From: Gilbert, Alexas
To: eDiscovery, eDiscovery; Engels, Alan
Subject: RE: Response Needed: Preliminary Search Results for ED_001182A (A-R8-2017-005403B)
Date: Wednesday, April 5, 2017 9:29:34 AM

Hello

The search parameters for this search are confirmed, please proceed to execute the search.

Please provide the documents in pdf format when they are available.

Thanks
Alexas

From: Tate, Shanel **On Behalf Of** eDiscovery, eDiscovery
Sent: Wednesday, April 05, 2017 9:18 AM
To: Gilbert, Alexas <Gilbert.Alexas@epa.gov>; Engels, Alan <engels.alan@epa.gov>
Cc: eDiscovery, eDiscovery <eDiscovery@epa.gov>
Subject: Response Needed: Preliminary Search Results for ED_001182A (A-R8-2017-005403B)

Alexas and Alan,

The pre-case assessment for ED_001182A (A-R8-2017-005403B) is complete. The initial search returned an estimated 6 items. This number reflects a search based solely on the date range, custodians provided and keywords in your request. All other search criteria and processing such as domain restrictions, proximity and deduplication will be applied once the data is loaded into Relativity.

Upon Confirmation, Discovery Services will Collect the Following:

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Outlook email for the following 1 custodian:
Copt, Britta

Date Range:
12/07/2016

Key Words:
"Scott Pruitt"

Please confirm the above is correct. Once we receive your confirmation, we can proceed to execute the search. In addition, with respect to your requested deadline, since SharePoint automatically puts a date of 10 days out from when the request was submitted and that field is not always accurately entered initially, we kindly request that you please provide us with a more accurate deadline date so that we can prioritize this request accordingly.

*Furthermore, **YOU MAY NOT BE DONE SEARCHING!** Please provide the important information below to all potential custodians, i.e. those individuals who may have potentially responsive documents.*

The centralized search is run ONLY in the EPA's Microsoft Office 365 system, and the search results are limited to 1) Outlook email messages, 2) Outlook calendar entries, and 3) Lync Chats.

Depending on the request to which you are responding, you may still need to search other sources for potentially responsive information. Other possible sources include Lotus Notes mailboxes or calendars, other Lotus Notes databases, the Enterprise Content Management System (ECMS)[1], the Correspondence Management System (CMS), local or shared computer drives, SharePoint sites, OneDrive, mobile devices (e.g., text messages and photographs, which are unique to the device), thumb drives, discs, paper files, and other locations where potentially responsive information may be found.

According to the Federal Records Act and EPA Policy, all messages sent on a personal messaging account such as a personal email account must be sent to the employee's epa.gov email account at the time of sending, or within 20 days of sending. If an employee has a message potentially responsive to a request that has yet to be transferred to an epa.gov account, the employee must forward that message to the employee's account and provide a copy of the forwarded message to the search lead for the request.

Thank you,
Discovery Service Team

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[1] If a responsive Outlook email message was saved to ECMS using EZ Records and deleted from the user's Outlook account, that document must be retrieved from ECMS.