



Litigation Solutions

LexisNexis®

COMPLIANCE WITHOUT COMPLICATIONS: FOIA SOFTWARE SOLUTIONS FROM LEXISNEXIS

Complying with the Freedom of Information Act (FOIA) is critical to the success of our democracy. But having an understanding and appreciation of open government does not change the fact that complying with these mandates is incredibly time and cost intensive.



The Department of Justice Summary of Annual FOIA Reports for Fiscal Year 2015 found that:

- The 100 agencies subject to FOIA transparency requirements received more than 713,168 requests in fiscal 2015 while processing “a record high number of nearly 770,000 requests.”
- During the 2015 fiscal year, FOIA administration required 4,122 full-time staff members.
- The total estimated cost of all FOIA-related activities across government during 2015 was \$480,235,968.
- Nearly 94 percent of the total cost was attributed to the processing of requests and appeals by agencies, with only 6 percent going to litigation.

These numbers are driven by the fact that FOIA requests are not limited to parties involved in a particular case. Anyone may make a request without having to disclose why they need the information. Additionally, government agencies must comply with amendments to the Federal Rules of Civil Procedures (FRCP), which require precise recordkeeping in regard to electronic discovery process, so any Freedom of Information Act documents used in civil cases must comply with this regulation.

With a long history of developing solutions for eDiscovery, LexisNexis® is here to help. We work with agencies to apply the right mix of technologies to meet the challenge of responding to FOIA requests. Our solutions help agencies meet their openness responsibilities, even while balancing the need for transparency with privacy and national security demands in times of austere budgets.

Handle Large Volumes of Data for Complex Cases

LAW® PreDiscovery was designed to handle large volumes of data and documents for complex cases. FOIA teams can use this processing capability to scan, import, de-duplicate and produce all of the potential documents needed to answer a request. Once all documents have been reviewed and appropriately redacted, LAW PreDiscovery can produce the final package for delivery to the requester.

Manage Cases From Request to Closure

As a review tool, Concordance® makes it easier to determine which documents meet the needs of the FOIA request, then review relevant documents for necessary redactions.

Agencies need to show their ability to manage FOIA requests on an annual basis. Using case review software not only helps streamline the process internally, but aids in reporting to outside entities.

Concordance software offers document production, processing and record-keeping capabilities which allow users to:

- Batch print, download or email after selecting and redacting documents.
- Save redacted document collections for future requests, greatly reducing photocopying, searching and redacting time and expense.

The Concordance Report Wizard also helps create numerous record-keeping reports on the fly for monitoring FOIA request numbers, types, recipients and more for compliance and reporting purposes.

All activity in Concordance and LAW is saved and reference-able in the event that documents pulled for a FOIA request need to be used in litigation.

Automate Document Discovery

One keyword search can cover your entire document population while also utilizing de-duplication and near-duplication of records to reduce the clutter and get reviewers to the most relevant documents.

- Powerful full-text search capabilities allow search by names, words, phrases, addresses, phone numbers, email addresses and much more.
- All found phrases are highlighted for easy review to enable quick movement between references.
- Search across many document types, even filings, email, transcripts, spreadsheets, presentations, etc.
- One search can include multiple search criteria.

Expand the Data Pool that is Searched

With the processing power of LexisNexis software, organizations can search extremely large data sets to get down to relevant data within just one search. Users can customize searches to get the right data the first time.

- Everything becomes text-based at ingestion, allowing for metadata collection and making PDFs and scanned documents searchable.
- Multiple file types can be searched together, including giant database ingestion and email stores.

Automate Redactions

While FOIA ensures that anyone has access to government information, there are real security and privacy concerns in that data. Many times documents are held back because the redaction process is just too difficult. This violates the spirit of FOIA. Automating the process of redacting sensitive information ensures that all applicable documents can be released without security or privacy risk.

- All redacted information is marked privileged and covered completely, even underlying electronic layers, not just the surface layer like some PDF options.
- Move from search results into documents to review specific text as needed.
- Review and de-select information. When ready, redact appropriate information in one step.
- Insert reason codes, annotations or comments.
- Approved personnel can still see what was redacted.

Ask your LexisNexis® Account Representative how Concordance and LAW PreDiscovery can streamline your organization's FOIA management.



855-974-7776



blsslitweb@lexisnexis.com

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