

**FBI PRIVACY THRESHOLD ANALYSIS (PTA)**  
(equivalent to the DOJ Initial Privacy Assessment (IPA))

**NAME OF SYSTEM / PROJECT:** Document Capture System-Interim Central Records Complex (DCS-ICRC)

Derived From: Classified By: Reason: Declassify On:	<b>SYSTEM/PROJECT POC</b>	<b>FBI OGC/PCLU POC</b>
	Name: [redacted]	Name:
	Program Office: BOSU	Phone:
	Division: RMD	Room Number:
	Phone: [redacted]	
	Room Number: ICRC O-21	

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**FBI DIVISION INTERMEDIATE APPROVALS** [complete as necessary]

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: [insert division name]	Signature: Date signed: Name: Title:	Signature: Date signed: Name: Title:
FBIHQ Division: RMD	Signature: <i>circled</i> Date signed: <i>6/1/09</i> Name: [redacted] <i>15/</i> Title: <i>Mgmt &amp; Prog Analyst</i>	Signature: <i>circled</i> Date signed: <i>6/1/09</i> Name: <b>David M. Hardy</b> <i>15/</i> Title: <b>RIDS Section Chief</b>

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Additional division(s) approvals may be added as warranted:


After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7338). (The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

Upon final FBI approval, FBI OGC/PCLU will distribute as follows:

- 1 - Signed original to file 190-HQ-C1321794 (fwd to JEH 1B204 via PA-520)
- Copies (recipients please print/reproduce as needed for Program/Division file(s)):
  - 1 - DOJ Office of Privacy and Civil Liberties (via e-mail to [privacy@usdoj.gov](mailto:privacy@usdoj.gov)) (if classified, via hand delivery to 1331 Penn. Ave. NW, Suite 940, 20530)
  - 2 - FBI OCIO / OIPP (JEH 9376, attn: [redacted])
  - 1 - FBI SecD/AU (electronic copy; via e-mail to UC [redacted])
  - 1 - RMD/RMAU (attn: [redacted])
  - 2 - Program Division POC /Privacy Officer
  - 2 - FBIHQ Division POC /Privacy Officer

- 1 - OGC/PCLU intranet
- 1 - PCLU UC
- 1 - PCLU Library
- 1 - PCLU Tickler

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*DO NOT DESTROY  
AVAILABLE ORIGINAL  
LOST IN OFFICE MOVE*

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FBI PTA: Document Capture System-Interim Central Records Complex (DCS-ICRC)

FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:

PIA required:  No  Yes:                      SORN/SORN revision required:  No  Yes  N/A

Applicable SORN(s): N/A

Notify FBI RMD/RIDS per MIOG 190.2.3:  No  Yes  N/A

Prepare/revise/add Privacy Act (e)(3) statements for related forms?  N/A  No  Yes-forms affected:

The program should consult with RMD to identify/resolve any Federal records/electronic records issues.

Other:



David C. Larson, Deputy General Counsel  
FBI Privacy and Civil Liberties Officer

Signature:  
Date Signed:

*[Handwritten signature]*  
*5/ 6/24/09*

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FBI PTA: Document Capture System-Interim Central Records Complex (DCS-ICRC)

I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: name of the system/project, including associated acronyms; structure of the system/project, purpose; nature of the information in the system and how it will be used; who will have access to the information in the system and the manner of transmission to all users. (This kind of information may be available in the System Security Plan, if available, or from a Concept of Operations document, and can be cut and pasted here.):

The Document Capture System-Interim Central Records Complex (DCS-ICRC) is a closed information system and independent of all other information systems. The mission of the DCS-ICRC is to provide a document imaging capability to convert, with the required throughput speed and quality, paper documents of various qualities, quantities, types, sizes and orientations to digital format. The required throughput speed and quality of the DCS-ICRC must meet the requirements of existing customers which include the National Name Check Program (NNCP), the Freedom of Information and Privacy Act (FOIPA) Program, the Records Inventory Project, all FBI Divisions and all FBI Field Offices. The software applications for image capture, image enhancement, image quality assurance, and the relational database are major components of the system architecture and dictate the type of hardware used by the system. The output of the DCS-ICRC provides data for input into other FBI systems. The output is digital representations of documents that can be rapidly and efficiently retrieved, searched, and analyzed. In some cases, these electronic images will become official FBI files and will be managed under appropriate policies and directives. Data created by the DCS-ICRC is delivered to customers on CDROM or other removable media. Only designated personnel may transfer data from the DCS-ICRC to removable media. After the digital images are converted, they are removed from the system and returned to the requesting customer.

2. Does the system/project collect, maintain, or disseminate any information about individuals in identifiable form, i.e., is information linked to or linkable to specific individuals (which is the definition of personally identifiable information (PII))?

\_\_\_\_\_ NO. [If no, STOP. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval. Unless you are otherwise advised, no PIA is required.]

\_\_\_X\_\_\_ YES. [If yes, please continue.] Although the project, technically, collects PII from hard copy paper documents and transfers it to digital form, the purpose of the project is simply to convert paper records to electronic records for storage, maintenance and use of FBI divisions that seek out this service. To the extent that privacy documentation is required for these records, the responsibility lies with these divisions.

3. Does the system/project pertain only to government employees, contractors, or consultants?

\_\_\_X\_\_\_ NO. \_\_\_\_\_ YES.

4. Is information about United States citizens or lawfully admitted permanent resident aliens retrieved from the system/project by name or other personal identifier?

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FBI PTA: Document Capture System-Interim Central Records Complex (DCS-ICRC)

NO.  YES.

5. Are Social Security Numbers (SSNs) collected, maintained or disseminated from the system/project?

NO.  YES. If yes, check all that apply:

SSNs are necessary to establish/confirm the identity of subjects, victims, witnesses or sources in this law enforcement or intelligence activity.

SSNs are necessary to identify FBI personnel in this internal administrative system.

SSNs are important for other reasons. Describe:

If they are a part of the evidence received from FBI cases/investigations, the SSNs are used for the purpose of the specific case.

