



# **Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval, Second Edition**

*David R. Matthews*

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*David R. Matthews*

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Although we live in an era in which we are surrounded by an ever-deepening fog of data, few of us truly understand how the data are created, where data are stored, or how to retrieve or destroy data—if that is indeed possible. This book is for all of you, whatever your need or interest.

**Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval, Second Edition** explains the reasons you need to know about electronic data. It also gets into great detail about the how, what, when, and where of what is known in legal circles as electronically stored information (ESI).

With easy-to-understand explanations and guidelines, this book provides the practical understanding you need to effectively manage the complex world of ESI. Whether you are an attorney, judge, paralegal, business manager or owner, or just one of the ever-growing population of computer users, you will benefit from the information presented in this book.

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