When handling FOIA and public records requests, there are many possible levels of automation to optimize the process, use resources more effectively and deal with ever increasing and complex data volumes.

ZyLAB has enhanced its Gartner #1 rated eDiscovery solution to meet the specific requirements of FOIA and Public Records Acts request. ZyLAB ONE eDiscovery implements automation for collection, processing, deduplication, data enrichment, translation, categorization, clustering, data visualization, keyword hit highlighting, search and tagging, audio search, Vaughn-Index Creation and bulk disclosure.

Automate (Self) Collection and Deep Processing

Use collector and processing templates to collect directly from your most common data sources, including Office 365. When your organization uses self-collection, then your employees can collect and upload information related to the request themselves (PST, disks, USB). Deeply process and enrich all data. Automatic OCR on bitmaps and non-searchable PDFs is included to make sure all individual items are fully searchable and can be categorized, de-duplicated, reviewed and redacted automatically.

Automate Text & Audio Search (also in video files)

Use Boolean, Proximity, Fuzzy, Regular Expressions, Quorum, Meta-data, concept, audio and many other advanced (full-text) search, clustering and machine learning techniques to maximize precision and recall across the collection.

Extensive reporting to quickly estimate the resources needed

Use Early Case Assessment techniques from eDiscovery to make a first estimate of the number of responsive documents. This will allow you and your organization to estimate the time and resources to assess the content and the efforts needed to identify withholdings, exceptions and redactions, make the deadlines and prevent stressful situations.
Automate Redactions

Protect your organization from disclosing sensitive and damaging information. Create auto-redaction rules using regular expressions and advanced full-text queries allowing you to redact exemptions, Personal Identifiable Information (PII), Protected Health Information (PHI) or other information that has to be withheld or redacted to prevent harming your organization, your employees or your citizens from disclosing.

Automate Data Visualization

Predefine facets for exemption codes, departments, custodians, etc. Create easy to define workflows and review templates to send any questionable items to your outside legal firm, attorney general or in-house counsel for opinion.

Search and review

Even construction blueprints and other complex schematics.

Automate Vaughn Index Creation

Extensive reporting on redactions and documents being withheld with DocID, Department, Exemption Code(s), etc., saving lots of time and resources.
ZyLAB is positioned as “leader” in Gartner’s latest Magic Quadrant for eDiscovery Software, ranked #1 for complete EDRM eDiscovery in analysts’ “Critical Capabilities for E-Discovery Software” report and has received numerous other industry accolades over the last 3 decades.

For more information or a trial: info@zylab.com

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ZYLAB ONE EDISCOVERY OFFERS ADDITIONAL FUNCTIONALITY TO:

- Integrate with your existing case management or web request systems.
- Archive all disclosures in a searchable format for future reference.
- Share disclosures with the general public via a public website. See for instance the EPA site https://nepis.epa.gov as an example on how the ZyLAB search interface can be customized to your own house style and embedded in your public website.

BENEFITS OF USING ZYLAB ONE EDISCOVERY SOLUTION FOR FOIA AND PUBLIC RECORDS REQUESTS

- Increase transparency and reduce risk of unintended disclosures that may damage your organization.
- Generate a repeatable, transparent, managed and optimized process that allows for quick turnaround times with minimal resources.
- Collect directly from various email, file share or MS-SharePoint sources including Office 365 or self-collect.
- Automatically reduce duplicates directly after identification.
- Use extensive reporting and early case assessment tools to estimate the time and resources needed to answer the request.
- Auto-redact PII, PHI and several exceptions to reduce the risk of harmful disclosures.
- Produce reports in open format (TIFF or PDF) accepted by US-NARA.
- Archive, share and re-use old disclosures to prevent errors and inconsistencies with previous disclosures.

“Using ZyLAB software for the handling of FOIA and Public Records Requests leads to huge time and resource savings, less probability for errors and less risk to damage your citizens, employees or organization by accidental disclosures. Organizations using ZyLAB for FOIA have quoted this functionality to be a Productivity Revolution.”

- IT Director, City Government, U.S.

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