The system/project provides special protection to SSNs (e.g., SSNs are encrypted, hidden from all users via a look-up table, or only available to certain users). Describe:

It is not feasible for the system/project to provide special protection to SSNs.

Explain:

6. Does the system/project collect any information directly from the person who is the subject of the information?

NO. [If no, proceed to question 7.]

YES.

a. Does the system/project support criminal, CT, or FCI investigations or assessments?

YES. [If yes, proceed to question 7.]

NO.

b. Are subjects of information from whom the information is directly collected provided a written Privacy Act (e)(3) statement (either on the collection form or via a separate notice)?

NO. [The program will need to work with PCLU to develop/implement the necessary form(s).]

YES. Identify any forms, paper or electronic, used to request such information from the information subject:

7. Has the system undergone Certification & Accreditation (C&A) by the FBI Security Division (SecD)?

NO. If no, indicate reason; if C&A is pending, provide anticipated completion date:

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FBI PTA: Document Capture System-Interim Central Records Complex (DCS-ICRC)

YES. If yes, provide date of last C&A certification/re-certification: 11/21/2007

Don't Know.

8. Is this system/project the subject of an OMB-300 budget submission?

NO.  Don't know.  YES. If yes, please provide the date and name or title of the OMB submission:

9. Is this a national security system (as determined by the SecD)?

NO.  YES.  Don't know.

10. Status of System/ Project:

This is a new system/ project in development. [If you checked this block, STOP. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required .]

II. EXISTING SYSTEMS / PROJECTS

1. When was the system/project developed? 2007

2. Has the system/project undergone any significant changes since April 17, 2003?

NO. [If no, proceed to next question (II.3).]

YES. If yes, indicate which of the following changes were involved (mark all boxes that apply):

A conversion from paper-based records to an electronic system.

A change from information in a format that is anonymous or non-identifiable to a format that is identifiable to particular individuals.

A new use of an IT system/project, including application of a new technology, that changes how information in identifiable form is managed. (For example, a change that would create a more open environment and/or avenue for exposure of data that previously did not exist.)

A change that results in information in identifiable form being merged, centralized, or matched with other databases.

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FBI PTA: Document Capture System-Interim Central Records Complex (DCS-ICRC)

- \_\_\_\_\_ A new method of authenticating the use of and access to information in identifiable form by members of the public.
- \_\_\_\_\_ A systematic incorporation of databases of information in identifiable form purchased or obtained from commercial or public sources.
- \_\_\_\_\_ A new interagency use or shared agency function that results in new uses or exchanges of information in identifiable form.
- \_\_\_\_\_ A change that results in a new use or disclosure of information in identifiable form.
- \_\_\_\_\_ A change that results in new items of information in identifiable form being added into the system/project.
- \_\_\_\_\_ Changes do not involve a change in the type of records maintained, the individuals on whom records are maintained, or the use or dissemination of information from the system/project.
- \_\_\_\_\_ Other. [Provide brief explanation]:

3. Does a PIA for this system/project already exist? \_\_\_\_\_ NO.      X   YES. If yes:

a. Provide date/title of the PIA: 2007

Privacy Threshold Analysis for the Document Capture System-Interim Central Records Complex

b. Has the system/project undergone any significant changes since the PIA?   X   NO.    \_\_\_\_\_ YES.

[The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required.]

**FBI PRIVACY THRESHOLD ANALYSIS (PTA)**

(equivalent to the DOJ Initial Privacy Assessment (IPA))

**NAME OF SYSTEM / PROJECT:** Easy Lobby SVM 9.0

Derived From: Classified By: Reason: Declassify On:	<b>SYSTEM/PROJECT POC</b> Name: Program Office: Division: Phone: Room Number:	<b>FBI OGC/PCLU POC</b> Name: Phone: Room Number:
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**FBI DIVISION INTERMEDIATE APPROVALS**

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: Jacksonville	Signature: /s/ Date signed: 10/5/09 Name: <input type="text"/> Title: SSA CSO	Signature: /s/ Date signed: 10/5/09 Name: <input type="text"/> Title: A/ADC
FBIHQ Division: [insert division name]	Signature: Date signed: Name: Title:	Signature: Date signed: Name: Title:

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7338).

(The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

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Copies (recipients please print/reproduce as needed for Program/Division file(s)):

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(if classified, via hand delivery to 1331 Penn. Ave. NW, Suite 940, 20530)
- 2 - FBI OCIO / OIPP (JEH 9376, attn: )
- 1 - FBI SecD/AU (elec. copy: via e-mail to UC )
- 1 - RMD/RMAU (attn: )
- 2 - Program Division POC /Privacy Officer
- 2 - FBIHQ Division POC /Privacy Officer

- 1 - OGC/PCLU intranet
- 1 - PCLU UC
- 1 - PCLU Library
- 1 - PCLU Tickler

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**FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:** [This section will be completed by the FBI PCLU/PCLO following PTA submission. The PTA drafter should skip to the next page and continue.]

PIA is required by the E-Government Act.

PIA is to be completed as a matter of FBI/DOJ discretion.

Is PIA to be published on FBI.GOV (after any RMD FOIA redactions)?  Yes.  No (indicate reason):

PIA is not required for the following reason(s):

- System does not collect, maintain, or disseminate PII.
- System is grandfathered (in existence before 4/17/2003; no later changes posing significant privacy risks).
- Information in the system relates to internal government operations.
- System has been previously assessed under an evaluation similar to a PIA.
- No significant privacy issues (or privacy issues are unchanged).
- Other (describe):

Applicable SORN(s):  Justice/FBI-013 Security Access Control System

Notify FBI RMD/RIDS per MIOG 190.2.3?  No  Yes--See sample EC on PCLU intranet website here:  
[http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form\\_for\\_miog190-2-3\\_ec.wpd](http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form_for_miog190-2-3_ec.wpd)

SORN/SORN revision(s) required?  No  Yes (indicate revisions needed):

Prepare/revise/add Privacy Act (e)(3) statements for related forms?  No  Yes (indicate forms affected):  
Form already prepared

RECORDS. The program should consult with RMD to identify/resolve any Federal records/electronic records issues. The system may contain Federal records whether or not it contains Privacy Act requests and, in any event, a records schedule approved by the National Archives and Records Administration is necessary. RMD can provide advice on this as well as on compliance with requirements for Electronic Recordkeeping Certification and any necessary updates.

