Moving Data with Confidence
8 eDiscovery Data Migration Tips

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From Planning to Execution

Start with Strategic Segmentation

Tip: Before any data is moved, categorize content into migrate, archive, or delete.
Why it matters: This is your chance to reduce data volume, retire outdated materials, and eliminate unnecessary risk by not carrying over irrelevant or duplicative information.

Align Technical Workflows Across Platforms

Tip: Collaborate across source and destination teams to standardize export and import processes.
Why it matters: Platforms often vary in how they handle file formats, metadata, and structure. Early alignment avoids migration mismatches and technical surprises.
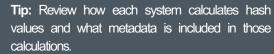
Preserve the Full Context of Your Data

Tip: Ensure search histories, reports, production records, and user permissions are included in the migration scope.
Why it matters: eDiscovery teams rely on more than just documents. Without the surrounding context, migrated data loses usability and could hinder review or analysis down the line.

Account for Platform Differences in Hashing and Deduplication

Tip: Review how each system calculates hash values and what metadata is included in those calculations.
Why it matters: Even small inconsistencies in processing rules can produce mismatched hashes, leading to false duplicates or missing deduplication opportunities.
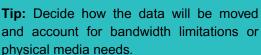
Choose the Right Migration Strategy

Tip: Decide early whether a full migration or phased migration better suits your data volume and workflows.
Why it matters: A full migration minimizes synchronization issues but may require more downtime. A phased approach keeps operations running but demands tight coordination.

Prepare for Bandwidth and Transfer Logistics

Tip: Decide how the data will be moved and account for bandwidth limitations or physical media needs.
Why it matters: Transferring large datasets requires thoughtful planning. Poor logistics can delay projects and compromise data integrity.

Understand the Risks of Parallel Systems

Tip: If systems will run in parallel, implement clear protocols to prevent data synchronization issues.
Why it matters: Parallel activity introduces risk if teams update data in the wrong environment. Strong controls and communication can prevent costly errors.

Build in Quality Control and Validation from the Start

Tip: Use automated checks to reconcile counts and validate content, ensuring everything has migrated successfully.
Why it matters: At scale, manual validation is not feasible. Automation ensures accuracy and builds defensibility throughout the migration process.