



A Risk Management Solution for  
Information Retention and Discovery  
Management

**THE ZANTAZ IRDM  
SOLUTION**

# PRIMARY BENEFITS OF THE ZANTAZ IRDM SOLUTION

The combined benefits of an integrated IRDM solution are high return on investment (ROI) and reduced costs and risk. In addition to the combined benefits, the ZANTAZ IRDM solution offers several product-specific benefits as well, including:

## Information Retention

- Capture data when it's released from a wide variety of content creation systems (e.g., Lotus Notes/Exchange email systems, IM, document imaging, ECM systems, backup/restore systems)
- Preserve data on trusted, proven archiving and/or compliance solutions that are used by 14 of the top 20 financial services firms and by 30 of the Fortune 100 companies
- Protect information from tampering or spoliation – to create a solid foundation for a defensible records retention strategy
- Achieve optimal operational efficiency and cost savings

## Discovery Management

- Manage all litigation from a central location for fast, efficient, low-cost discovery
- Ensure a consistent approach to all discovery requests
- Furnish attorneys/lawyers with a workflow-optimized environment – enabling faster assessment of the merits/strategy of a case and greater overall collaboration
- Provide an audit trail to help underscore the validity and reliability of produced data
- Save time and associated costs by simplifying the retrieval, discovery, and production process

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“ZANTAZ gives us the confidence and competitive advantage to succeed, and in turn, make our clients successful.”

- Hennigan, Bennett & Dorman

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# THE ZANTAZ IRDM SOLUTION

With the escalating pressure being placed on large enterprises by both regulators and lawyers today, Information Retention and Discovery Management (IRDM) has become a key concern for IT managers, legal professionals, and C-level executives alike.

The primary driver of IRDM is risk management. As electronic communication gains momentum as a business tool (it is estimated that 84 billion emails will be sent daily by 2006<sup>1</sup>), it presents a real and growing threat to corporations if it is not managed properly. In fact, organizations are now being penalized for their inability to access and search electronic data. Some recent examples include:

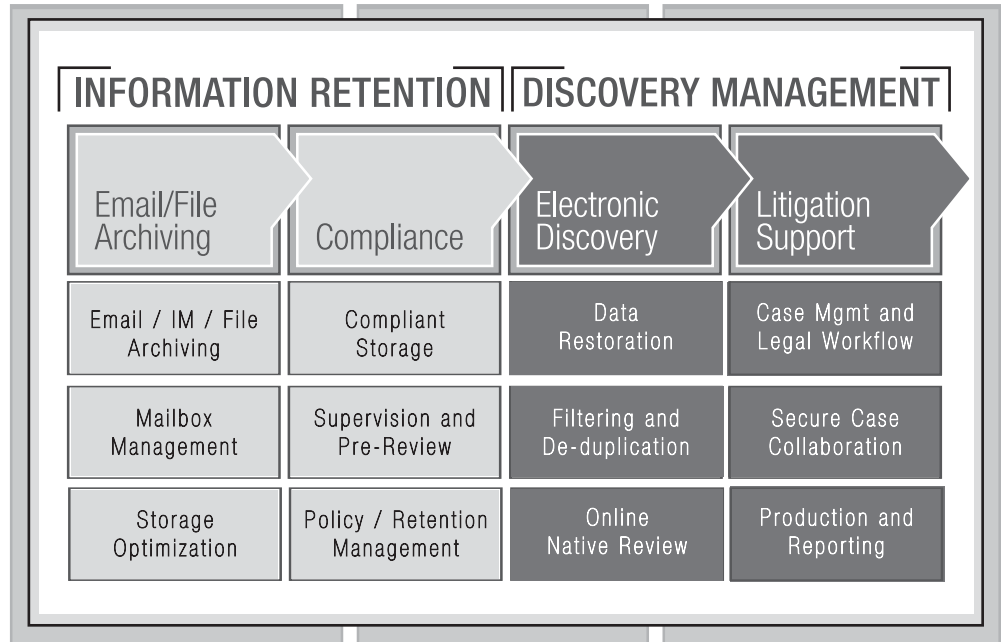
- A \$1.45B ruling against Morgan Stanley for being “grossly negligent” in producing emails to the court in a legal proceeding<sup>2</sup>
- A \$2.75M ruling against Phillip Morris USA after it was ruled that 11 employees failed to preserve emails<sup>3</sup>
- A \$566K fine imposed against Samsung for spoliation of email evidence<sup>4</sup>

## IRDM Defined

IRDM is accomplished when archiving and compliance—“Information Retention” (IR)—solutions are seamlessly integrated with electronic discovery and litigation support—“Discovery Management” (DM)—solutions. Such an approach is critical to enterprises that wish to manage the risk of their electronic communication.

To realize the full benefits of “IR,” corporations need to proactively retain live data (e.g., email and IM) and legacy data (e.g., tape backups and paper) to serve as electronic records. Additionally, these organizations must consolidate their data and have an efficient means of searching, manipulating, and sharing this information during regulatory or legal “DM” requests.

