

First edition
2016-11-01

Information technology — Security techniques — Electronic discovery —

Part 1: Overview and concepts

*Technologies de l'information — Techniques de sécurité —
Découverte électronique —*

Partie 1: Aperçu général et concepts



Reference number
ISO/IEC 27050-1:2016(E)

© ISO/IEC 2016



COPYRIGHT PROTECTED DOCUMENT

© ISO/IEC 2016, Published in Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Ch. de Blandonnet 8 • CP 401
CH-1214 Vernier, Geneva, Switzerland
Tel. +41 22 749 01 11
Fax +41 22 749 09 47
copyright@iso.org
www.iso.org

This is a preview of "ISO/IEC 27050-1:2016". Click here to purchase the full version from the ANSI store.

Contents

	Page
Foreword	v
Introduction	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Symbols and abbreviated terms	4
5 Overall ISO/IEC 27050 structure and overview	5
5.1 Purpose and structure.....	5
5.2 Overview of ISO/IEC 27050-1: Overview and concepts.....	5
5.3 Overview of ISO/IEC 27050-2: Guidance for governance and management of electronic discovery.....	5
5.4 Overview of ISO/IEC 27050-3: Code of practice for electronic discovery.....	6
5.5 Overview of ISO/IEC 27050-4: ICT readiness for electronic discovery.....	6
6 Overview of electronic discovery	6
6.1 Background.....	6
6.2 Basic concepts.....	6
6.3 Objectives of electronic discovery.....	7
6.4 Electronic discovery foundation.....	8
6.4.1 General.....	8
6.4.2 Competency.....	8
6.4.3 Candour.....	8
6.4.4 Cooperation.....	8
6.4.5 Completeness.....	8
6.4.6 Proportionality.....	8
6.5 Governance and electronic discovery.....	9
6.5.1 General.....	9
6.5.2 Risk and environmental factors.....	9
6.5.3 Compliance and review.....	9
6.5.4 Privacy and data protection.....	9
6.6 ICT readiness for electronic discovery.....	10
6.6.1 General.....	10
6.6.2 Long-term retention of ESI.....	10
6.6.3 Maintaining ESI confidentiality.....	10
6.6.4 Destruction of ESI.....	10
6.7 Planning and budgeting an electronic discovery project.....	10
7 Electronically Stored Information (ESI)	11
7.1 Background.....	11
7.2 Common types of ESI.....	12
7.2.1 General.....	12
7.2.2 Active data.....	12
7.2.3 Inactive data.....	12
7.2.4 Residual data.....	12
7.2.5 Legacy data.....	13
7.3 Common sources of ESI.....	13
7.3.1 General.....	13
7.3.2 Custodian data sources.....	13
7.3.3 Non-custodian data sources.....	13
7.3.4 Potentially excluded sources of ESI.....	14
7.4 ESI representations.....	14
7.4.1 General.....	14
7.4.2 Native formats.....	14
7.4.3 Near-native formats.....	15

This is a preview of "ISO/IEC 27050-1:2016". [Click here to purchase the full version from the ANSI store.](#)

7.4.4	Image (near-paper) formats	15
7.4.5	Hardcopy	15
7.5	Non-ESI as part of discovery	15
8	Electronic discovery process	16
8.1	Overview	16
8.2	ESI identification	18
8.3	ESI preservation	18
8.4	ESI collection	18
8.5	ESI processing	19
8.6	ESI review	19
8.7	ESI analysis	19
8.8	ESI production	19
9	Additional considerations	20
9.1	Presentation of ESI	20
9.2	Chain of custody and provenance	20
	Bibliography	21

This is a preview of "ISO/IEC 27050-1:2016". Click here to purchase the full version from the ANSI store.

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of document should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

The committee responsible for this document is ISO/IEC JTC 1, *Information technology*, Subcommittee SC 27, *IT Security techniques*.

A list of all parts in the ISO/IEC 27050 series can be found on the ISO website.

Introduction

This document provides an overview of electronic discovery and describes related terminology, concepts, and processes that are intended to be leveraged by other parts of ISO/IEC 27050.

Electronic discovery often serves as a driver for investigations as well as evidence acquisition and handling activities (covered in ISO/IEC 27037). In addition, the sensitivity and criticality of the data sometimes necessitate protections like storage security to guard against data breaches (covered in ISO/IEC 27040).

This document is not a reference or normative document for regulatory and legislative security requirements. Although it emphasizes the importance of these influences, it cannot state them specifically, since they are dependent on the country, the type of business, etc.