

Forensic Data Collection Key Questions

The following topics should be used to determine feasibility and prices for data collection. Please provide as much detail as possible in order to provide accurate estimates.

- **General Scope Questions**

1. Client name (If Law Firm, please also note law firm client name if available, for conflict check.)?
2. Civil or Criminal Case?
3. Number of custodians?
4. Data types of interest?
Example:
 - Email Data
 - File Server Data
 - Workstation and Laptop
 - Back-up Tapes / Media
5. Location(s) of data (City and address, if available.)?
6. Are deleted files of interest?
7. Is the data encrypted or secured?

- **Other Miscellaneous Questions**

1. Is there a centralized IT group or is each location administered by a different group or individual?
2. Are the IT administrators familiar with the document retention and destruction procedures?
3. Are there any dates ranges of interest?

- **Email Server Data**

1. What types of email server(s) are used?
Example:
 - Exchange
 - Lotus Domino
 - GroupWise
2. Location of the mailboxes for relevant custodians? (server and physical locations)

3. What are the email server policies? (ex. Deleted file retention settings)
4. Are there mailbox size limits? If yes what are the limits?
5. Are there time limitations on how long is email is allowed to stay on the server? If so how long?
6. Do users archive their email? If yes, where? (Local computer, file server share, etc)
7. Email server backup method?

• **File Server Data**

1. What types of files servers are to be collected?
2. What operating system(s) are on the file server(s)?
3. Number of relevant file servers?
4. Do users have network home directories? Size limits?
5. Are network shared folders utilized?
 - a. How are they organized? (department, job function, geography)
 - b. Are they accessible to all employees?
6. Do users have restricted permissions to view and edit data on the network?
7. File servers back up method?

• **Desktop, Laptop, and PDA Data**

1. Number of desktops and laptops?
2. What operating system(s) are on the desktop(s) and laptop(s)?

3. What is the Make and Model of each desktop and laptop?

4. What is the average hard drive size for the desktop(s) or laptop(s)?

Example:

- o 60 GB
- o 80 GB

5. Are the hard drives or data encrypted?

6. Is data restricted to a specified location? (My Documents, Desktop, etc)

7. Are PDAs or any portable storage devices used? (Blackberry, flash drives, external hard drives, etc)

8. Is any data stored on personal or home computers?

• **Back-up Data**

1. Are backups done? If yes what type?

Example:

- o Back-up tapes
- o Online backups
- o Dedicated back-up server

2. Is backup data stored in house or offsite?

3. Is back-up data stored in more than one location?

For more information, please visit <http://www.trialgraphic.com> or call 877-595-6464.