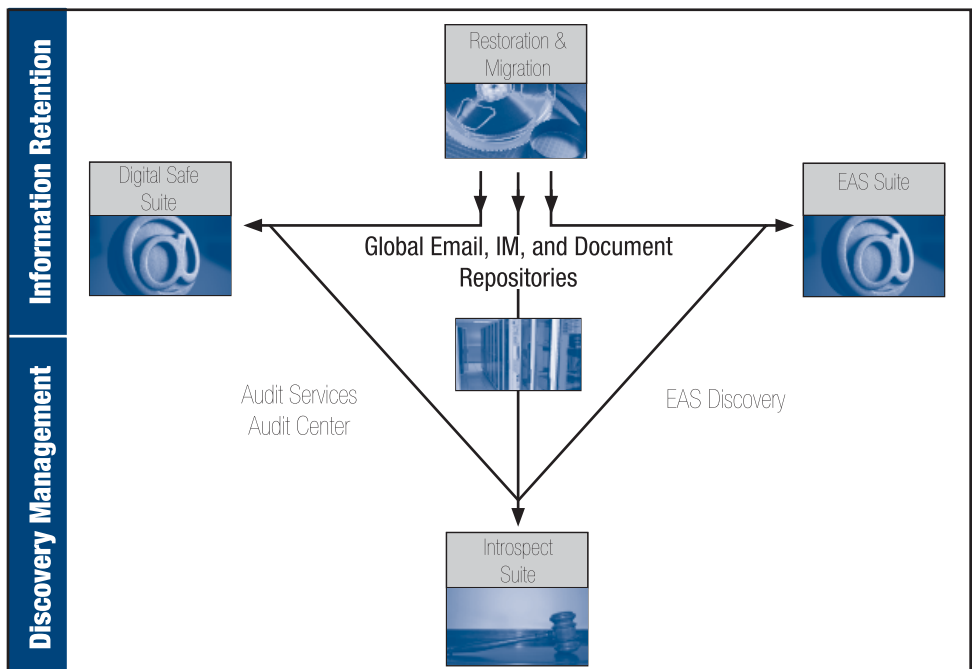
Together, an IRDM solution allows large enterprises to reduce operational risks and costs, comply with legal, regulatory, and corporate policy requirements, and ultimately avoid costly reactive discovery processes and steep penalties.



## The ZANTAZ IRDM Solution

To provide a comprehensive IRDM solution, ZANTAZ blends several proprietary applications designed to capture, preserve, access, review, and produce digital information—including email, IM, files, scanned documents, and other electronic records.

- **Information Retention** – The IR portion of the ZANTAZ IRDM solution is comprised of restoration and migration services, plus ZANTAZ Digital Safe and ZANTAZ EAS archiving and compliance suites. Each saves electronic data to a global repository and prepares this data for retrieval.
- **Discovery Management** – The DM portion of the IRDM solution is delivered by the company's litigation support and e-discovery application, Introspect. This industry-leading product, capable of native file processing, is seamlessly integrated with the global repository to enable easy data discovery and production.



## Why the ZANTAZ IRDM Solution is Unique

The benefits of the ZANTAZ IRDM solution are especially applicable when comparing it to other alternatives on the market. The ZANTAZ solution combines best-of-breed applications for archiving, compliance, discovery, and litigation support. Moreover, since all of these applications are developed and supported by the same company, the data flow is carefully managed and chain-of-custody remains intact throughout the lifecycle of the information.

Other offerings are comprised of un-related products and services that are pulled together to form an ad-hoc skeleton of an IRDM solution. But since they are not end-to-end solutions, customers have reported higher costs and longer processing times (associated with multiple touch points for data processing), plus an absence of chain-of-custody and greater risk. For instance, Boeing reported that it cost \$1M for every 15 emails it had to find<sup>5</sup>. With an integrated IRDM solution, these costs could have been substantially reduced.

## Key ZANTAZ Products and Services

### Restoration & Migration Services

If required, either the ZANTAZ Digital Safe or ZANTAZ EAS solution can be populated with legacy data typically found on backup media. The ZANTAZ Data Restoration service uses a highly secure and scalable infrastructure to restore electronic documents from a wide variety of backup media. ZANTAZ expertly restores email and attachments from all major email management systems (Microsoft Exchange, Lotus Notes, Novell GroupWise, and Lotus cc:Mail). In addition, ZANTAZ can also restore data from other archive systems such as Legato EmailXtender and iLumin Assentor, allowing customers to migrate to a second-generation solution and realize the benefits (e.g., lower risks and costs) of a closely tied discovery management solution.

