

Data Collection Questionnaire – EDT 1002

• **General Scope Questions**

Number of custodians?

Data types of interest?

Example:

- Email Data
- File Server Data
- Workstation and Laptop
- Back-up Tapes / Media

Location(s) of data?

Are deleted files of interest?

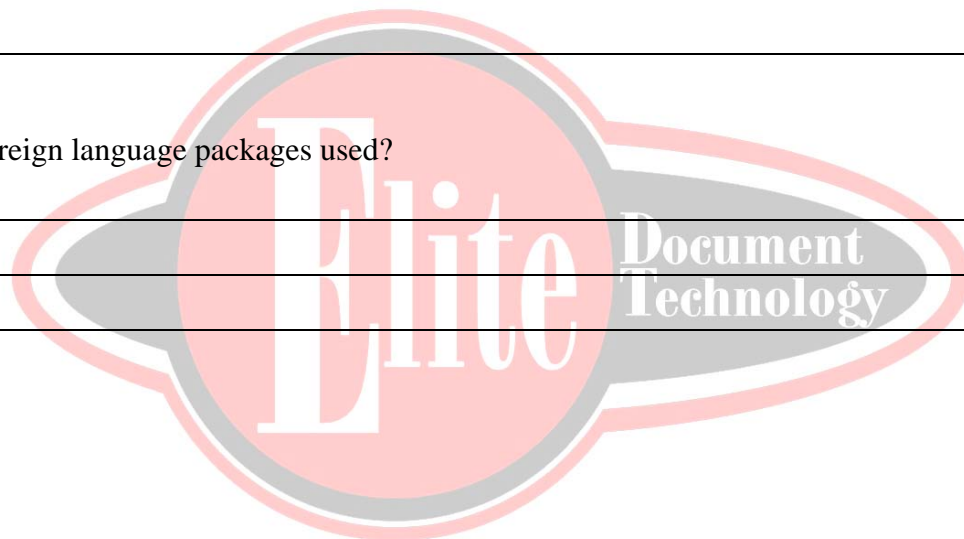
Is the data encrypted or secured, if so list any available passwords?

- **Other Miscellaneous Questions**

Is there a centralized IT or administrative group or is each location administered by a different group or individual?

Are the IT administrators familiar with the document retention and destruction procedures?

Are foreign language packages used?



- **Email Server Data**

What type of electronic mail servers used?

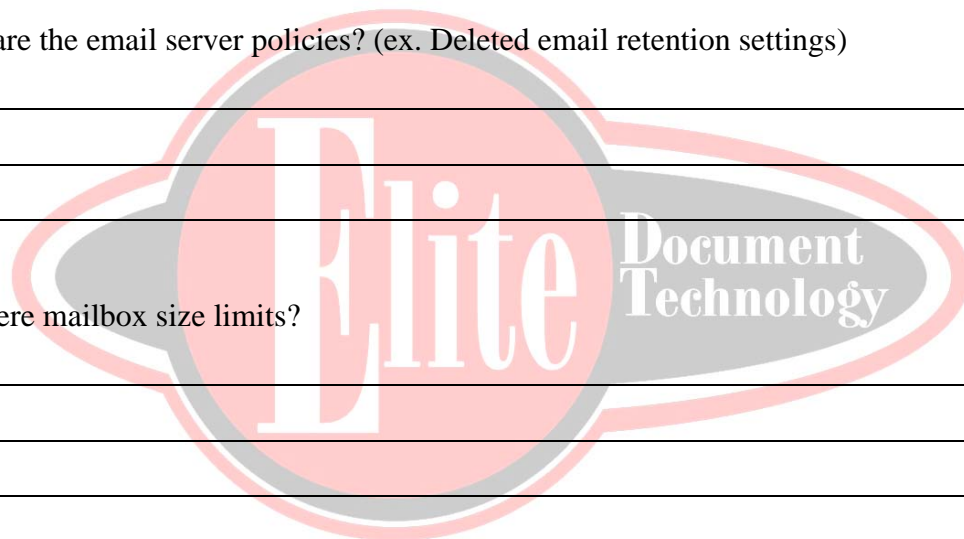
[Examples: Exchange, Lotus Domino, GroupWise]

Location of the mailboxes for relevant custodians?

What are the email server policies? (ex. Deleted email retention settings)

Are there mailbox size limits?

How long is email allowed to stay on the email server?



Do users archive their email? If yes, where? (Local computer, file server share, backup tapes, etc)

Email server backup method?



- **File Server Data**

What types of files servers are used?

What operating system or systems are on the file servers?

Number of relevant file servers?

Do users have network home directories? Size limits?

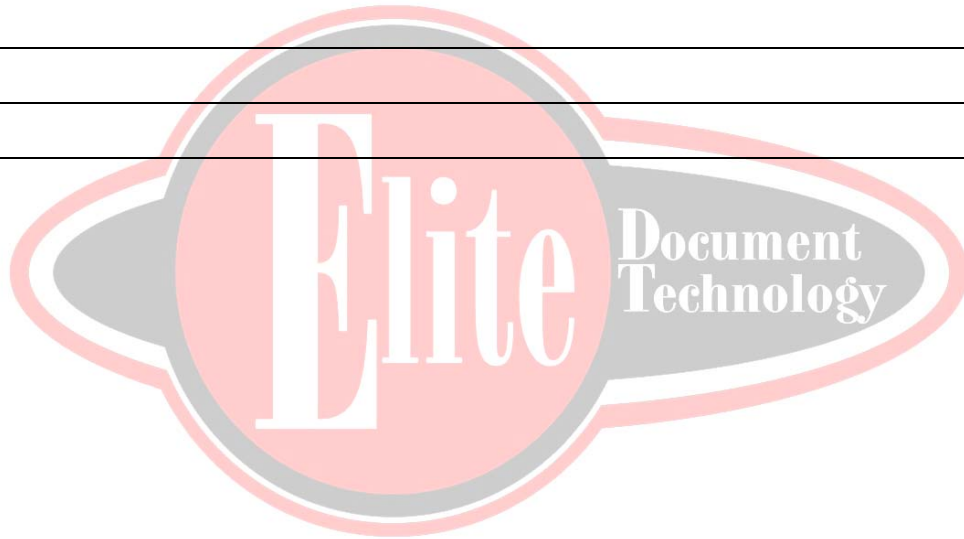
Are network shared folders utilized?