Other:

David C. Larson, Deputy General Counsel  
FBI Privacy and Civil Liberties Officer

Signature: /s/  
Date Signed: 5/20/2010

I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: name of the system/project, including associated acronyms; structure of the system/project, purpose; nature of the information in the system and how it will be used; who will have access to the information in the system and the manner of transmission to al users.

Easy Lobby SVM 9.0 is a commercial product that will be used to assist the receptionist and the security officer track visitors to the Jacksonville field office. Housed within secure space will be an identification card reader that will scan the driver's license (DL) of entering visitors. The software installed on a stand-alone computer will then use the scanned information to fill certain data fields, including name, address, DOB, etc. and capture the photograph on the license. This information will be used to print a visitor badge for the individual. This information will also be stored in a Microsoft Access database log for quick retrieval on future visits, and to permit tracking of visitors. The system will essentially replace the current system of logging visitors on a clipboard and providing them with hand written badges. It is anticipated that the information will be retained for approximately one year.

Access to the system will be limited to the Chief Security Officer, Security Assistants and Receptionists.

Please see software information booklet, and company information attached at A.

2. Does the system/project collect, maintain, or disseminate any information about individuals in identifiable form, i.e., is information linked to or linkable to specific individuals (which is the definition of personally identifiable information (PII))?

\_\_\_ NO. [If no, STOP. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval. Unless you are otherwise advised, no PIA is required.]

\_\_X\_ YES. [If yes, please continue.]

3. Does the system/project pertain only to government employees, contractors, or consultants?

\_\_X\_ NO. \_\_\_ YES.

4. Is information about United States citizens or lawfully admitted permanent resident aliens retrieved from the system/project by name or other personal identifier?

\_\_\_ NO. \_\_X\_ YES.

5. Are Social Security Numbers (SSNs) collected, maintained or disseminated from the system/project?

\_\_X\_ NO. \_\_\_ YES. If yes, check all that apply:

\_\_\_ SSNs are necessary to establish/confirm the identity of subjects, victims, witnesses or sources in this law enforcement or intelligence activity.

\_\_\_ SSNs are necessary to identify FBI personnel in this internal administrative system.

\_\_\_ SSNs are important for other reasons. **Describe:**

\_\_\_ The system/project provides special protection to SSNs (e.g., SSNs are encrypted, hidden from all users via a look-up table, or only available to certain users). **Describe:**

\_\_\_ It is not feasible for the system/project to provide special protection to SSNs. **Explain:**

6. Does the system/project collect any information directly from the person who is the subject of the information?

\_\_\_ NO. [If no, proceed to question 7.]

YES. They provide the DL identification card and the basis for their visit to the field office.

a. Does the system/project support criminal, CT, or FCI investigations or assessments?

\_\_\_ YES. [If yes, proceed to question 7.]

NO.

b. Are subjects of information from whom the information is directly collected provided a written statement (either on the collection form or via a separate notice)? Privacy Act (e)(3)

\_\_\_ NO. [The program will need to work with PCLU to develop/implement the necessary form(s).]

YES. **Identify any forms, paper or electronic, used to request such information from the information subject:** See attachment B.

7. Has the system undergone Certification & Accreditation (C&A) by the FBI Security Division (SecD)?

NO. **If no, indicate reason; if C&A is pending, provide anticipated completion date:**

\_\_\_ YES. **If yes, provide date of last C&A certification/re-certification:**

\_\_\_ Don't Know.

8. Is this system/project the subject of an OMB-300 budget submission?

NO. \_\_\_ Don't know. \_\_\_ YES. **If yes, please provide the date and name or title of the OMB submission:**

9. Is this a national security system (as determined by the SecD)?

NO. \_\_\_ YES. \_\_\_ Don't know.

10. Status of System/ Project:

FBI PTA: Easy Lobby SVM 9.0

  X   This is a new system/ project in development. **The hardware (identification card scanner, computer badge printer and stand alone computer would be used in conjunction with a prepackaged software kit. If you checked this block, STOP. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required .]**

II. EXISTING SYSTEMS / PROJECTS

1. When was the system/project developed?

2. Has the system/project undergone any significant changes since April 17, 2003?

..... NO. [If no, proceed to next question (II.3).]

..... YES. If yes, indicate which of the following changes were involved (mark all boxes that apply):

..... A conversion from paper-based records to an electronic system.

..... A change from information in a format that is anonymous or non-identifiable to a format that is identifiable to particular individuals.

..... A new use of an IT system/project, including application of a new technology, that changes how information in identifiable form is managed. (For example, a change that would create a more open environment and/or avenue for exposure of data that previously did not exist.)

..... A change that results in information in identifiable form being merged, centralized, or matched with other databases.

..... A new method of authenticating the use of and access to information in identifiable form by members of the public.

..... A systematic incorporation of databases of information in identifiable form purchased or obtained from commercial or public sources.

..... A new interagency use or shared agency function that results in new uses or exchanges of information in identifiable form.

..... A change that results in a new use or disclosure of information in identifiable form.

..... A change that results in new items of information in identifiable form being added into the system/project.

..... Changes do not involve a change in the type of records maintained, the individuals on whom records are maintained, or the use or dissemination of information from the system/project.

..... Other. [Provide brief explanation]:

3. Does a PIA for this system/project already exist? ..... NO. .... YES. If yes:

a. Provide date/title of the PIA:

b. Has the system/project undergone any significant changes since the PIA? \_\_\_\_ NO. \_\_\_\_ YES.

[The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required .]

