

# Fast, cost-effective eDiscovery and litigation hold with Mimecast

Mimecast helps you regain control of the eDiscovery workflow, reducing costs and mitigating risk to your organization.

## Business needs

While regulatory compliance may have been the catalyst for the early adoption of email archiving systems, an increasingly common driver is litigation, requiring the systematic use and storage of email for eDiscovery purposes. Email is considered a critical element of the legal process and message content is frequently used in legal proceedings to indicate timing, knowledge, motivation or intent. Organizations need an effective email archiving solution that will support a fast and accurate eDiscovery process and ensure that email subject to a preservation obligation is not lost. Ultimately legal teams must be able to make rapid, well informed decisions in response to litigious actions.

## Business challenges

Managing the often conflicting attitudes of end users and legal officers towards email storage is a challenge that many organizations face. End users typically want to keep everything for as long as possible, while legal departments favor a more rigorous approach to retention. The challenge, therefore, is to ensure that the retention program designed by the legal department is implemented in a consistent manner. This is necessary to avoid delays in the retrieval of critical emails, and protect against the inadvertent destruction of relevant content. Without this centralized control, eDiscovery and litigation hold tasks can become prolonged and onerous.

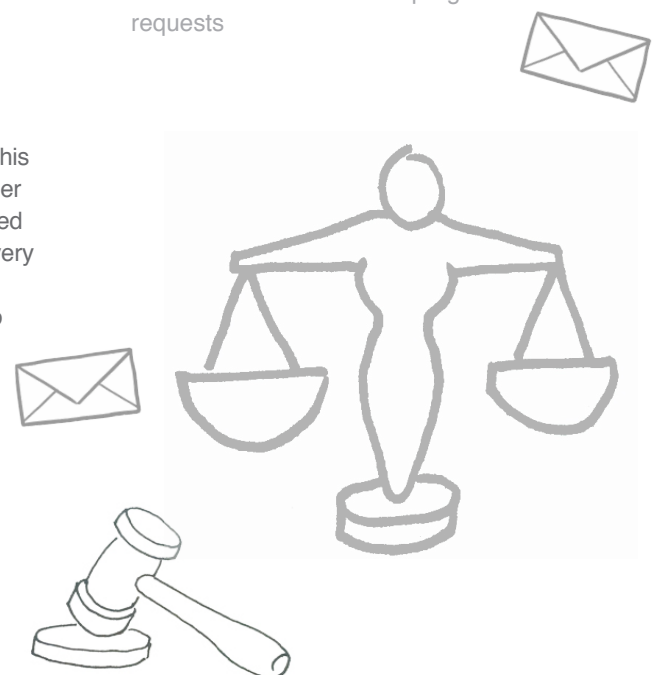
## Technical challenges

It is not only the content of messages identified during the eDiscovery process that is important, but the availability of its associated metadata. This can add significant weight to evidence, providing proof of delivery and other critical non-repudiation information. However this data can only be captured and stored by the archive where it is an intrinsic part of the message delivery process. Often this is not the case, and as a result this vital information is lost, or requires prolonged and costly analysis of other log data in order to be retrieved.

➤ **Mimecast is a leading provider of essential cloud services for Microsoft Exchange**

## Fast facts

- A single online repository consolidating both archived and live email
- Enables rapid decision making in early case assessment process
- Centrally managed and rapidly deployed litigation holds
- Evidential quality data held in secure email archive
- Audited and secure email purge requests



“eDiscovery and document retention requirements, combined with increasing volume, make email management difficult for law firms and corporate law departments and their IT staff. Mimecast provides a comprehensive solution that addresses eDiscovery needs, using an intuitive user interface in a simple, SaaS-delivered package.”

— Nancy Stagg, Principal, Fish & Richardson

## Mimecast solution

Mimecast has created a solution that enables legal departments to effectively address these challenges. Mimecast’s industry leading, cloud-based, email archive offers centrally managed litigation hold policies and accurate, near real-time eDiscovery searches.

Flexible and granular litigation holds can be centrally managed from a single console and rapidly applied across the entire organization. Data retention policies that have been designed by the legal department can be reflected within Mimecast and applied consistently across the business, taking the decision of which messages to keep, and for how long, out of the hands of end users.

With a single repository of both live and archived email data to manage, early case assessment tasks become less burdensome and eDiscovery searches are both more effective and less likely to include unhelpful or unnecessary information. Rapid and granular search functionality also speeds up the task of honing in on the relevant information; a task which can be shared amongst designated staff within the business to assist in the eDiscovery workflow. All these features help to significantly reduce the cost and complexity of the eDiscovery and litigation hold process.

All stored email data is encrypted and stored in triplicate across multiple geographic locations in highly resilient and secure data centers in defined jurisdictions. When deployed as part of a Mimecast unified email management solution, all transactional metadata is also stored with the email content. This ensures that not only does legal counsel have immediate access to all email content, but they can also access all relevant delivery and non-repudiation data for every email.

End users can of course access their own historical email via Microsoft Outlook or Mimecast Webmail. The service requires no additional onsite hardware and is backed by 100% service availability SLA.

**Mimecast’s fully unified email management service means that you can seamlessly combine our email security, continuity and archiving services at any time – all managed from the same interface.**

## Key benefits

- Gives in-house legal staff effective eDiscovery tools
- Empowers rapid decision making in early case assessment exercises
- Can provide proof of delivery and non repudiation metadata
- Multiple, granular litigation holds can be simultaneously applied
- eDiscovery activity is fully auditable
- Single online repository of both archived and live email for comprehensive searches



## About Mimecast

Mimecast is a leading provider of essential cloud services for Microsoft Exchange. Mimecast delivers enterprise email management services that include security, continuity and archiving. This suite of services provides total end-to-end control of business email, while minimizing risk and reducing both cost and complexity. Founded in 2003, Mimecast serves thousands of customers worldwide and has offices in Europe, North America, and Africa.