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### RESTORATION & MIGRATION SERVICE FEATURES:

- Upfront inventory and scanning of backup media to ensure that only relevant data is restored and to ultimately reduce costs
- Rapid, risk-free implementation
- Broad set of messaging systems supported for restoration: Microsoft Exchange, Lotus Notes, Lotus cc:Mail, and Novell GroupWise
- Broad set of archive platforms supported for migration: Legato EmailXtender, iLumin Assentor, Bloomberg, Tumbleweed Mailgate, AXS-One, and ANACOMP DocHarbor
- Restored or migrated data includes attachments, metadata, and hidden data

## ZANTAZ Digital Safe Suite

ZANTAZ Digital Safe is a secure, scalable, battle-tested compliance archiving solution that helps enterprises meet the security and audit standards of the world's leading financial institutions and government agencies. This **hosted solution** allows customers to proactively manage important digital assets in a compliant manner. Optional monitoring (supervision) and high-volume export (for discovery) are also available to provide even greater IRDM functionality, if required.

## ZANTAZ EAS Suite

The ZANTAZ Enterprise Archive Solution (EAS) for Exchange, Notes, and Files is an **on-site solution** that enables organizations to create efficient, searchable archives for the retention, management and control of corporate email. This email management solution ensures cost-effective storage optimization through inherent, enterprise-wide single-instance storage (SIS) and message retention for organizations of virtually any size. The scalability of the ZANTAZ EAS parent-child architecture, along with its robustness and flexibility, results in dramatic storage savings. Optional monitoring (supervision) and high-volume export (for discovery) are also available to provide even greater IRDM functionality, if required.

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## ZANTAZ DIGITAL SAFE SUITE FEATURES:

- Real-time capture of large volumes of email, instant messages, and other electronic records in a hosted solution
- Preservation of documents on redundant, tamper-proof, disk-based WORM (Write Once, Read Many) storage systems
- Proven compliance with industry regulations and corporate policies
- Rapid search and retrieval capabilities plus the ability to cull large volumes of data for attorney review
- Secure storage ranging from months to decades with document-level retention policies and secure disposition

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## ZANTAZ EAS SUITE FEATURES:

- Real-time capture of large volumes of email, instant messages, attachments, and other electronic records on an on-site solution
- Uniquely robust and scalable architecture
- Unparalleled flexibility and versatility
- Inherent enterprise-wide single-instance storage with local optimization
- Redundant configurations for disaster recovery
- Enterprise-wide archive searching with transparently federated search results

## ZANTAZ Introspect Suite

ZANTAZ Introspect is the industry-leading discovery review solution for complex litigation and regulatory projects. A complete online review application, ZANTAZ Introspect provides image and native-file review, multi-level foldering, and full production capabilities in a highly scalable solution. Introspect manages all types of documents, including native electronic files, scanned paper documents, transcripts, as well as documents from opposing counsel. It is a comprehensive solution that streamlines the entire litigation process, from inbound data through outbound production.

## How To Get Started

The ZANTAZ IRDM solution is available today, and many customers (including 30 of the Fortune 100) have already deployed at least one component to manage corporate risk.

Customers can elect to deploy the complete IRDM suite at one time to realize the full benefit of the solution. Or, different applications can be configured to create a customized solution to meet each customer's needs.

Customers may also wish to launch specific applications to address their greatest areas of risk first. For example, a very popular approach is to deploy information retention tools like ZANTAZ Digital Safe or ZANTAZ EAS (with tape restoration) to proactively archive data. In addition to the compelling operational efficiency and cost savings that such solutions provide, this ensures that data is preserved and enables rapid, efficient access if the need arises – thereby lowering excessive “rush job” discovery costs and lowering the potential for legal and regulatory fines if data isn't recovered quickly enough.

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1 Worldwide Email Archiving Applications 2004-2008 Forecast, IDC, 12/2004

2 The Wall Street Journal (by Susanne Craig) page C3, 03/22/2005

3 Shook Hardy & Bacon (James Daley)

4 Law Office Computing, December/January issue

5 Byte and Switch, January 2005

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## ZANTAZ INTROSPECT SUITE FEATURES:

- Quickly cull large volumes of native electronic and paper documents
- Efficiently store, search, analyze, review, TIFF-on-Demand, and produce consistent data sets and track all productions
- Review documents in their native file format, reducing the time, cost and complexity of electronic discovery
- Full support for both Explorer and Web Browser interfaces
- Provide attorneys and litigation support staff with a flexible work environment that facilitates case management

ZANTAZ is the global leader in Information Retention and Discovery Management (IRDM) solutions. Our solutions enable organizations to capture, preserve, and access unstructured digital information—including email, IM, files, scanned documents, and other electronic records—and review and produce relevant documents in a manner that reduces operational risks and costs while complying with legal, regulatory and business policy requirements.

ZANTAZ is unique in offering a comprehensive and flexible IRDM solution suite that addresses four strategic business processes within an organization:

- Email and File Archiving
- Compliance
- Electronic Discovery
- Litigation Support

Each product or service can be implemented separately, or deployed together as an integrated solution. ZANTAZ solutions are available as either on-site software products or on-demand hosted services, and include a broad set of professional services and integration support.

## Contact Us

To learn more about ZANTAZ' industry-leading IRDM Solutions solutions, visit our Web site at **[www.ZANTAZ.com](http://www.ZANTAZ.com)** or call us at **800.636.0095 (in North America) or +44 (0) 20 7397 8760 (in Europe)**.





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