

# ISO/IEC 27050-1:2019-11 (E)

## Information technology - Electronic discovery - Part 1: Overview and concepts

<b>Contents</b>		<b>Page</b>
Foreword.....		v
Introduction.....		vi
<b>1</b>	<b>Scope.....</b>	<b>1</b>
<b>2</b>	<b>Normative references.....</b>	<b>1</b>
<b>3</b>	<b>Terms and definitions.....</b>	<b>1</b>
<b>4</b>	<b>Symbols and abbreviated terms.....</b>	<b>4</b>
<b>5</b>	<b>Overall structure and overview of the ISO/IEC 27050 series.....</b>	<b>4</b>
<b>6</b>	<b>Overview of electronic discovery.....</b>	<b>5</b>
6.1	Background.....	5
6.2	Basic concepts.....	5
6.3	Objectives of electronic discovery.....	6
6.4	Electronic discovery foundation.....	7
6.4.1	General.....	7
6.4.2	Competency.....	7
6.4.3	Candour.....	7
6.4.4	Cooperation.....	7
6.4.5	Completeness.....	7
6.4.6	Proportionality.....	7
6.5	Governance and electronic discovery.....	8
6.5.1	General.....	8
6.5.2	Risk and environmental factors.....	8
6.5.3	Compliance and review.....	8
6.5.4	Privacy and data protection.....	8
6.6	ICT readiness for electronic discovery.....	9
6.6.1	General.....	9
6.6.2	Long-term retention of ESI.....	9
6.6.3	Maintaining ESI confidentiality.....	9
6.6.4	Destruction of ESI.....	9
6.7	Planning and budgeting an electronic discovery project.....	9
<b>7</b>	<b>Electronically Stored Information (ESI).....</b>	<b>10</b>
7.1	Background.....	10
7.2	Common types of ESI.....	11
7.2.1	General.....	11
7.2.2	Active data.....	11
7.2.3	Inactive data.....	11
7.2.4	Residual data.....	11
7.2.5	Legacy data.....	12
7.3	Common sources of ESI.....	12
7.3.1	General.....	12
7.3.2	Custodian data sources.....	12
7.3.3	Non-custodian data sources.....	12
7.3.4	Potentially excluded sources of ESI.....	13
7.4	ESI representations.....	13
7.4.1	General.....	13
7.4.2	Native formats.....	13
7.4.3	Near-native formats.....	14

	7.4.4	Image (near-paper) formats .....	14
	7.4.5	Hardcopy .....	14
	7.5	Non-ESI as part of discovery .....	14
<b>8</b>		<b>Electronic discovery process</b> .....	<b>15</b>
	8.1	Overview .....	15
	8.2	ESI identification .....	17
	8.3	ESI preservation .....	17
	8.4	ESI collection .....	17
	8.5	ESI processing .....	18
	8.6	ESI review .....	18
	8.7	ESI analysis .....	18
	8.8	ESI production .....	18
<b>9</b>		<b>Additional considerations</b> .....	<b>19</b>
	9.1	Presentation of ESI .....	19
	9.2	Chain of custody and provenance .....	19
		<b>Bibliography</b> .....	<b>20</b>