

Speeding up case review management

With a plethora of technology-based solutions available to share, analyse and cross-reference data in support of PITO initiatives, many forces and agencies still face the headache of trying to recover and record that data in the first place – whether it be from seized evidence or as part of the case management paper-trail.

How do you organise 50,000 pages of paper documents accurately and securely so that they can be searched more quickly without wasting valuable investigative resource?

How do you recover emails and other electronic documents from a computer system and quickly make sense of them without spending days or weeks clicking through each individual page to see if it is relevant?



Whilst search applications and analysis tools have developed greatly to accelerate case review management, the grind of getting paper or electronic documents into a state where they can be reviewed quickly has not disappeared.

Millnet has been supporting the legal industry with document recovery and conversion services for nearly ten years, perfecting its processes to become the leading UK-owned specialist in the commercial litigation market.

Those same skills and expertise are now being applied to other sectors, specifically in relation to the criminal justice system, where sensitive or confidential documents similarly need to be recovered, processed and organised to speed up the review process.

Recently-retired Special Branch officer, Peter Newman, who has been working with the company on security and compliance commented: "Millnet's approach to this task is equivalent or exceeds how an individual division would wish to undertake the job themselves; with the advantage that they have many more trained personnel to carry out the work than any single force or agency could reasonably spare."

PAPER DOCUMENTS

Increasingly, paper documents need to be converted to electronic images for improved storage, searching, collaboration and even disclosure. To this end, each page must be physically scanned for conversion and appropriately indexed for identification.

Whilst a range of commercial scanning bureaux exist, being ideal for administrative archiving and records management, this is often not the solution for dealing with case management documents.

Millnet's reputation for document scanning is based on workflows that mean each page is individually examined by a trained eye to ensure that every aspect of the document is captured effectively, and that each document can be individually tracked from start to finish through detailed audit trails. Each document can then be made fully searchable, and manually indexed to enable effective organisation and identification. With a nominated "evidence custodian" having



overall responsibility for ensuring that each document is carefully tracked and monitored, a high level of confidence is maintained throughout the process.

Where documents cannot be transported from source to one of Millnet's secure scanning centres an experienced mobile team is deployed to carry out the work to the requirement and convenience of the customer at a chosen location. Such teams have been mobilised throughout the UK and overseas, most recently having returned from a three months assignment in Tajikistan, part of the old Soviet Republic.

ELECTRONIC DOCUMENTS

For most forces, recovering data is one thing – even files that have been "deleted" or thought "destroyed" can be brought back to life with current computer forensics, and Millnet work with some of the leading experts in this field... but reviewing the data effectively and efficiently can be a whole different problem.

Given that a desktop computer can spill out thousands of e-mails, document files, spreadsheets, etc., in many different formats, organising them in such a way as to effect an efficient investigative review is vital.

Millnet has perfected its own bespoke process for this task (normally referred to as "electronic document discovery") which extracts and identifies every kind of document – from e-mails to spreadsheets – and organises them for effective review; even identifying duplicate content so as to reduce the number of documents that need to be looked at.



The resulting document population can be delivered in a variety of ways that can help investigators identify relevant content more quickly – through detailed reports and searching tools, and greatly speeds up the ability to print out any number of the documents into hard copy if and when required for review or disclosure.

With increasing timescale pressures on case review management, against the number of documents that need to be reviewed during investigation, the outsourcing of such work to a specialist organisation has never been more relevant.



Millnet

The Document Review Specialist

Unlock electronic documents and enhance case review management...

<ul style="list-style-type: none"> . Electronic Document Recovery . E-mail Discovery and Search . Detailed Analysis and Reporting . Single Disk to Multiple Servers . Wide Range of Delivery Options . Database Preparation / Delivery 	<ul style="list-style-type: none"> . High Quality Document Scanning . Full Document Search Capability . Comprehensive Audit Trail . Complete Project Management . Secure Operational Facilities . Worldwide Mobility
--	--

www.millnet.co.uk
 tel: 020 7422 8850 email: legal@millnet.co.uk