



DOCUMENT MANAGEMENT SERVICES

RSI offers a rich history of premiere litigation support services - nationwide.

RSI delivers the knowledgeable and timely litigation support services you demand. We succeed by helping you to succeed.

We have been committed to excellence since our founding in 1969. Today, RSI is one of the nation's most trusted litigation support service providers. We constantly adapt innovations and continue to deliver success to firms like yours.

Imaging

RSI has been in the business of large document processing since the early 80's. Our expertise includes scanning one file or up to millions of boxes with the same level of quality, timeliness, and efficiency.

Coding

RSI's coding professionals build a strong foundation for document management. Establishing coding requirements for capturing specific types of data such as Document Type, Date, Author or Recipient allow your review team to quickly search through records at the start of the litigation process.

On-Site Imaging

When documents are required to stay on-site, RSI will deploy an experienced imaging team to quickly setup on-site imaging operations, with minimal disruption to the host.

Documents are stored, secured, and prepared for multiple large scale litigation databases including Ringtail, Summation, and Concordance load files.

In our fourth decade, with the implementation of HIPAA and the HITECH act, RSI insures practices that secure compliance.



Digital Archiving

Digital Archiving is a means to reduce storage space by transferring all paper documents to electronic files. This process will reduce clutter, increase efficiencies, and reduce your storage space and budget.

RSI can digitally archive all documents from your firm. Whether you want to "clean-up" space in the file cabinets or simply preserve the data in a digital, searchable format, RSI can save the data securely and efficiently for retrieval anytime, from anywhere.

Examples of archiving projects include:

- Law Firms - document sensitive discovery
- Corporations - imaging of documents in storage, including administrative, accounting, and human resource files.
- EMR - hospitals, medical, dental offices and clinics

RSI proudly supports popular litigation software including:



Web Repository

The RSI Web Repository, powered by Ringtail® Legal™ software from FTI Technology, provides a proven large-scale litigation database review platform that offers unmatched power, efficiency, and flexibility throughout the litigation life cycle.

Key Benefits

Reduce Risk & Complexity by integrating all phases of the litigation life cycle – from data storage, electronic evidence discovery, file review and production.

Review documents faster and more accurately with advanced search options that offer flexibility, including – native review and quick preview in over 250 file formats; such as Microsoft Word and Excel.

Massive scalability allows users the power to manage huge volumes of electronically stored information.

Object level security architecture that protects the privileged electronically stored information.

Eliminate time and location obstacles with a central repository for attorneys and experts to review from multiple locations.

Create project transparency with the ease of report tools giving users the option to highlight, underline, or make notes directly on the documents.

Robust redaction tools that both optimize review times and eliminate the need to move documents between tools.



For more information regarding RSI Services, call **800.633.6125**, email sales@rsi-kc.com, or visit www.rsi-kc.com.

