Achieve Both—
Timely FOIA Compliance & Document
Security—with LexisNexis® Concordance®
and LAW PreDiscovery™

Quick! *How many FOIA (Freedom of Information Act) requests does your organization fulfill? How many staff hours were spent copying, reading, marking and mailing?*

The pressure to comply in a timely fashion—removing all *Social Security Numbers, names, phones numbers, e-mail addresses and information covered by privacy laws*—is tremendous. Yet you're tasked to keep records secure and correct. (News stories about redacted facts "leaked" in PDF metadata can give you nightmares.)

Balance timely FOIA response with effective, secure redaction! Together LAW PreDiscovery™ and Concordance® discovery management software work with your document repository. Load documents in any format, including paper, Microsoft® Outlook®, Word, Excel®, PowerPoint®, WordPerfect®, PDFs, HTML, XML and more.

"We've used a number of e-discovery software products over the years and LAW PreDiscovery is hands-down our favorite of them all."

— Jim Havidic
   E-Discovery Division Manager
   Elijah Technologies

LexisNexis®

Zero In on Sensitive References—Even Hidden Data—Faster and More Accurately

One search can cover your entire document population, **uncovering sensitive facts in unexpected places—places the eye might miss.**

- Powerful **full-text search** capabilities let you search by *name/words, phrases, addresses, phone numbers, e-mail addresses* and much more.

- All **found phrases are highlighted** for easy review. Move among references quickly.

- **Search across many document types**, even filings, e-mail, transcripts, spreadsheets, presentations, etc. Find sensitive data in body copy, headlines, footnotes, graphic captions, metadata, etc.

- **One search** can include multiple search criteria.

"Concordance has made a major difference in how we review documents. We use Concordance daily because of the simplicity and ease of use."

— Geneer M. Johnson, Senior Paralegal,
   Consumer Protection & Fraud
   Delaware Attorney General's Office

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

Redact Securely—Without Altering Originals

- All redacted information is marked privileged and covered completely—**all 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 annotations** or comments.

- Your organization's approved personnel can still **see what was redacted**.

Then Send, Save and Monitor Requests

Concordance software offers document **production, processing and record-keeping capabilities**.

For example:

- After collecting and redacting documents, **batch print, download or e-mail**

- **Save redacted document collections** for future requests, greatly reducing photocopying, searching and redacting time and expense

- The Concordance Report Wizard also allows you **to create numerous record-keeping reports on the fly**, so you can monitor FOIA request numbers, types, recipients and more for compliance