How are they organized? (department, job function, geography)

Are they accessible to all employees?

Do users have restricted permissions to view and edit data on the network?

File servers back up method?



- **Desktop, Laptop, and PDA Data**

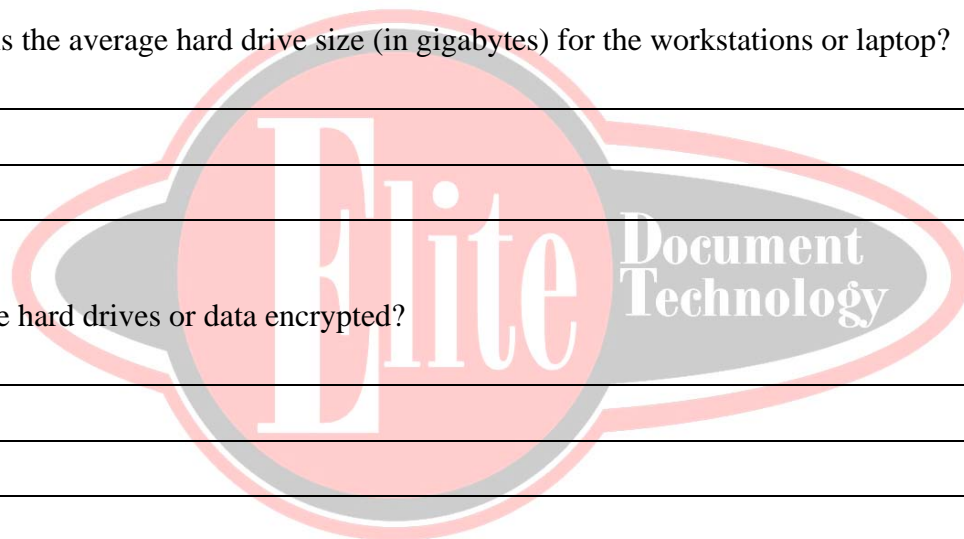
Number of desktops and laptops?

What operating system is on the desktops and laptops?

What is the average hard drive size (in gigabytes) for the workstations or laptop?

Are the hard drives or data encrypted?

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



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

Is any data stored on personal or home computers?



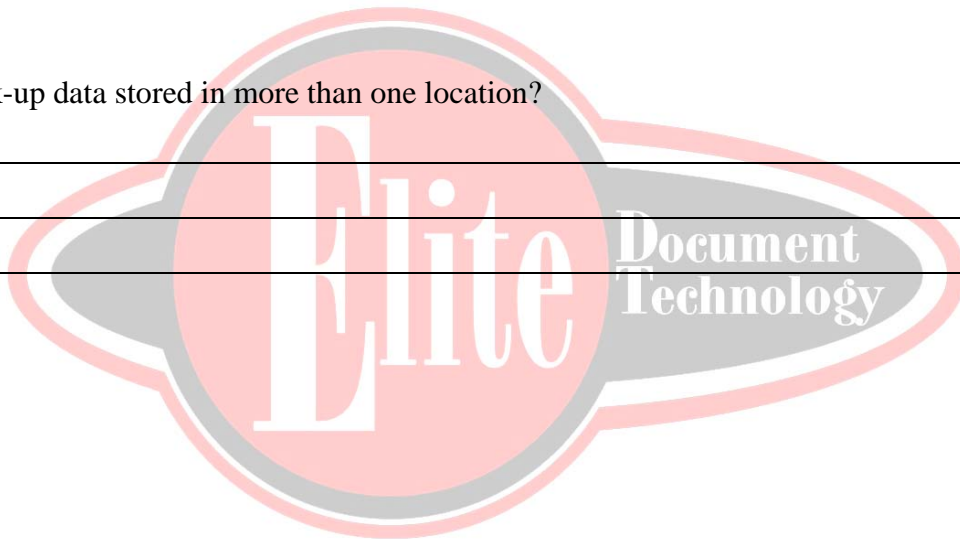
- **Back-up Data**

Are backups done? If yes what type?

[Example: Back-up Tapes, Dedicated Back-up Server, Online data back-ups]

Is backup data stored in house or offsite?

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



- **General Additional Questions**

What type of media will the collection be done from?

What type of data will be collected?

Where and when will the acquisition take place?

What type of operating system(s) will the data be collected from?

Is the data stored on a network? If yes, where is the data stored on the network?

Is the acquisition to be done under the approval of the owner of the media or by court order?

Will we be granted administrator rights or will there be someone available who has administrator rights to the media (if so, please provide this person's contact info)?

Who is our direct point of contact on this case and his/her position and relevance to this case (if any)?

Is all media stored in the same location, can the media be shipped while maintaining the chain of custody *(please contact us if you need assistance with the maintenance of the chain of custody while shipping)*?

Has the media been accessed since the order for production or examination was given? If so, please provide the last accessed date and time if known.