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(OGC/PCLU (Rev. 05/15/09))

**FBI PRIVACY THRESHOLD ANALYSIS (PTA)**  
(Equivalent to the DOJ Initial Privacy Assessment (IPA))

<b>NAME OF SYSTEM / PROJECT:</b> [REDACTED]			b3 b7E
Derived From: Classified By: Reason: Declassify On:	<b>SYSTEM/PROJECT POC</b> Name: [REDACTED] Program Office: NSPU Division: OIPM Phone: [REDACTED] Room Number: 9664	<b>FBI OGC/PCLU POC</b> Name: [REDACTED] Phone: [REDACTED] Room Number: 7458	b6 b7C

**FBI DIVISION INTERMEDIATE APPROVALS**

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: CTD	Signature: /s/ Date signed: 11/5/2009 Name: [REDACTED] Title: Unit Chief, PDEU	
FBIHQ Division: OIPM	Signature: /s/ Date signed: 11/10/2009 Name: [REDACTED] Title: Unit Chief, NSPU	Signature: /s/ Date signed: 11/12/2009 Name: [REDACTED] Title: OIPM Privacy Officer

After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7338). (The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

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- 1 - OGC\PCLU intranet
- 1 - PCLU UC
- 1 - PCLU Library
- 1 - PCLU Tickler
- 2 - FBI OCIO / OIPP (JEH 9376, attn: [REDACTED])
- 1 - FBI SecD/AU (elec. copy: via e-mail to UC [REDACTED])
- 1 - RMD/RMAU (attn: [REDACTED])
- 2 - Program Division POC /Privacy Officer
- 2 - FBIHQ Division POC /Privacy Officer

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**I. INFORMATION ABOUT THE SYSTEM / PROJECT**

**1. Provide a general description of the system or project that includes: name of the system/project, including associated acronyms; structure of the system/project, purpose; nature of the information in the system and how it will be used; who will have access to the information in the system and the manner of transmission to all users.**

The purpose of the [redacted] project is to support the mission of the FBI's [redacted]

[redacted]

[redacted] as it relates to the FBI's mission.

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[redacted]

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The nature of information contained within this system includes names of individuals and other related Personally Identifiable Information (PII). This information originates from FBI, Other Government Agencies (OGA), commercial data providers and is consolidated at FBI for analysis.

The system will be accessible from the FBI's [redacted]

[redacted]

[redacted] will restrict access to the system to those FBI agents and analysts, contractors, and task force officers (TFOs) cleared by the program manager and possessing the appropriate level of security clearance necessary (i.e. Top Secret/Sensitive Compartmented Information). Policy-based access controls will further restrict user access to information within the system. There will be approximately [redacted] individuals with access to [redacted]

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[redacted]

2. Does the system/project collect, maintain, or disseminate any information about individuals in identifiable form, i.e., is information linked to or linkable to specific individuals (which is the definition of personally identifiable information (PII))?

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NO [If no, STOP. The PIA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval. Unless you are otherwise advised, no PIA is required.]

YES [If yes, please continue.]

3. Does the system/project pertain only to government employees, contractors, or consultants?

NO  YES

4. Is information about United States citizens or lawfully admitted permanent resident aliens retrieved from the system/project by name or other personal identifier?

NO  YES

5. Are Social Security Numbers (SSNs) collected, maintained or disseminated from the system/project?

NO  YES **If yes, check all that apply:**

SSNs are necessary to establish/confirm the identity of subjects, victims, witnesses or sources in this law enforcement or intelligence activity.

SSNs are necessary to identify FBI personnel in this internal administrative system.

SSNs are important for other reasons. **Describe:**

The system/project provides special protection to SSNs (e.g., SSNs are encrypted, hidden from all users via a look-up table, or only available to certain users). **Describe:**

It is not feasible for the system/project to provide special protection to SSNs. **Explain:** The possibility exists that due to secondary reporting, PII may be collected and appear in the system and cannot be blocked so that the identification of potential subjects may occur.

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6. Does the system/project collect any information directly from the person who is the subject of the information?

NO [If no, proceed to question 7.]

YES

a. Does the system/project support criminal, CT, or FCI investigations or assessments?

YES [If yes, proceed to question 7.]

NO

b. Are subjects of information from whom the information is directly collected provided a written Privacy Act (e)(3) statement (either on the collection form or via a separate notice)?

NO [The program will need to work with PCLU to develop/implement the necessary form(s).]

YES Identify any forms, paper or electronic, used to request such information from the information subject:

7. Has the system undergone Certification & Accreditation (C&A) by the FBI Security Division (SecD)?

NO If no, indicate reason; if C&A is pending, provide anticipated completion date: New system/project in development.

YES If yes, provide date of last C&A certification/re-certification:

Don't Know.

8. Is this system/project the subject of an OMB-300 budget submission?

NO  Don't know  YES If yes, please provide the date and name or title of the OMB submission:

9. Is this a national security system (as determined by the SecD)?

NO  YES  Don't know

10. Status of System/ Project:

This is a new system/ project in development. [If you checked this block, STOP. The PIA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required.]

**II. EXISTING SYSTEMS / PROJECTS**

1. When was the system/project developed?

2. Has the system/project undergone any significant changes since April 17, 2003?

NO [If no, proceed to next question (II.3).]

YES If yes, indicate which of the following changes were involved (**mark all boxes that apply**):

A conversion from paper-based records to an electronic system.

A change from information in a format that is anonymous or non-identifiable to a format that is identifiable to particular individuals.

A new use of an IT system/project, including application of a new technology, that changes how information in identifiable form is managed. (For example, a change that would create a more open environment and/or avenue for exposure of data that previously did not exist.)

A change that results in information in identifiable form being merged, centralized, or matched with other databases.

A new method of authenticating the use of and access to information in identifiable form by members of the public.

A systematic incorporation of databases of information in identifiable form purchased or obtained from commercial or public sources.

A new interagency use or shared agency function that results in new uses or exchanges of information in identifiable form.

A change that results in a new use or disclosure of information in identifiable form.

\_\_\_\_\_ A change that results in new items of information in identifiable form being added into the system/project.

\_\_\_\_\_ Changes do not involve a change in the type of records maintained, the individuals on whom records are maintained, or the use or dissemination of information from the system/project.

