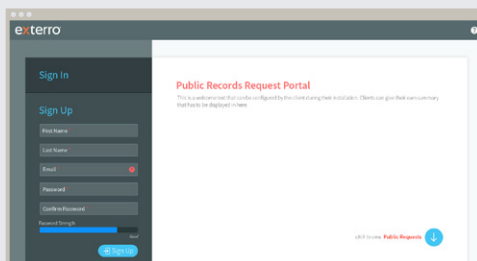


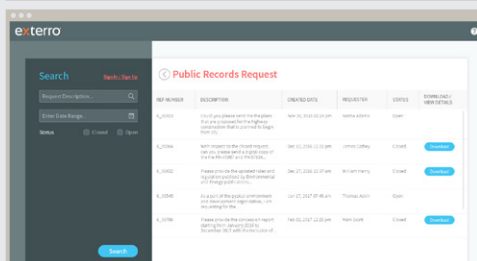
Managing FOIA and Public Records Requests with Exterro

Effectively responding to FOIA or Public Records Requests is becoming increasingly difficult due to ever growing amounts and sources of data and the sheer volume of requests. Exterro's FOIA/PRR software solution is helping agencies and departments of all sizes significantly reduce the amount of time and money spent fulfilling these requests. Exterro's solution enables government personnel to orchestrate the entire process from request receipt, through search, review and delivery of requested documents.

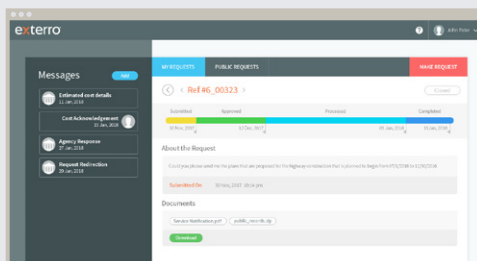
FACILITATING REQUEST SUBMISSION AND COMMUNICATION WITH REQUESTOR:



Exterro's FOIA/PRR Portal enables agencies to deploy a website on which records requests can easily be submitted by constituents. The portal ensures consistent information is gathered at time of request and also offers an efficient means for communicating with the requestor should additional information be required.

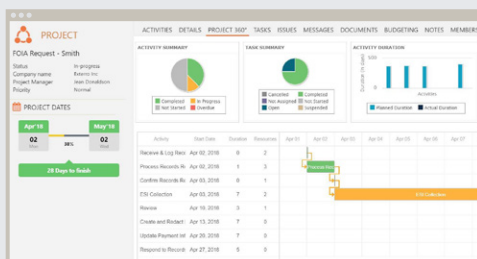


Requestors can easily search and view an online library for documents already entered in the public domain prior to submitting a new request which reduces cost and time associated with common requests, while improving the experience for the public.



The Portal also enables constituents to track the progress of their requests in real time.

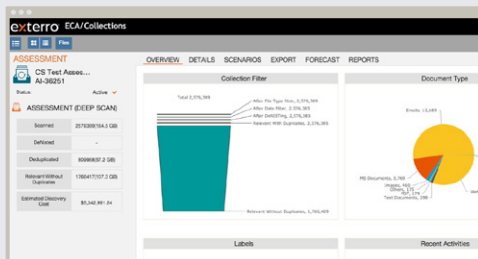
FULFILLING FOIA REQUESTS



AUTOMATED WORKFLOWS/REPEATABLE PROCESS

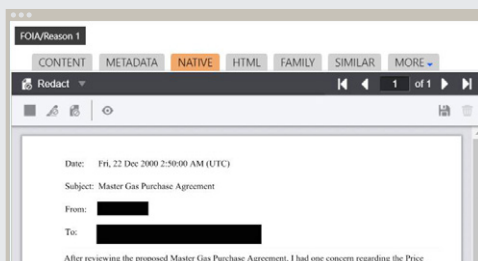
Exterro's FOIA Request solution includes easily tailored workflow templates that automate all the tasks and activities associated with the entire FOIA process. Once a request is made via the Portal, appropriate personnel are notified of required actions, such as searching, collecting or reviewing requested documents. Dashboards provide visibility into the status of every action, looming or missed deadlines, data collection progress and much more.

FULFILLING FOIA REQUESTS (CONT.)



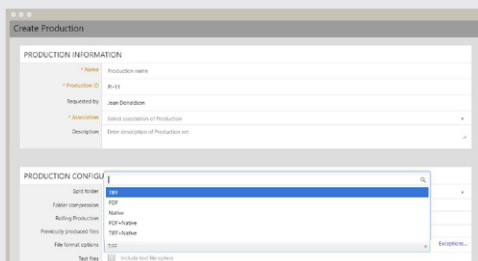
COMPREHENSIVE DOCUMENT SEARCH

Exterro provides authorized agency/department personnel the ability to quickly find information stored across your IT infrastructure and review documents in place without having to collect them first. Once responsive documents are identified, one-click collection capability retrieves them for further action. This capability significantly reduces storage and review costs while also decreasing the time it takes to respond to requests. The system also includes advanced analytics that help you determine data volume and estimate costs associated with each request.



FULLY FEATURED REVIEW MODULE

Once documents have been collected, reviewers can use robust review capabilities such as redaction, annotation, term highlighting and labelling to ensure that each document is appropriate to the request. Save time and money fulfilling repeat requests by applying labels and redactions to groups of commonly-requested documents.



DOCUMENT PRODUCTION

Once the documents have been reviewed, Exterro offers the ability to produce them in whatever form is appropriate (eg PDF, Native, TIFF, etc). Automated workflow facilitates communication back to the requestor once the document file is ready.

ADDITIONAL BENEFITS:

Robust Reporting features empower users to better manage, measure and optimize FOIA response and report on the number, type and nature of requests as required by the US Department of Justice or state and local authorities.

The Exterro FOIA/PRR solution is hosted via GovCloud and is FedRAMP Ready, delivering easy access to all staff and regions while also meeting IT security requirements.