact Data Discovery's Imaging Services also include:

- Blowback
- Coding
- OCR (Optical Character Recognition)
- OWR (Optical Word Recognition)



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Coding Services

Coding is merely the process of manually entering metadata from images into a data file type, often completed at the end of the imaging process just before packing and delivery. Whether performed on or offshore, Xact Data Discovery's Coding Services are provided by highly qualified experts who metaphorically speaking prefer to look at meta-data rather than just the images themselves.

While Coding is a meticulous process in itself, classifying, organizing and understanding what each image entails is where the devil is truly in the details. While almost any kind of data can be entered as part of the coding process, Xact Data Discovery's Coding experts standardize the popular following fields as starting ground for most projects:

- Author
- Date
- Recipient
- CC
- Doc Type
- Doc Characteristics
- Doc Title
- Attachment Range

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Print It

Remember the paperless society? As far-fetched as the concept may have seemed a few years back, the growing world of Electronic Discovery still has its roots in paper. People still write things down, print out documents, literally make tons of copies and stash thousands of boxes in warehouses nationwide. Paper is here to stay, until the power of the pen runs out of ink.

At Xact Data Discovery, Discovery Services come in two forms—Paper and Electronic. For the last 13 years, Xact Data Discovery has provided law firms, corporations and government agencies with Paper Discovery Services in parallel with the expansion of the Electronic Discovery world.

Paper Discovery is an integral part of the entire Data Discovery and Management process. From copies to exhibits to advanced reprographic services and beyond, Xact Data Discovery's Paper Discovery services encompass the same core principles that drive our company's success—a fine blend of communication, people, technology, flexibility and partnerships.



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Paper Discovery Services

Xact Data Discovery's Paper Discovery Services include the disciplines each crucial to the success of every Data Discovery and Management client, case or project.

- Copying – Standard and Oversized Paper
- Color Laser Copying
- Manual Bates Labels
- Trial Boards
- Exhibits
- Binding Services
- X-Ray Duplication
- Audio and Video Duplication
- Bankruptcy Mail-Out Services
- On-Site Copying
- Opposing & Multi-Party Document Services

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