

UTBMS eDiscovery Code Set
Ratified 7/13/2011

Code	Description	Comment	Examples
L600	Identification (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories)	Primarily hourly charges.
L601	Discovery planning	Inlcudes initial review of complaint, development of ESI data map	
L602	Interviews	Activities and actions related to the conducting of interviews with custodians, data stewards, or other individuals or groups within the organization.	
L609	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L610	Preservation (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories)	Primarily hourly charges.
L611	Preservation order	Activities and actions related to ensuring that data is preserved in accordance with requirements and assist with any efforts to seek relief from preservation order that may be issued by the court. Includes notice letters to other parties.	
L612	Legal hold	Activities and actions related to a) developing / drafting of appropriate legal hold for nature of litigation and distributing to identified custodians and data stewards, b) tracking and monitoring of responses received from custodians and including addressing any questions, and c) the release of a custodian or data steward from legal hold due to conclusion of litigation via settlement, conclusion of appeal or otherwise.	
L619	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L620	Collection (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories)	Primarily charges on a per custodian or a flat/fixed fee basis.
L621	Collection/Recovery	Activities and actions related to the collection and/or recovery of a) custodial email residing on the network, server, home share or enterprise archive or journal, hard-drives and removable media, as well as paper files, b) collection and/or recovery of non-custodial data the network, server, group shares, removable media and paper files, and c) decrypting files, cracking passwords, files restoration and other forensic analysis activity. Includes selective collection, searches and source imaging.	
L622	Media costs	Activities and actions used to track the actual costs of media used for preservation, collection, production and other activities and actions requiring purchase or additional media or use of existing media resources.	
L623	Media/ESI Transfer, Receipt, Inventory	Activities and actions related to the transfer, receipt, tracking an inventory of ESI.	
L629	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L630	Processing (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories)	Primarily charges on a per GB, per custodian, or a flat/fixed fee basis.

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L631	ESI stage, preparation and process	Activities and actions related to staging, preparing and processing ESI. Includes culling, date filtering, key word application, ECA and other related.	
L632	Scanning - Hard Copy	Includes OCR, production of metadata, and other services involved around scanning	
L633	Foreign language translation	Activities and actions related to foreign language translation of both electronic and paper documents.	
L634	Exception handling	Activities and actions related to exception of both electronic and paper documents requiring special handling. Includes decryption.	
L639	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L650	Review (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories)	Primarily charges on a hourly, per GB, per document or per page charges.
L651	Hosting costs	Activities and action related to a)creation of the underlying database(s) in which unstructured and structured data which has been processed will reside for access and/or review, b) loading of the processed data into the underlying database(s), c) on-line storage required to store and make the processed data available for access and/or review, d) user access and license fees that provide the user with the ability to access and/or review the hosted data, and e) archiving data from and to on-line storage to a more cost effective for of storage such as near-line, secondary or off-line storage such as tape or cartridge in the event a matter goes dormant for a period of time.	
L693	Review Planning & Training	Activities and actions related to the development and providing of initial and ongoing training prior to initial document review or periodically throughout the document review. Includes development of review protocol.	
L652	Objective and Subjective coding	Activities and actions related to unitizing and the objective and subjective coding of basic bibliographic information related to both electronic and paper-based data and documents, including auto-coding.	
L653	First pass document review	Activies and actions related to performing first pass document review such as determining relevancy, issue coding, tagging, and initial privilege determination.	
L654	Second pass document review	Activities and actions related to second pass QC of data and documents coded for relevancy, issue codes, tagging, and initial privilege determination during the first pass review.	
L655	Privilege review	Activities and actions related to performing final privilege review and determination of documents, as well as all privilege log related work.	
L656	Redaction	Activities and actions related to the development and implementation of a redaction protocol and the actual redaction of data and documents consistent with such a protocol.	

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L659	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L660	Analysis (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories). Activities and actions required by litigation teams to be able to make informed decisions about strategy and scope through reliable methods based on verified data.	Primarily hourly charges.
L670	Production (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories).	Primarily charges on a per GB, per custodian. or a flat/fixed fee basis.
L671	Conversion of ESI to production format	Activities and actions related to the TIFFing, bates stamping, endorsing, preparation of load files and deliverables to be provided as part of the data and/or document production(s). Also includes any technical time not included in the base production charges.	
L679	Quality assurance and control	Activities and actions related to ensuring that the process and practices used to perform analysis meet an acceptable level of defensibility.	
L680	Presentation (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories). Activities and actions to prepare and display ESI before audiences (at depositions, hearings, trials, etc.), especially in native & near-native forms, to elicit further information, validate existing facts or positions, or persuade an audience.	Primarily hourly charges.
L690	Project Management (NOS)	"NOS" = Not Otherwise Specified (catch-all, includes the subcategories). Activities or actions to associated with supervising or managing specific activities or actions throughout the EDRM continuum such as conducting meetings and team calls, developing work plans, budgets, forecasts, reports and other meaningful activities or for general project management not associated with a particular "L" code.	Primarily charges on a hourly or a flat/fixed fee basis.