

ARC: Advanced Records Center

Advanced Records Center (ARC) of Best Best & Krieger LLP (BBK) - your go-to solution for all things related to public records and e-discovery support!

In today's digital landscape, the surge in public records and information requests has been driven by our reliance on technology and electronic communications. Court decisions have expanded the scope of what constitutes a record, making the management of records requests more intricate than ever.

ARC offers a comprehensive approach, seamlessly integrating with your team to streamline the handling of records requests for public agencies. Whether it's crafting records retention policies, providing legal advice on e-discovery, or offering guidance on electronic communications, ARC is well-equipped to simplify the entire process.

What sets ARC apart is its meticulous and proven approach, covering every facet of the process. From swift response analysis to thorough document collection, efficient processing, comprehensive review, and seamless production, ARC ensures a comprehensive solution for your records-related needs.

All-Encompassing Public Records and e-Discovery Support

By seamlessly serving as a full-service extension of our clients' teams, we enable public agencies to significantly reduce the resources they dedicate to public records and information requests. We solve the problem of staffing amidst records request

surges by either supplementing a client's in-house staff or taking on the request entirely. Our service can expand or contract as quickly as the volume and complexity of records requests, providing greater consistency, a more efficient process, and decreased risk of litigation.

We have extensive experience in drafting public records and records retention policies and procedures that public agencies can use for processing records and information requests. We also offer legal advice and training on navigating the constantly changing laws related to e-discovery. In today's rapidly evolving technological landscape, we provide guidance on the use of public and private electronic devices, as well as the public's right to access information, including electronic communication.

Innovative, efficient public records support

The BBK ARC Difference

We directly take on every step of the process with a formulated and proven approach.

Several questions emerge when a public records request arrives: What records are requested? Where are those records stored? How can the responsive records best be collected and produced?



What if the responsive records are stored on personal devices or personal email accounts? Can the request be thoroughly and accurately addressed in time allowed by state or federal statute?

We address these questions by taking the following steps:

Analyze

- Since time is of the essence, the initial review and analysis of a request can be the most important. Our rapid response team has the e-discovery experience and credentials needed to analyze requests, determine the exact records being sought and advise on potential big-picture implications.

Collect

- We collaborate directly with all departments involved to identify and collect the requested records — even if those records are text messages, photos, videos, or messages within personal email accounts. Our approach to document collection is consistent, thorough and completely documented.

Process

- After the records are transferred to BBK, we use sophisticated software to create a search that

quickly and efficiently drills down on the target records. This process brings huge cost and time savings, as ARC can rapidly and accurately locate responsive documents at a fraction of the cost of some traditional e-discovery vendors.

Review

- After the initial analysis we conduct a vigorous review. If complex legal questions arise, we consult with our attorneys. The level of review is tailored entirely to clients' needs and the complexity of the requests, ensuring the accuracy and completeness of the records before production.

Produce

- And finally, we oversee a seamless production of any and all different file types — be it email, text message, spreadsheet or other — within the allotted timeframes.

For more than a century, BBK has partnered with public agencies to provide clear and accurate legal guidance, especially in areas where the law is novel and evolving. Now, by providing this full-service approach to public records requests and other records-related matters, BBK steps up again to help clients streamline the process and avoid costly pitfalls.



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