\_\_\_\_\_ Other **[Provide brief explanation]:**

3. Does a PIA for this system/project already exist?

\_\_\_\_\_ NO    \_\_\_\_\_ YES

If yes:

a. **Provide date/title of the PIA:**

b. Has the system/project undergone any significant changes since the PIA?

\_\_\_ NO    \_\_\_ YES

**[The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required.]**

FBI Privacy Threshold Analysis (PTA) Cover Sheet

(OGC/PCLU (Rev. 07/06/07))

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

NAME OF SYSTEM:

[Redacted]

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<b>FBI SYSTEM CONTACT PERSON</b> Name: [Redacted] Program Office: ITSU/COMSEC Division: Security Division Phone: [Redacted] Room Number: 1B206 Date PTA submitted for approval: 2/6/2008	CLASSIFIED BY NSICG/C32W33B91 REASON: 1.4 (C) DECLASSIFY ON: 10-23-2039 DATE: 10-23-2014	<b>FBI OGC/PCLU POC</b> Name: [Redacted] Phone: [Redacted] Room Number: JEH 7338
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**FBI DIVISION APPROVALS.** A PIA (and/or PTA) should be prepared/approved by the cognizant program management in collaboration with IT, security, and end-user management and OGC/PCLU. (PIAs/PTAs relating to electronic forms/questionnaires implicating the Paperwork Reduction Act should also be coordinated with the RMD Forms Desk.) If the subject of a PTA/PIA is under the program cognizance of an FBIHQ Division, prior to forwarding to OGC the PTA/PIA must also be referred to the FBIHQ Division for program review and approval, if required by the FBIHQ Division.

	Program Division: Security Division	FBIHQ Division: Security Division
Program Manager (or other appropriate executive as Division determines)	Signature: /s/ Date signed: 2/12/2008 Name: [Redacted] Title: COMSEC Program Manager	Signature: /s/ Date signed: 2/19/2008 Name: [Redacted] Title: Unit Chief, ITSU
Division Privacy Officer	Signature: Date signed: Name: Title:	Signature: /s/ Date signed: 04/08/08 Name: Michael F.A. Morehart Title: Deputy Assistant Director

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Upon Division approval, forward signed hard copy plus electronic copy to OGC/PCLU (JEH Room 7338).

**FINAL FBI APPROVAL:**

FBI Privacy and Civil Liberties Officer	Signature: /s/ Date Signed: 04/18/2008 Name: David C. Larson Title: Acting Deputy General Counsel
---	--

Upon final FBI approval, FBI OGC will distribute as follows:

1 - Signed original to 190-HQ-C1321794

Copies:

- 1 - DOJ Privacy and Civil Liberties Office-Main Justice, Room 4259
- 2 - FBI OCIO / OIPP
- 1 - FBI SecD (electronic copy via e-mail)
- 2\* - Program Division POC /Privacy Officer
- 2\* - FBIHQ Division POC /Privacy Officer

- 1 - OGC/PCLU intranet website
- 1 - PCLU Library
- 1 - PCLU Tickler

(\*please reproduce as needed for Program/Division file(s))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM: [Redacted]

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For efficiency, a system owner or program manager can be aided in making the determination of whether a Privacy Impact Assessment (PIA) is required by conducting and following Privacy Threshold Analysis (PTA).

Whether or not a PIA is required, the system owner/program manager should consult with the FBI Records Management Division (RMD) to identify and resolve any records issues relating to information in the system.

A PTA contains basic questions about the nature of the system in addition to a basic system description. The questions are as follows:

A. **General System Description:** Please briefly describe: [Redacted]

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1. Type of information in the system [Redacted]

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a. If the system is solely related to internal government operations please provide a brief explanation of the quantity and type of employee/contractor information:

2. Purpose for collecting the information and how it will be used: [Redacted]

[Redacted]

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3. The system's structure (including components/subsystems): CPU, monitor, keyboard, printer [Redacted]

[Redacted]

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4. Means of accessing the system and transmitting information to and from the system: All users are provided with a unique userid and initial password to access the [Redacted]

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5. Who within FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information: COMSEC Staff Only

6. Who outside the FBI will have access to the information in the system and controls for ensuring that only authorized persons can access the information [Redacted] is used exclusively by the FBI.

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7. Has this system been certified and accredited by the FBI Security Divisions?  Yes  No

8. Is this system encompassed within an OMB-300?  Yes  No  Don't Know  
(if yes, please attach copy of latest one.)

I. **Was the system developed prior to April 17, 2003?**

YES (If "yes," proceed to Question 1.)

NO (If "no," proceed to Section II.)

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM: [Redacted]

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1. Has the system undergone any significant changes since April 17, 2003?

\_\_YES If "yes," please explain the nature of those changes:

(Continue to Question 2.)

\_\_NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

2. Do the changes involve the collection, maintenance, or dissemination of information in identifiable form about individuals?

\_\_YES (If "yes," please proceed to Question 3.)

\_\_NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

\_\_YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

\_\_Yes. (If "yes," a full PIA is required.. PTA is complete.)

\_\_No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

\_\_NO (If "no," go to section III to determine if a full or short-form PIA is required.)

II. For systems developed after April 17, 2003.

1. What is the purpose of the system? (Answer in detail unless details already provided in A. 2 above):

The FBI [Redacted] many US Federal Government Agencies [Redacted]

[Redacted] consists of [Redacted]

Field Offices (FOs) and Resident Agencies (RAs). [Redacted]

[Redacted]

[Redacted]

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FBI PRIVACY THRESHOLD ANALYSIS (PTA)

(OGC/PCLU (Rev. 07/06/07))

NAME OF SYSTEM:

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(Continue to Question 2.)

2. Does the system collect, maintain or disseminate information in identifiable form about individuals?

YES (If "yes," please proceed to Question 3.)

X  NO (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required.)

3. Is the system solely related to internal government operations?

YES If "yes," is this a Major Information System (as listed on OGC's FBINET website)?:

Yes. (If "yes," a full PIA is required.. PTA is complete.)

