

A Modern Checklist for Modern Investigations



COVID-19 dropped investigations teams at the bottom of an uphill battle – and there’s no end in sight.



But it’s hardly regulatory scrutiny alone that can invite an investigation. Any number of events can trigger an investigation such as:

- Employment discrimination
- Employee misconduct such as harassment
- Negligence
- Theft of physical company property
- IP theft
- Unauthorized access to sensitive or restricted data
- Fraud involving business dealings
- Other violations of company policies or procedures

Unfortunately, most general counsel aren’t feeling up for the challenge. When asked about managing risk associated with an investigation⁴:



But there is hope.

Ensuring you have the right tools and processes in place today will help you find the truth tomorrow.

Start with this checklist.



Build a plan.

Document best practices for investigations – and any of that pesky internal red tape that may hold you up. Need some help? [Try starting here.](#)



Align with your team.

Identify your go-to internal resources – and not just in the legal department. Chat with your friends in HR and IT, too. They can help you get the right tools in place to collect data at a moment’s notice.



Set up a defensible, automated legal hold process.

Legal hold is your first step to understanding your investigation’s story – and a clunky spreadsheet or disparate systems won’t cut it anymore. Instead, look for a single solution that:

- automates notices, preservations, and other communications
- discretely preserves in place to prevent spoliation
- integrates into your review platform in the event the matter progresses



Ask yourself: Can my collection tool do **this**?

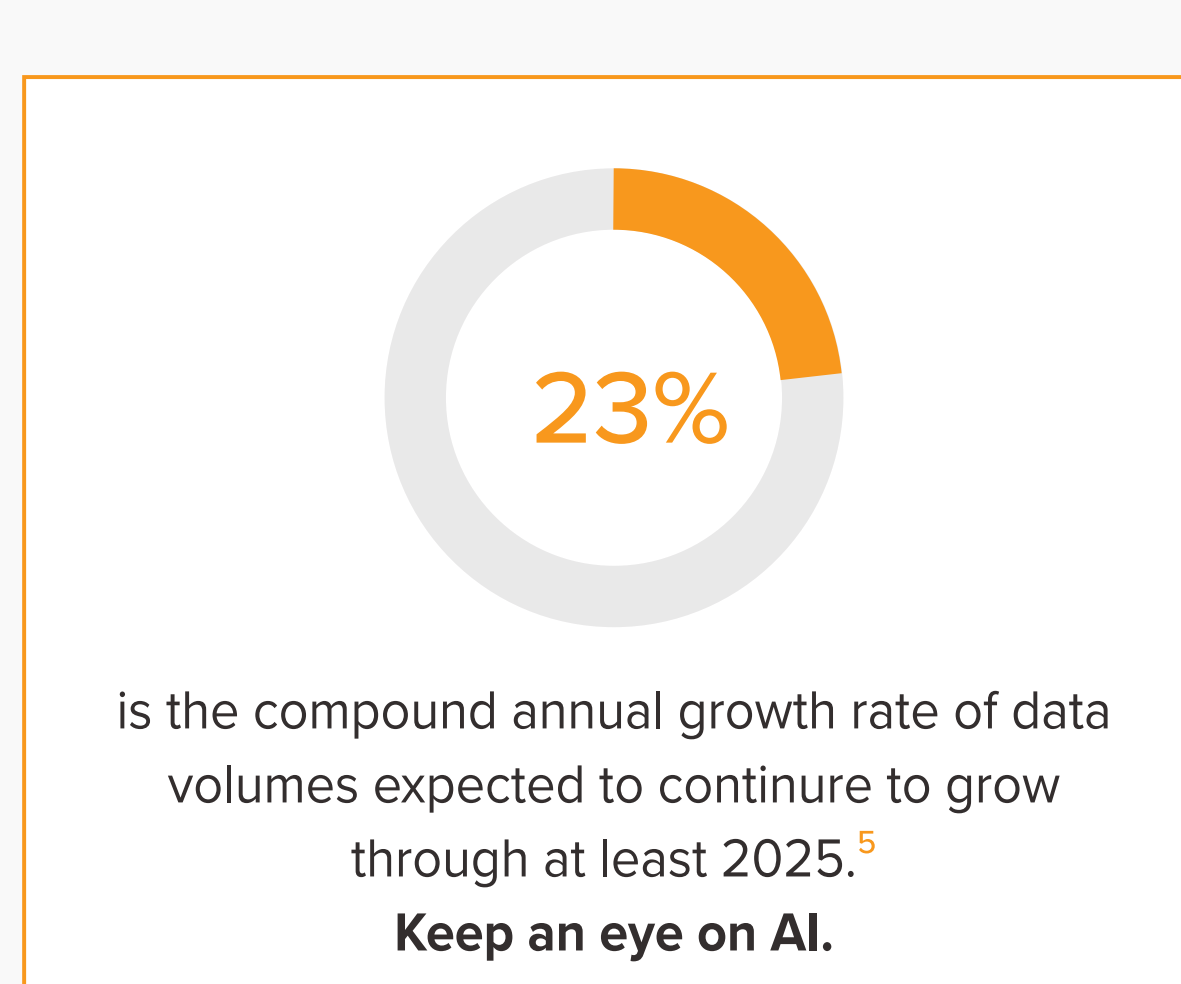
If it can’t – you need a new one. Get yourself a reliable solution that can quickly and defensibly collect from everywhere business is done.



