

BB&K Advanced Records Center

Same Great Service – Better PRA Process



Best Best & Krieger LLP's Advanced Records Center combines legal expertise with cutting-edge technology to provide healthcare districts with comprehensive and cost-effective support for records-related matters including California Public Records Act request processing.



**ARC: ADVANCED
RECORDS CENTER**

Complying with your duties under the California Public Records Act can be complicated, costly and time consuming.

This is especially true with the increasing amount of electronic communications being stored and shared on both public and private devices. California's healthcare districts must collect and wade through large amounts of documents and determine what must be disclosed and what is exempt — all while responding within a reasonable time and respecting various privacy interests.

The stakes are high, but BB&K can help!

Streamlined PRA Process

Several questions emerge when a PRA request arrives: *What records are requested? Where are those records stored? How can we collect and produce the responsive records? What if the responsive records are on personal cell phones or in personal email accounts? Can we do all of this within the next 10 days?*

Here's how ARC's streamlined process helps answer these questions.



ANALYZE

Since time is of the essence, the initial PRA request review can be the most important. BB&K's ARC team of attorneys, paralegals and document reviewers are skilled in e-discovery with the experience to analyze requests and determine the records being sought.



COLLECT

Then, ARC team members work with the public agency's staff, including technology staff, to identify and collect the records that are responsive to the request — even if those records are text messages, photos, videos or messages within personal email accounts. The ARC approach to document collection is consistent, thorough and completely documented.



PROCESS

After the records are transferred to BB&K, ARC team members 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 it allows us to rapidly and accurately locate responsive documents at a fraction of the cost of some traditional e-discovery vendors.



REVIEW

The resulting records then go through a vigorous review process by experienced and trained personnel. If the review uncovers complex legal questions, an attorney will review and provide advice. The level of review can be modulated based on the clients' needs and the complexity of the requests.



PRODUCE

The records to be produced may include emails, text messages, word processing files, spreadsheets, databases, videos, photos, drawings, data from proprietary apps, and voice mail messages. BB&K's e-discovery skilled ARC team understands how different types of documents are impacted by processing and production formats and can oversee a seamless production – all within the timeframes permitted by the PRA.



Same Great BB&K Service – Better PRA Process

5. PRODUCE

THE RECORDS WITHIN PRA TIMEFRAMES

4. REVIEW

THE RECORDS FOR EXEMPTIONS AND REDACTIONS

3. PROCESS

THE RECORDS USING ADVANCED E-DISCOVERY TOOLS

2. COLLECT

THE RECORDS, WORKING WITH THE AGENCY'S STAFF

1. ANALYZE

WHAT IS BEING REQUESTED

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

Contact your BB&K attorney or paralegal, or email us at ARC@bbklaw.com, for more information or to schedule your PRA Assessment.



www.bbklaw.com

OFFICES ACROSS CALIFORNIA AND IN WASHINGTON, D.C.