No. (If "no," the PTA is complete and should be sent to FBI OGC's Privacy and Civil Liberties Unit (PCLU) for review, approval, and forwarding to DOJ's Privacy and Civil Liberties Office. Unless you are otherwise advised, no PIA is required. (FBI and DOJ reviewing officials reserve the right to require a PIA.))

NO (If "no," go to section III to determine if a full or short-form PIA is required.)

III. Full or Short-Form PIA

1. Is the system a major information system (as listed on OGC's FBINET website)?

YES (If "yes," a full PIA is required. PTA is complete.)

NO (If "no," please continue to question 2.)

2. Does the system involve routine information AND have limited use/access?

YES A short-form PIA is required. (I.e., you need only answer Questions 1.1, 1.2, 2.1, 3.1, 4.1, 5.1 (if appropriate), 6.2, 6.3, and 8.9 of the PIA template.) Please note that FBI and DOJ reviewing officials reserve the right to require completion of a full PIA. (PTA is complete--forward with PIA.)

NO (If "no," a full PIA is required. PTA is complete.)

UNCLASSIFIED//FOROFFICIAL USE ONLY

NAME: [REDACTED]

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(OGC/PCLU (Rev. 04/01/2011))

FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: [REDACTED]  
[REDACTED]

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BIKR FBI Unique Asset ID: 2010-024-01-P-113-214-9999

Derived From:	SYSTEM/PROJECT POC	FBI OGC/PCLU POC
Classified By:	Name: MPA [REDACTED]	Name: AGC [REDACTED]
Reason:	Program Office: Policy & Strategy Unit	Phone: [REDACTED]
Declassify On:	Division: National Security Branch	Room Number: 7350 JEH
	Phone: [REDACTED]	
	Room Number: 11100 JEH	

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FBI DIVISION INTERMEDIATE APPROVALS

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division:	Signature: Date signed: Name: Title:	Signature: Date signed: Name: Title:
FBIHQ Division: National Security Branch	Signature: [REDACTED] Date signed: 1/17/12 Name: SSA [REDACTED] Title: Unit Chief, Policy & Strategy Unit	Signature: [REDACTED] Date signed: 1/17/2012 Name: [REDACTED] Title: Management/Program Analyst

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7350).  
(The FBI Privacy and Civil Liberties Officer's determinations, conditions, and/or final approval will be recorded on the following page.)

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NAME: [Redacted]

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FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:

PIA is required by the E-Government Act.

PIA is to be completed as a matter of FBI/DOJ discretion.

Is PIA to be published on FBI.GOV (after any RMD FOIA redactions)?  Yes.  No

PIA is not required for the following reason(s):

- System does not collect, maintain, or disseminate PII.
- System is grandfathered (in existence before 4/17/2003; no later changes posing significant privacy risks).
- Information in the system relates to internal government operations.
- System has been previously assessed under an evaluation similar to a PIA.
- No significant privacy issues (or privacy issues are unchanged).
- Other: [Redacted]

[Redacted] The PII in the workflow will consist of the names and user names of FBI personnel. [Redacted]

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Applicable SORN(s): *Central Records System, Justice/FBI-002, 63 Fed. Reg. 8671 (Feb. 20, 1998), as modified by 66 Fed. Reg. 17200 (Mar. 29, 2001) and 66 Fed. Reg. 29994 (June 4, 2001)*

Notify FBI RMD/RIDS per MIOG 190.2.3?  No  Yes--See sample EC on PCLU intranet website here: [http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form\\_for\\_miog190-2-3\\_ec.wpd](http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form_for_miog190-2-3_ec.wpd)

SORN/SORN revision(s) required?  No  Yes

Prepare/revise/add Privacy Act (e)(3) statements for related forms?  No  Yes

RECORDS. The program should consult with RMD to identify/resolve any Federal records/electronic records issues. The system may contain Federal records whether or not it contains Privacy Act requests and, in any event, a records schedule approved by the National Archives and Records Administration is necessary. RMD can provide advice on this as well as on compliance with requirements for Electronic Recordkeeping Certification and any necessary updates.

Other:

[Redacted] Unit Chief Privacy and Civil Liberties Unit	Signature: [Redacted] Date Signed: [Redacted]
James J. Landon, Deputy General Counsel FBI Privacy and Civil Liberties Officer	Signature: [Handwritten Signature] Date Signed: 2/9/12

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NAME: [redacted]

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L. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: (a) name of the system/project, including associated acronyms; (b) structure of the system/project, including interconnections with other projects or systems; (c) purpose of the system/project; (d) nature of the information in the system/project and how it will be used; (e) who will have access to the information in the system/project; (f) and the manner of transmission to all users.

[redacted]

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[redacted]

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[redacted] will be deployed on the FBI's Secret Enclave. [redacted]

[redacted]

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Strict access controls will be utilized for [redacted]. Individual access to workflow data will be restricted to the specific dissemination requests with which a particular user is associated. Only the [redacted] program manager (or similar designated individual) at FBIHQ will have access to all data within [redacted].

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2. Does the system/project collect, maintain, or disseminate any information about individuals (i.e., a human being or natural person, regardless of nationality)?

..... NO

NAME: [REDACTED]

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YES [If yes, please continue.]

[REDACTED] will contain information identifying FBI personnel associated with specific [REDACTED]

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3. Please indicate if any of the following characteristics apply to the information in the system about individuals: Bear in mind that log-on information may identify or be linkable to an individual.  
(Check all that apply.)

The information directly identifies specific individuals.

The information is intended to be used, in conjunction with other data elements, to indirectly identify specific individuals.

The information can be used to distinguish or trace an individual's identity (i.e., it is linked or linkable to specific individuals).

If you marked any of the above, proceed to Question 4.

None of the above. If none of the above, describe why the information does not identify specific individuals either directly or indirectly. [If you checked this item, STOP here after providing the requested description.]

4. Does the system/project *pertain* only to government employees, contractors, or consultants?

NO  YES

5. Is information about United States citizens or lawfully admitted permanent resident aliens retrieved from the system/project by name or other personal identifier?

NO. [If no, skip to question 7.]

YES. [If yes, proceed to the next question.]

6. Does the system/project collect any information directly from the person who is *the subject* of the information?

NO [If no, proceed to question 7.]

