

**Information Technology Policy  
Commonwealth of Pennsylvania  
Governor's Office of Administration/Office for Information Technology**

<b>ITP Number:</b>	<b>ITP-INF009</b>	
<b>ITP Title:</b>	<b>e-Discovery Technology Standard</b>	
<b>Issued by:</b>	<b>Deputy Secretary for Information Technology</b>	
<b>Date Issued:</b>	<b>August 26, 2008</b>	<b>Date Revised:</b> <b>November 18, 2010</b>
<b>Domain:</b>	<b>Information</b>	
<b>Discipline:</b>	<b>Records Management</b>	
<b>Technology Area:</b>	<b>Search</b>	
<b>Revision History Date:</b>	<b>Description:</b>	
<b>11/18/2010</b>	<b>ITP Refresh</b>	

**Abstract:**

The purpose of this Information Technology Policy (ITP) is to establish an enterprise-wide product standard for use by all Commonwealth agencies to identify, collect, search, and analyze electronically stored information (ESI) for purposes of electronic discovery (e-discovery) in litigation matters. e-discovery refers to any process in which ESI is identified, collected, searched, and analyzed for the purpose of production in the discovery phase of litigation.

When the Commonwealth's counsel determines that ESI is to be produced as part of discovery to opposing counsel, the Commonwealth's counsel directs IT support staff to assist in the initial searching for the ESI. ESI can be collected from a variety of sources. E-mail and e-documents are the most common forms of ESI and they are found on shared or network drives and archives (including backup tapes). Once the ESI sources are identified, counsel will use the product to collect, search, and analyze the ESI.

The solution provided by this ITP is a method to significantly reduce time and costs associated with the production of ESI in litigation.

**General:** This ITP applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this policy.

**Policy:**

All ESI to be produced by Commonwealth agencies under the Governor's jurisdiction for purposes of e-discovery in litigation matters is to be identified, collected, searched, and analyzed utilizing the product named in STD-INF009A, *e-Discovery Product Standards*.

**Refresh Schedule:**

All standards identified in this ITP are subject to periodic review and possible revision, or upon request by the Enterprise Architecture Standards Committee (EASC).

**Exemption from This Policy:**

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://copper.oa.pa.gov/>. Agency CIO approval is required. Contact your agency [CoP Planner](#) for further details or assistance.

**Questions:**

Questions regarding this policy are to be directed to [RA-ITCentral@pa.gov](mailto:RA-ITCentral@pa.gov).

**Policy Supplements:**

[STD-INF009A - e-Discovery Product Standards](#)