BUREAU OF COMPETITION
PRODUCTION GUIDE

AN eDISCOVERY RESOURCE

This guide explains what the Bureau of Competition generally requires when we send a formal request, such as a **Civil Investigative Demand**. The suggested formats are based on our experience with many different submissions. Please follow this guide to organize your submission and minimize the chance of incompatibility with our processes and systems.

This resource is intended to serve as guidance and does not supersede instructions in any request or subpoena issued by the Bureau. We continue to streamline the production process, so contact the FTC representative identified in the formal request to discuss any specific issues you may have with collecting, formatting, or submitting documents.

The Federal Trade Commission uses **Relativity** as its primary document review platform.

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1   IDENTIFICATION AND COLLECTION

Before you collect electronically stored information (ESI), the Bureau is interested in the following information:

- Name of person from whom the information was obtained;

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2.2.3   *Loose ESI*

Submit Microsoft Excel, PowerPoint, and Access files in their native formats, with the metadata and information described in the "Metadata and other Information Requirements" section below;

Submit other multimedia files in their native formats with the metadata and information described in the "Metadata and other Information Requirements" section below; or

Submit other files and attachments as Group IV single page tiffs accompanied by an image load file, extracted text and the metadata and information described in the "Metadata and other Information Requirements" section below.

2.2.4   *Hard Copy Documents*

Group IV single page tiffs accompanied by an image load file and the metadata and information provided in the "Metadata and other Information Requirements" section below.

2.2.5   *Databases or Data Compilations*

Production format will depend on the database platform, size and contents/function of the database. Access to cloud databases can also be arranged in lieu of production.

Please contact the FTC representative identified in your request to discuss databases and data productions as instructed by the document and data request.

2.2.6   *Executable Files*

Produce executable files separately from documents on separate media and clearly labeled "contains executable files" so that they can be isolated for further inspection.

2.3 Metadata and other Information Requirements

2.3.1 Emails

Field Names	Description
ALTERNATE CUSTODIAN	List of custodians where the document has been removed as a duplicate
BATES BEGIN	Beginning Bates number of the email
BATES END	Bates number of the last page of the email
BEG ATTACH	Beginning Bates number of attachment range.
END ATTACH	Ending Bates number of attachment range.
CUSTODIAN	Name of the person from whom the email was obtained
EMAIL BCC	Names(s) of persons blind copied on the email
EMAIL CC	Names of persons copied on the email
EMAIL DATE RECEIVED	Date email was received [format: MM/DD/YYYY]
EMAIL DATE SENT	Date and was sent [format: MM/DD/YYYY]
EMAIL FROM	Names of the person sending the email
EMAIL MESSAGE ID	Microsoft Outlook Message ID or similar value in other message systems.
EMAIL SUBJECT	Subject line of the email
EMAIL TIME RECEIVED	Time email was received [format: HH:MM:SS AM/PM]
EMAIL TIME SENT	Time email was sent [format: HH:MM:SS AM/PM]
EMAIL TO	Name of the person receiving the email
FILE PATH	File path/folder location of email
HASH	Identifying value used for deduplication (SHA1 or MD5)
TEXT LINK	Relative path to submitted text file Example: \TEXT\001\FTC0003090.txt
PAGECOUNT	Number of pages in record