YES

a. Does the system/project support criminal, CT, or FCI investigations or assessments?

NAME: b3  
b7E NO YES [If yes, proceed to question 7.] *at least indirectly*

b. Are subjects of information from whom the information is directly collected provided a written Privacy Act (e)(3) statement (either on the collection form or via a separate notice)?

 NO [The program will need to work with PCLU to develop/implement the necessary form(s).] YES Identify any forms, paper or electronic, used to request such information from the information subject:

7. Are Social Security Numbers (SSNs) collected, maintained or disseminated from the system/project? Full SSNs should only be used as identifiers in limited instances.

 NO  YES If yes, check all that apply: SSNs are necessary to establish/confirm the identity of subjects, victims, witnesses or sources in this law enforcement or intelligence activity. SSNs are necessary to identify FBI personnel in this internal administrative system. SSNs are important for other reasons. Describe: The system/project provides special protection to SSNs (e.g., SSNs are encrypted, hidden from all users via a look-up table, or only available to certain users). Describe: It is not feasible for the system/project to provide special protection to SSNs. Explain:

8. Is the system operated by a contractor?

 No.

Yes. Information systems operated by contractors for the FBI may be considered Privacy Act systems of records. The Federal Acquisition Regulation contains standard contract clauses that must be included in the event the system collects, maintains or disseminates PII and additional requirements may be imposed as a matter of Department of Justice policy. Consultations with the Office of the General Counsel may be required if a contractor is operating the system for the FBI.

NAME: b3  
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9. Has the system undergone Certification & Accreditation (C&A) by the FBI Security Division (SecD)?

NO If no, indicate reason; if C&A is pending, provide anticipated completion date:

YES If yes, please indicate the following, if known:

currently has authority to operate (ATO) through March, 2012 and has the following risk levels:

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Confidentiality:  Low  Moderate  High  Undefined

Integrity:  Low  Moderate  High  Undefined

Availability:  Low  Moderate  High  Undefined

Not applicable — this system is only paper-based.

10. Does the system conduct data mining as defined in Section 804 of the Implementing Recommendations of the 9/11 Commission Act of 2007, P.L. 110-53 (codified at 42 USC 2000ee-3)?

NO

YES If yes, please describe the data mining function:

11. Is this a national security system (as determined by the SecD)?

NO  YES

12. Status of System/ Project:

This is a new system/project in development. [If you checked this block, STOP. The PTA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required.]

## II. EXISTING SYSTEMS / PROJECTS

1. When was the system/project developed?

2. Has the system/project undergone any significant changes since April 17, 2003?

NAME: b3  
b7E

..... NO [If no, proceed to next question (II.3).]

..... YES If yes, indicate which of the following changes were involved (mark all changes that apply, and provide brief explanation for each marked change):

.....  A conversion from paper-based records to an electronic system.

.....  A change from information in a format that is anonymous or non-identifiable to a format that is identifiable to particular individuals.

.....  A new use of an IT system/project, including application of a new technology, that changes how information in identifiable form is managed. (For example, a change that would create a more open environment and/or avenue for exposure of data that previously did not exist.)

.....  A change that results in information in identifiable form being merged, centralized, or matched with other databases.

.....  A new method of authenticating the use of and access to information in identifiable form by members of the public.

.....  A systematic incorporation of databases of information in identifiable form purchased or obtained from commercial or public sources.

.....  A new interagency use or shared agency function that results in new uses or exchanges of information in identifiable form.

.....  A change that results in a new use or disclosure of information in identifiable form.

.....  A change that results in new items of information in identifiable form being added into the system/project.

.....  Changes do not involve a change in the type of records maintained, the individuals on whom records are maintained, or the use or dissemination of information from the system/project.

.....  Other [Provide brief explanation]:

3. Does a PIA for this system/project already exist?

..... NO ..... YES

If yes:

NAME:

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b7E

a. Provide date/title of the PIA:

b. Has the system/project undergone any significant changes since the PIA?

\_\_\_\_ NO \_\_\_\_ YES

[The PIA is now complete and after division approval(s) should be submitted to FBI OGC/PCLU for final FBI approval and determination if PIA and/or other actions are required.]

### FBI PRIVACY THRESHOLD ANALYSIS (PTA)

NAME OF SYSTEM / PROJECT: Electronically Stored Information Discovery - [REDACTED]  
(ESID- [REDACTED])

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BIKR FBI Unique Asset ID: SYS-0000202

Derived From: Classified By: Reason: Declassify On:	<b>SYSTEM/PROJECT POC</b> Name: [REDACTED] Program Office: Litigation Branch Division: Office of the General Counsel Phone: [REDACTED] Room Number: PA 442 North, 1001 Pennsylvania Ave DC	<b>FBI OGC/PCLU POC</b> Name: [REDACTED] Phone: [REDACTED] Room Number: JEH 7350
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#### FBI DIVISION INTERMEDIATE APPROVALS

	Program Manager (or other appropriate executive as Division determines)	Division Privacy Officer
Program Division: Office of the General Counsel	Signature: [REDACTED] Date signed: 06-20-2012 Name: [REDACTED] Title: Chief, Discovery Coordination and Policy Unit	Signature: Date signed: Name: Title:
FBIHQ Division: Office of IT Management Division (ITMD)	Signature: Date signed: Name: [REDACTED] Title: ITMD Program Manager	Signature: Date signed: Name: [REDACTED] Title: ITB Privacy Officer

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After all division approvals, forward signed hard copy plus electronic copy to FBI OGC/PCLU (JEH 7350).  
(The FBI Privacy and Civil Liberties Officer's determination, conditions, and/or final approval will be recorded on the following page.)

**FINAL FBI APPROVAL / DETERMINATIONS / CONDITIONS:** [This section will be completed by the FBI PCLU/PCLO following PTA submission. The PTA drafter should skip to the next page and continue.]

PIA is required by the E-Government Act.

PIA is to be completed as a matter of FBI/DOJ discretion.

