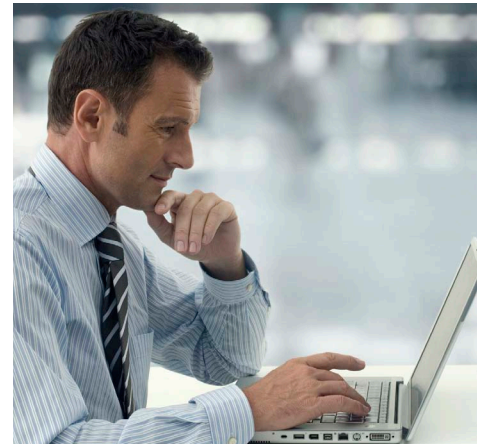


Records and Information Management

As companies today work to do more with less and maintain a competitive edge in a tight marketplace, staff must use increasingly sophisticated technology—creating an overwhelming volume of complex electronic records. Unstructured data, the proliferation of electronic document repositories, email systems, and other information stores bring increased costs, inefficiencies, duplication and significant risks.



Duff & Phelps' Legal Management Consulting practice focuses on helping companies build and execute strong, clear strategies for better information management.

Duff & Phelps records and information management (RIM) professionals understand that the fundamentals of records management remain the same: create a comprehensive policy, link business records and information to business functions, and ensure enterprise-wide compliance through well established, integrated business processes and the effective use of technology. The challenge, however, is that while policies must be consistent across the enterprise, the approaches, tools and methods are often very different and can be complex due to the need to manage and synchronize records stored on diverse media in isolated systems across business units.

Add to these technical and operational challenges the increasingly complex world of legal and regulatory oversight, compliance requirements, and e-discovery demands in litigation, investigation or audit; the challenge becomes even more overwhelming.

Our team of experienced certified records managers, project managers, and technologists have the skills and experience to help ensure that companies have a defensible RIM program. We help companies build an environment to ensure that information and records are available when and where business units need them: in the right form, in the right place, and at the right time.

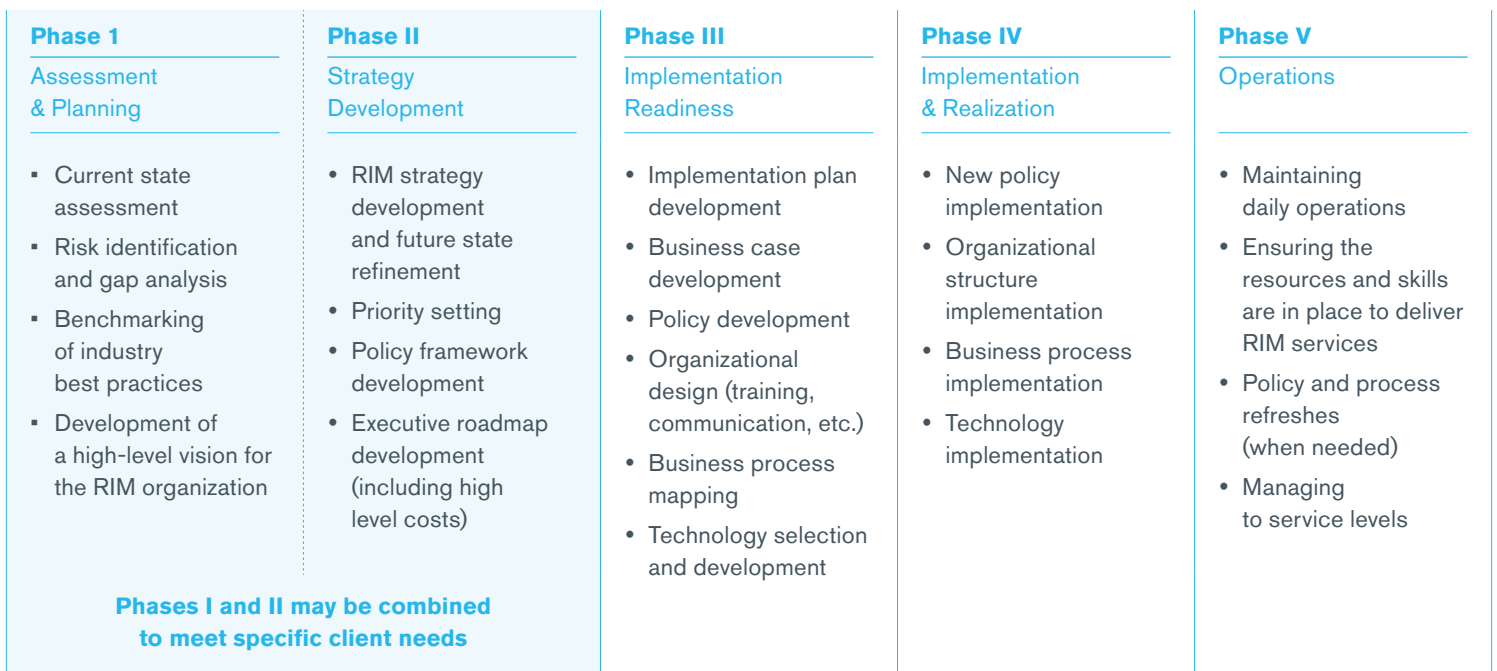
MANAGING ELECTRONIC RECORDS IS A NEW BUSINESS IMPERATIVE: CENTRAL TO RISK MITIGATION, LEGAL COMPLIANCE AND EFFICIENT BUSINESS OPERATIONS.

From Assessment to Implementation

It is critical that companies employ a strategy to manage all records and data across the enterprise, regardless of format or media. Records management principles must be reinterpreted and expanded to address the unique requirements for managing electronic information. At Duff & Phelps, we understand the importance of a robust, defensible RIM program that enables the pursuit of strategic objectives. Our experience and methods help companies achieve their strategic information management goals by:

- Negotiating the tensions inherent in the wide variety of information systems used by companies;
- Developing an electronic records management (ERM) strategy that serves the unique needs of individual business units while meeting the strategic objectives of the company;
- Providing solutions to control the proliferation of electronic records; and
- Defining strategies to categorize official records and information across disparate systems.

Our approach ensures the full lifecycle of records and information management is considered, from the up-front analysis/assessment through process re-engineering, to systems development and implementation. We address the impact of Federal requirements, the implications of the 2006 changes to the Federal Rules of Civil Procedure relating to electronically stored information (ESI) and eDiscovery, and the complexities of a formal legal hold process. We follow a phased approach to develop a comprehensive RIM program and manage the change that will be required of the staff.



For more information please visit our website:
www.duffandphelps.com

About Duff & Phelps

As a leading global independent provider of financial advisory and investment banking services, Duff & Phelps delivers trusted advice to our clients principally in the areas of valuation, transactions, financial restructuring, dispute and taxation. Our world class capabilities and resources, combined with an agile and responsive delivery, distinguish our clients' experience in working with us. With offices in North America, Europe and Asia, Duff & Phelps is committed to fulfilling its mission to protect, recover and maximize value for its clients.

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