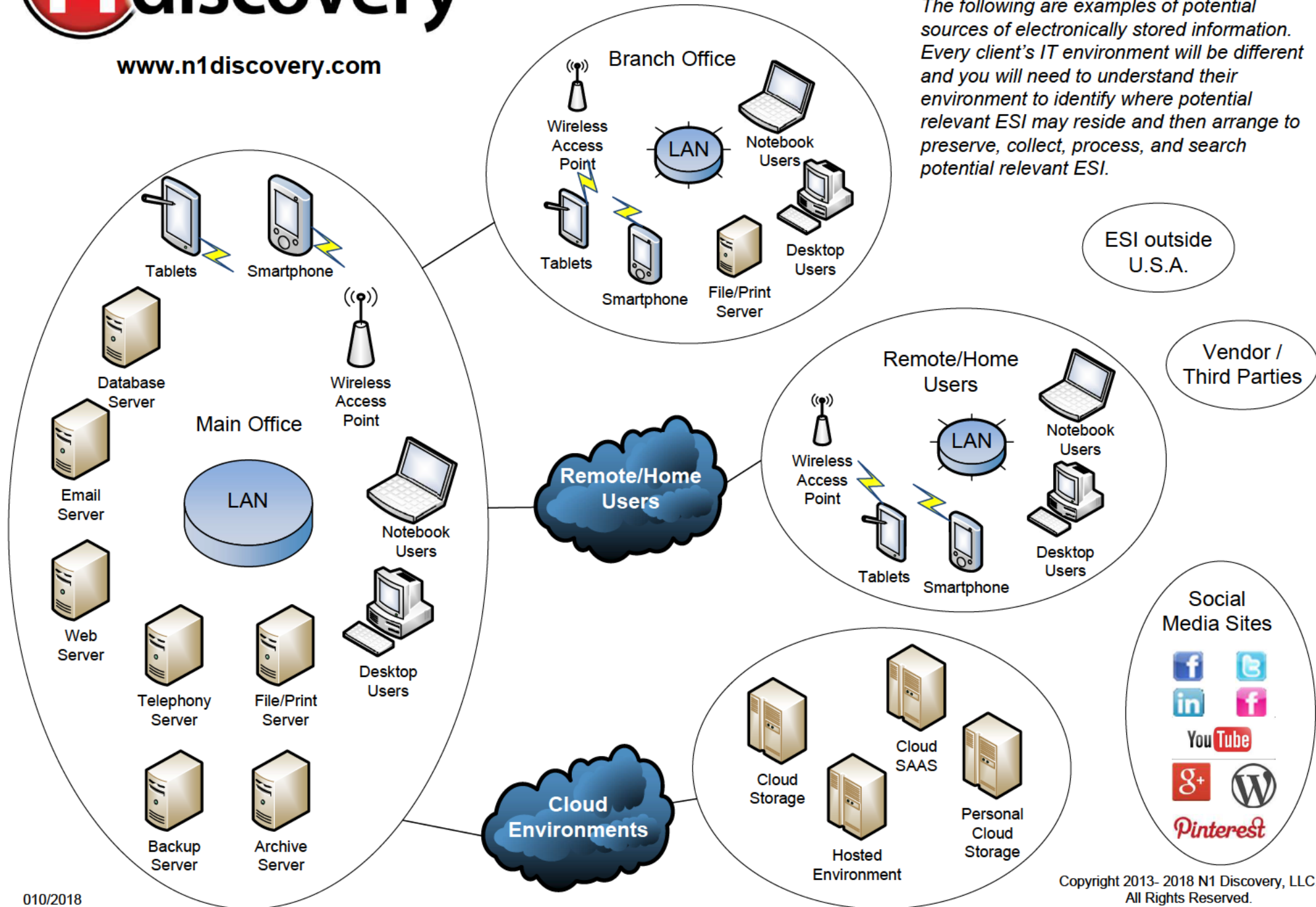




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Sources of Potential ESI

The following are examples of potential sources of electronically stored information. Every client's IT environment will be different and you will need to understand their environment to identify where potential relevant ESI may reside and then arrange to preserve, collect, process, and search potential relevant ESI.





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Main Office / Headquarters

Servers Operating Systems

- Windows Operating System
- Unix/Linux Variants

Servers by Functions

- File Servers (shares - company, departmental, users, etc.)
- Print Servers
- Database Servers (SQL, Oracle, DB2, etc.)
- Web Servers (Apache, IIS, etc.)
- Email Servers (Exchange, Groupwise, LotusNotes, etc.)
- Backup Servers (Acronis, Barracuda, etc.)
- Archive Servers
- Telephony Servers (Cisco, ShoreTel, Avia)

Server Virtualization

- Vmware
- HyperV

Company Supplied Devices to Employees

- Desktop computer
- Notebook computer
- Smartphone/cell phone
- Tablet device
- USB storage devices, CD/DVD
- Loaner/floater computer

Bring Your Own Device (BYOD) to Work

- Desktop computer
- Notebook computer
- Smartphone/cell phone
- Tablet device
- Other mobile devices (iPods, Kindle, etc.)
- USB storage devices, CD/DVD
- Personal cloud storage (O365, OneDrive, Dropbox, iCloud, Box, etc.)

Cloud Environments

- Host Cloud Environments (Amazon, Azure, Rackspace, etc.)
- Cloud Environments (Office365, Salesforce, Google Apps, etc., etc.)
- Company Cloud Storage (OneDrive, SharePoint, Box, etc.)
- Employee Cloud Storage, often unknown by IT department
- Specialized Cloud Storage (Evernote, etc.)

Remote / Home Users

- Desktop computer
- Notebook computer
- Smartphone/cell phone
- Tablet device
- Other mobile devices (iPods, Kindle, etc.)
- USB storage devices, CD/DVD
- Personal cloud storage (Dropbox, iCloud, OneDrive Box, etc.)

Vendors / Third Parties

- Outsourced service providers (payroll, benefits, HR, etc.)
- Joint venture partners
- Support vendors
- Offsite storage vendors (documents, backup storage, etc.)

Social Media Sites

- | | | |
|------------|-------------|------------------------------------|
| • Facebook | • Flickr | • Youtube |
| • Twitter | • Pinterest | • Blogs (Google+, WordPress, etc.) |
| • LinkedIn | • Instagram | • Podcasts |

ESI Outside USA

Requires careful consideration to ensure compliance with foreign laws.