



DELIVERING SOLUTIONS FOR EFFECTIVE INFORMATION GOVERNANCE

- ▶ Electronic Communications Compliance
- ▶ Consolidation and Migration
- ▶ Records Management
- ▶ eDiscovery

PARAGON 
SOLUTIONS

Improving the Way Work Gets Done™

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What is Good Information Governance?

Effective information governance enables organizations to ensure transparent, good faith operations for the governance, use, preservation, retention and disposition of information.

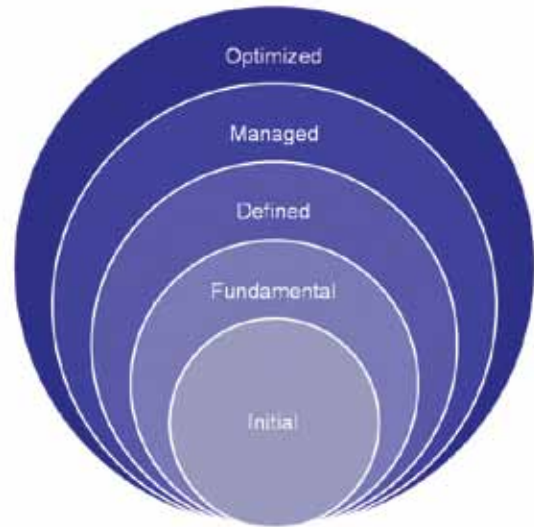


Paragon Solutions specializes in the design and implementation of Information Governance solutions that help firms:

- ▶ Assess the organization's information governance maturity
- ▶ Establish a records management and retention strategy
- ▶ Respond quickly and defensibly to litigation
- ▶ Manage information growth
- ▶ Ensure security and privacy of corporate information
- ▶ Adhere to industry regulations and mitigate risk

Paragon's Information Governance & Compliance (IGC) Maturity Model

Paragon has developed the Information Governance & Compliance (IGC) Maturity Model to assist the organization in defining its information governance growth process based on: organization; process; tools and services; and risk and compliance. Through the model, Paragon provides an evolutionary look at how a firm can progress through each of the five phases. We then assist the organization in identifying and quantifying their respective phase of maturity to understand the processes and benefits associated with building and strengthening an enterprise-wide information governance program.



Paragon's Information Governance Case Studies

Solution Description	Business Function	Paragon Approach	Business Benefits
eDiscovery	Discovery, review and production of information to support legal discovery process	<ul style="list-style-type: none"> • Improved processes to handle request volume • Automated data gathering from business units • Implemented tools for data collection and analysis 	<ul style="list-style-type: none"> • Compliance with discovery requests • Minimized litigation exposure • Reduced operational costs
Records Management	Implementation of technologies and processes to manage the full records lifecycle across the enterprise	<ul style="list-style-type: none"> • Defined roles and established corporate-wide RM policies and procedures • Maximized efficiency of search and retrieval • Enabled real-time surveillance and archiving 	<ul style="list-style-type: none"> • Improved compliance standards • Minimized litigation exposure • Increased efficiency
Electronic Archiving	Electronic communication archival and retrieval	<ul style="list-style-type: none"> • Enabled real-time capture of e-files • Employed redundant tamper-proof WORM • Established efficient e-mail archival and retrieval 	<ul style="list-style-type: none"> • Compliance with SEC 17a-4, NASD 3110, NYSE 342-440 and MIFID • Minimized litigation exposure • Reduced operational costs
Consolidation & Migration	Eliminate redundancies resulting from mergers, acquisitions and distributed, global environments	<ul style="list-style-type: none"> • Accomplished post-merger systems integration • Achieved repository consolidation • Maintained required functionality 	<ul style="list-style-type: none"> • Minimized litigation exposure • Improved information quality/access • Decrease duplication of effort/costs
Decommissioning	Retire redundant legacy systems and archive data per regulatory requirements	<ul style="list-style-type: none"> • Proactively archived structured/unstructured data • Developed tool for future migration of internal and external data into archives • Decommissioned legacy system 	<ul style="list-style-type: none"> • Compliance with FDIC regulations • Improved accessibility to archives • Reduced operational costs

A Holistic Approach to Information Governance

Paragon's approach to information governance integrates business, people, process and technology to deliver practical information governance solutions for organizations in the communications, financial services, healthcare, insurance and life sciences industries. As part of a holistic information governance program, Paragon helps clients consider the following:

- ▶ Standards
- ▶ Compliance
- ▶ Metadata
- ▶ Taxonomy
- ▶ Training
- ▶ Policies
- ▶ Security
- ▶ Rights Management

Information Governance Management/Workflow

Paragon applies its knowledge and expertise in Business Process Management to assist organizations in creating an environment where information governance is inherent in day-to-day operations to achieve process optimization and ensure regulatory compliance.

Records Management and E-mail Archiving

Paragon delivers solutions that meet dynamic regulatory demands for corporate accountability and compliance. Our solutions align to business processes and enable organizations to identify and manage corporate records to meet internal and external mandates. The solution can be integrated with the IT infrastructure, content and e-mail archives, transaction surveillance applications and all corporate processes to ensure that documents of all types and from all sources are captured and maintained by a common system without requiring new processes for end users.

eDiscovery

Paragon defines the people, process and technology capabilities necessary to establish enterprise-wide, event-based litigation/investigatory policies and procedures that optimize the eDiscovery process. Paragon develops a customized eDiscovery strategy for the client that drives the program design and implementation. Paragon's unique eDiscovery Program Approach is helping organizations reduce the risk and costs associated with traditional reactive methods of eDiscovery.

Integration

Paragon's systems integration expertise is applied to designing and implementing solutions that include our own custom-developed components and incorporate best-of-breed products such as portals, content management, search and information infrastructure products to help organizations archive, manage, protect, and back up content.

Migration and Conversion Services

Paragon's decades of experience performing migrations and conversions has yielded our best practices, proven approach to migrate content to the target environment. We can provide rapid migration assessments to help you understand your options in greater detail. Paragon will implement the transition plan that best meets your needs and if needed, provide customized tools to automate and monitor the process.

Decommissioning

Paragon assists clients with the strategic planning, program management and implementation of systems decommissioning resulting from repository consolidation, moving documents to a new application or replacing legacy systems. Our recommendations will identify the benefits, risks and return on investment associated with the proposed strategy, and will ensure that the preservation, retention and disposition of information will be handled with the appropriate governance principles to ensure transparency, accountability and compliance with minimal disruption to the business.

About Paragon

Paragon Solutions is a business and technology consulting firm that specializes in helping clients leverage information assets for better business results. The company does this through its industry practices, solution accelerators and specialized technology service lines that help clients achieve operational efficiency, business scalability and regulatory compliance.

Paragon's Information Governance Solutions address the needs of the communications, financial services, healthcare, insurance and life sciences industries. Our technology solutions are helping firms respond and capitalize on industry change driven by competition, consolidation, convergence and regulation.

For more information, please visit the Paragon Web site at www.consultparagon.com

or call, 1.800.462.5582.