2.3.2 Attachments

3   PRODUCING

3.1   Data

3.1.1   Load Files

- Each volume produced must be accompanied by corresponding DAT file (ANSI), containing the metadata and information specified in the Metadata and Information section. Please do not split document families across volumes.
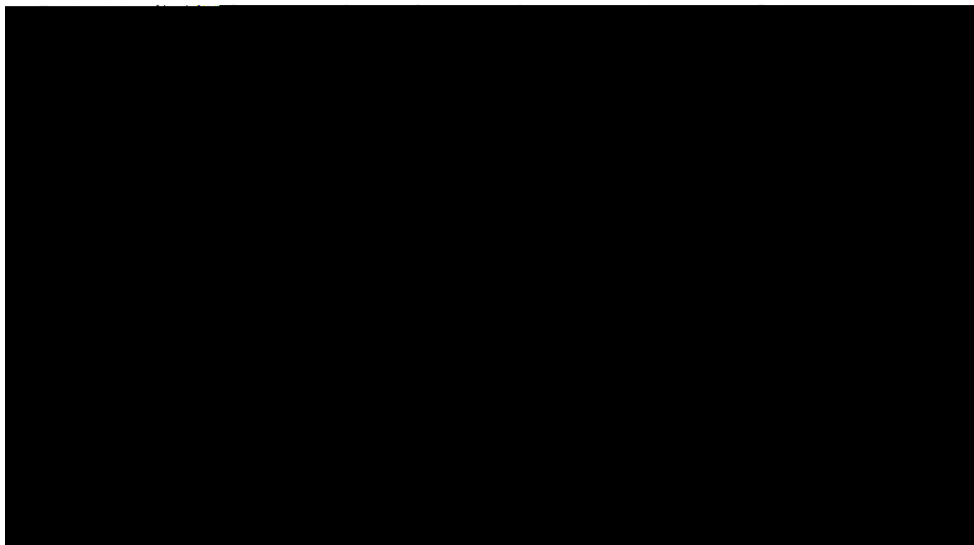
  Recommended delimiters for DAT files are:

Description	Symbol	ASCII Character
Field Separator	¶	020
Quote Character	Þ	254
New Line	®	174
Multiple Field Entries	;	059

- Image cross reference files can be either an .OPT file or .LOG file. OPT and LOG files should contain a reference for each image (jpeg, gif or tiff) provided.

  Example of OPT image cross reference file:

3.1.2 Preferred Field Order in Load Files

Field Names   **Field Description**

ALTERNATE CUSTODIAN   List of custodians where the document has been removed as a duplicate

g   0   0   7

9

TEXT LINK	Relative path to submitted text file Example: \TEXT\001\FTC0003090.txt

3.2   Images

We accept images files that are:

- Black and White: 300 DPI, Group IV Tiff

- Color: Jpeg files; or

- PDF files: submitted as a linked native file

3.3   Native Files

Please review the Preferred Formats section for guidance on which documents should be produced and how. Native files may be renamed with a beginning bates number or document ID number.

3.4   Text Files

Each document should be accompanied by a text file containing either the extracted text from originally native files or OCR. Provide text files:

- As document-level text files,

- Named for the beginning Bates number, and

- Organized into a folder separate from images

3.5   Virus Scanning

All electronic documents and production media shall be scanned and free of viruses prior to shipping to the Bureau. The Bureau will request replacement for any infected media. Delay will affect the timing of your compliance. FTC uses Symantec EndPoint Protection.

3.6   Field Formats

3.6.1   Date and Time Field Format

Please use the following format for date and time fields:

DATE: MM/DD/YYYY
TIME: HH:MM:SS AM/PM

3.9 Encryption

We strongly encourage the encryption of productions before delivery to the FTC.

Be sure to inform us the encryption method or software used when producing documents to minimize issues with decryption.

For larger productions, we encourage the use of encrypted hardware instead of software modules.

3.10 Media/File Transfer

3.10.1 File Transfer

4   POST-PRODUCTION

4.1   Inadvertently Produced Documents

Please notify the FTC representative identified in the request that documents have been inadvertently produced, including the basis for any claim of privilege. Provide a log for the document(s) as instructed in the process request. With the log, provide the Bates Begin number, and production volume (or date of production) of each document that was inadvertently produced. Once we have an official notification that inadvertently produced documents have been produced, the documents will be removed from the production and be returned, deleted, or sequestered as appropriate. See FTC Rules 2.11(d), 3.31(g).

4.2   Alternate Custodian Overlay load