Is PIA to be published on FBI.GOV (after any RMD FOIA redactions)?  Yes.  No (indicate reason):

PIA is not required for the following reason(s):

- System does not collect, maintain, or disseminate PII.
- System is grandfathered (in existence before 4/17/2003; no later changes posing significant privacy risks).
- Information in the system relates to internal government operations.
- System has been previously assessed under an evaluation similar to a PIA.
- No significant privacy issues (or privacy issues are unchanged).

Other (describe): *While privacy does not require a PIA, the system from which information is gathered, this "system" is a tool designed to identify, discover, and*

Applicable SORN(s): *information for litigation purposes that is not intended to be shared*

*DIA*

*information is identifiable for a privacy violation*

Notify FBI RMD/RIDS per MIOG 190.2.3?  No.  Yes--See sample EC on PCLU intranet website here: [http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form\\_for\\_miog190-2-3\\_ec.wpd](http://home/DO/OGC/LTB/PCLU/PrivacyCivil%20Liberties%20Library/form_for_miog190-2-3_ec.wpd)

SORN/SORN revision(s) required?  No.  Yes (indicate revisions needed):

Prepare/revise/add Privacy Act (e)(3) statements for related forms?  No.  Yes (indicate forms affected):

*DIA*

RECORDS. The program should consult with RMD to identify/resolve any Federal records/electronic records issues. The system may contain Federal records whether or not it contains Privacy Act requests and, in any event, a records schedule approved by the National Archives and Records Administration is necessary. RMD can provide advice on this as well as on compliance with requirements for Electronic Recordkeeping Certification and any necessary updates.

Other:

<input type="checkbox"/> Unit Chief Privacy and Civil Liberties Unit	Signature: <input type="checkbox"/> Date Signed: <i>6/21/12</i>
James J. Landon, Deputy General Counsel FBI Privacy and Civil Liberties Officer	Signature: <i>[Signature]</i> Date Signed: <i>6/22/12</i>

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## I. INFORMATION ABOUT THE SYSTEM / PROJECT

1. Provide a general description of the system or project that includes: (a) name of the system/project, including associated acronyms; (b) structure of the system/project, including interconnections with other projects or systems; (c) purpose of the system/project; (d) nature of the information in the system/project and how it will be used; (e) who will have access to the information in the system/project; (f) and the manner of transmission to all users.

The Discovery Policy and Coordination Unit's mission is to support the Office of the General Counsel (OGC) by providing an automated system to facilitate the analysis, review and production of large quantities of documents during litigation. [REDACTED]

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[REDACTED]

[REDACTED]

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Historically, FBI compliance with legal discovery requirements focused primarily on retrieving and producing relevant information found within FBI paper records.<sup>1</sup> The proliferation of electronic communications methods (i.e., e-mail, blackberries, instant messaging, blogs, list serves, etc.), however, has resulted in the creation of an exponentially larger volume of electronically stored information, both record and non-record. This resulting increase significantly complicates the FBI's ability to identify, preserve, collect and analyze potentially relevant ESI as part of the discovery process. The traditional approach of using multiple, disparate tools and resources to conduct e-Discovery, spending days processing the data, and weeks conducting the review is slow, expensive and risky.

ESI differs from paper information because of its intangible form, volume, transience and persistence. ESI, both record and non-record, in its native format generally also contains metadata, or data about the data, which is not present in paper documents. To be legally compliant, therefore, the FBI must identify, collect and preserve both the paper document and its electronic counterpart (if available). While the preservation of ESI metadata is essential to effective document analysis, metadata creates special challenges to prevent spoliation because it can be easily and unwittingly altered.

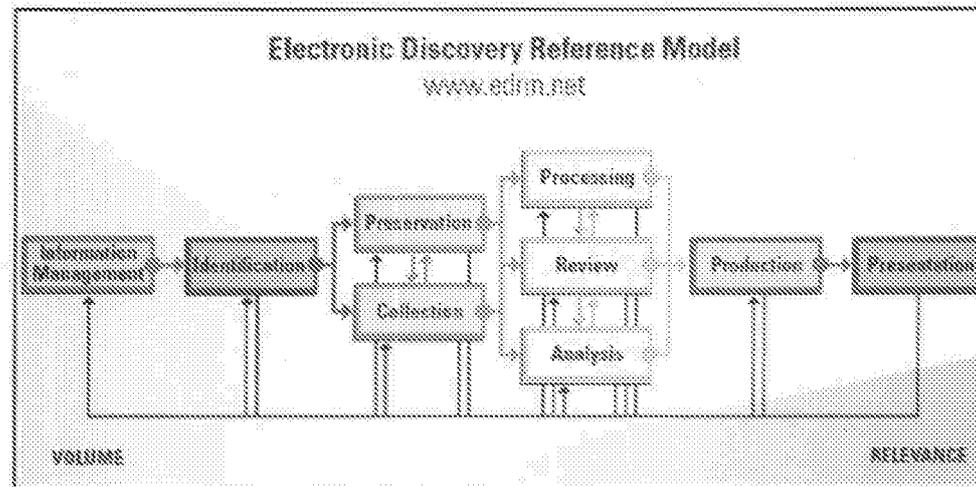
The e-Discovery process consists of three major phases:

<sup>1</sup> The FBI currently follows a "print and file" approach to records management.

1. Identification, Preservation, and Collection – This phase requires locating the potential sources of ESI, ensuring that potentially relevant ESI is protected from alteration or deletion and gathering that ESI for further use in the e-Discovery process.
2. Processing, Analysis, and Review – The objective of this phase is to reduce the volume of ESI by evaluating the collected data set for relevance and privilege. The application of electronic analysis tools during this phase represents one of the biggest cost savings of the e-Discovery process.
3. Production and Presentation – The final phase relates to delivering the selected ESI to the requesting parties in various media and formats. Presentation of data is generally the responsibility of the Assistant United States Attorney; however, the FBI may need to provide assistance with preparing the data for presentation.

All of these processes are discussed in detail at EDRM.net. In the Electronic Discovery Reference Model displayed below, the process on the left, labeled Information Management, is an all-encompassing term for how the data is managed [redacted]

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