Don’t do a thing without AI and analytics

AI is no longer a question – it’s a requirement. There’s just too much data out there for you not to use it. Look for a solution that offers:

- advanced search capabilities
- communication analysis
- concept searching
- Intuitive visualizations



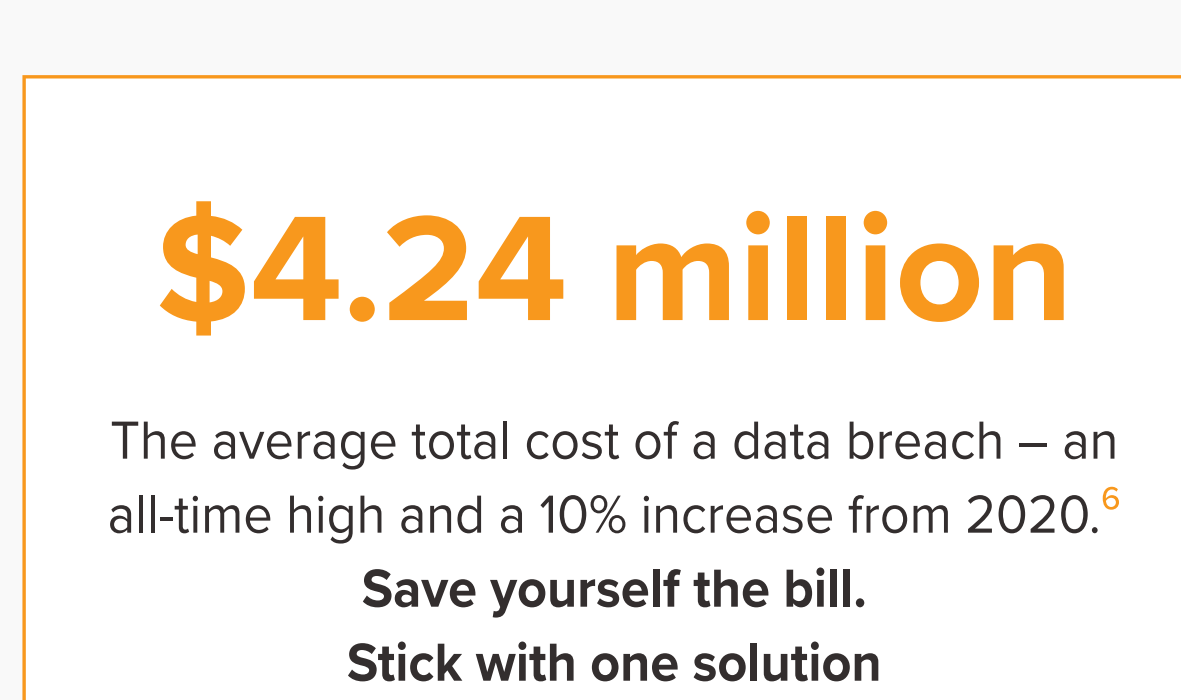
Use the full force of your in-house talent.

Investigations are a team sport – ensure yours can make everything they need to succeed. An easy-to-use interface and intuitive visuals can make all the difference.



Standardize on a single solution.

Using one solution for the entire investigation process not only gives your team a bird’s-eye view – it dramatically reduces the risk of a big security hiccup. Reducing data transfers, especially when collaborating with partners or outside counsel, goes a long way to minimizing vulnerability.



Report on and share your findings.

Investigations aren’t fun, but they can be a valuable learning experience. When you’re done, create a report that memorializes the inspiration, process, findings, conclusions, and remedies. It’ll help improve your process for next time, while also championing your successes.

Ready to improve your investigation process?

RelativityOne offers a comprehensive, powerful, and accurate investigations solution, built to help your team respond quickly, reduce risk, and stem further wrongdoing – all while doing more with less.

- [Learn More](#)
- [Get a Demo](#)

About Relativity

Relativity makes software to help users organize data, discover the truth and act on it. Its SaaS product RelativityOne manages large volumes of data and quickly identifies key issues during internal investigations and litigation. The AI-powered communication surveillance product, Relativity Trace proactively detects regulatory misconduct like insider trading, collusion and other non-compliant behavior. Relativity has more than 300,000 users in approximately 40 countries serving thousands of organizations globally primarily in legal, financial services, and government sectors, including the U.S. Department of Justice and 198 of the Am Law 200. Please contact Relativity at sales@relativity.com or visit www.relativity.com for more information.

Resources
¹ SEC Whistleblower Program Ends Record-Setting Fiscal Year With Four Additional Awards; ² SEC Announces Enforcement Results for FY 2021; ³ FTI Consulting Resilience Barometer; ⁴ 2021 EY Law Survey; ⁵ IDC Global DataSphere Forecast; ⁶ IBM Cost of a Data Breach Report 2021