

## WHAT'S IN THE BOX – OVERVIEW

The same questions exist today that were asked when companies first began storing boxes in off-site storage locations. What is in the Box? Whether the box is material acquired by a company or if originated within the company, the requirement to retain a box for any extended period lends itself to degradation in knowledge of the content. To accommodate this companies have created inventories listing the content of a box and assigning a retention schedule based on the content. However, the question remains when requesting records for projects that are dependent on legacy data, discovery related to litigation, attestation of content for destruction or in the matter of records obtained through acquisition, “What is in the Box?”

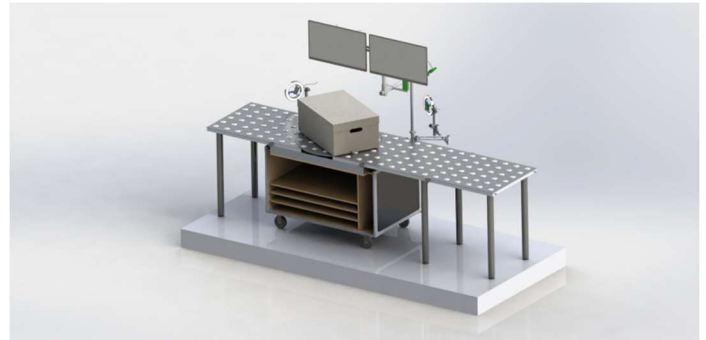
Imagine being able to answer this question from the convenience of your office regardless of where the box is located. This is the founding idea behind What's in the Box. RadixData has designed an apparatus, software and a process for bringing boxes in off-site storage to the owners, requestors and managers of the records in off-site storage for a fraction of the cost to request or scan the box and for the same rate of storing the box for 1 year in off-site storage.

### HARDWARE

The apparatus consists of four (3) high-resolution cameras positioned to capture photos all five (5) sides of a box and a document camera positioned to capture the content of a box in under 30 seconds, lights to accommodate any environment, a conveyor table top to easily move a box along the capture area, positioning pins to align boxes, a turn table to rotate the box and an area to capture the content of each box. The apparatus can be transported in a single Airline Transit Association (ATA) case designed to fit inside any standard sized office door. Setup time for an apparatus is under thirty (30) minutes. The footprint of the apparatus is **38" x 29" x 40"** when crated and **96" x 31" x 78"** (**working surface is 29" high**). The unit is completely self-sustaining with the only external requirement being power and access to the internet<sup>1</sup>. The apparatus can conservatively process 120 boxes per hour or 600 boxes per 8-hour shift. The constraint on production is on the area required to stage boxes entering and exiting the process.

### SOFTWARE

The unit's computer contains all the software required to capture photos. The software is configured for each client and collection of records. If a client has project specific boxes, those boxes can be identified at the time of capture. RadixData will configure an apparatus prior to deployment. Should the need arise to alter the configuration, RadixData can perform this function remotely. If internet is available for the unit, the photos are transferred to a client dedicated Amazon Web Services (AWS) cloud storage space.



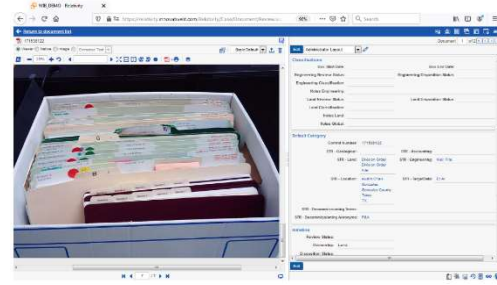
### TECHNOLOGICAL TOOLS

- ▲ OCR/ICR file labels – Gives reviewer insight into box content by reviewing file labels. OCR Engine has the can read multi-directional text along with cursive and printed handwriting
- ▲ Term Modeling – Create a list of important terms with the ability to create a relationship to misspellings, stemmed versions of the word, synonyms and acronyms of the term/phrase.
- ▲ Term Tagging – Tag boxes containing terms of interest from term model.
- ▲ – Perform data extraction utilizing curated lists of record types, a glossary of terms, geolocation data (i.e. country, region, state, county, city, and parish), or any other information related to a case.
- ▲ Date Extraction - Confirm the range of records in the box from extracted Dates found on File Labels
- ▲ Clustering
- ▲ Named Entity Recognition
- ▲ Data Extraction

<sup>1</sup> Internet connectivity is optional and only required to expedite the transfer of photos to the web hosted review platform. The unit can run without internet and is configured to transfer photos to an external storage device for shipment of the photos via certified mail to a processing facility where the photos are then uploaded to the web hosted review platform.

## REVIEW

- Security for granting access to records.
- Traceability for decisions made to include or exclude boxes from review.
- Central Repository for moving parts of pre-review to full-scale review.
- Efficient process for reviewing paper legacy records to determine boxes containing high value documents to include in the full-scale review.
- Analytics
- Visual Data Analytics clusters terms found in OCR data to present groups of relevant boxes.
- Uncover similarities to create a target list of records
- Explore patterns of interest.
- Add metadata to extracted terms from review of file labels.
- Create a workflow for pre-review of physical records.
- Reporting provides real time analysis of review status.



## USE CASES

**M&A Support** - Due Diligence, Litigation Support, Records Attestation

**Records Disposition** - B.U. Assignment for owner validation, Value Assessment (*Signatory for Disposition*), Stranded/Orphaned Records determination, Manifest validation

**Event-Driven Physical Records Projects** - Regulatory (i.e. MAOP, Litigation, Taxonomy Support, Special Projects (*many others...*))

**3rd Party Product API** - Custom/Proprietary API's, Box Content Export, WIB/Box view in 3rd party app.

**P. S. Engagements** - Records clean-up, high-value content identification (*selective import*)

**O&G Asset Decommissioning** - "Ring Fence" Records Identification, Early Decom Planning, Records "Pressure" Management during Decom.

**Regional Record Vendors** - new line of business provided as a professional service offering.

## THE BOTTOM LINE

- Leverage WIB for price of storing a box 1 year<sup>2</sup>.
- Cost to WIB a box is 3.5% cost of scanning a box<sup>3</sup>.
- Records Request cost reduction. Traditional records requests are a guess based on an inventory. Requestors can now perform searches based on content and review the content prior to requesting information from off-site storage reducing the cost of records pulls, delivery/transportation and refiling fees.
- Retention Risk can be mitigated by attesting to the content of a box and providing authorization for destruction without pulling boxes to attest to the content. This reduces the timeline of destruction and the cost of records attestation.
- WIB is industry agnostic, where boxes reside in off-site storage there is a potential for cost savings.

<sup>2</sup> Storage fees vary greatly depending on volume, location, facility, amenities and other factors. Average storage rates obtained across the United States for a 1.2 cubic foot box averages \$4.45 per box per year. The yearly storage rate does not include additional fees for retrievals, pickup and delivery of requested files, or refiling returned boxes.

<sup>3</sup> Traditional Scanning Services costs include the following: retrieval from off-site storage, delivery of the box to a scanning facility, scanning a standard records box containing 2,500 pages, returning the box to off-site storage and refiling the box.