



Privacy Assessment and Content Analysis Template

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About this Score-card

This Privacy Assessment “Score-card” is designed as a summary of the data resident in shared repositories. The format of the report is a Green-Amber-Red overall rating, and a rating per repository.

The initial driver for most FileFacets users is to determine what kind of documents they have, what they should be concerned about, and subsequently what they should do with the various results found.

Through our years of experience, it has become evident that the Document Type of a record will drive many of these concerns and the actions taken to secure sensitive information. Each document type will have a level of risk associated with it based on the usual contents of that document type. For example, a resume will not have relevant business strategy in it but is sensitive because of the employee information contained. Compounding this issue is where the files reside. If the resume is in an HR system with limited access then it is generally seen as controlled and not as risky to the business, even though it contains PII. If this same document is on an employee’s laptop, then the risk level would be elevated.

By using machine learning to identify the document type, the usual level of risk, whether that document type tends to contain PII, and analyzing the file location, we can create a Document Profile and score. Using these profiles and machine learning within the FileFacets tool, each repository (such as shared drives, e-mail, SharePoint, etc.) can be scanned and have a score determined. Using these outputs, the business can make a meaningful correlation to the document type profile of Security, Sensitivity, Personal Data and ROT Classification (Redundant, Obsolete, Trivial).

The remainder of the report includes a Content Analysis Report with graphs for:

- The number and % of files that are secret/classified/internal/unclassified (by repository and overall)
- The number and % of files with PII, by repository and overall
- ROT stats

This document will contain recommendations on how to improve the score of a repository based on the findings as well as the level of effort needed to conduct the work. The proposed outcome of this document would be an overall improved document management process within the organization.

Classifications

Document types are profiled using the following classifications:

Classification	Value	Description	
Security	Company Confidential Data	Information collected and used by Company in the conduct of its business to employ people, to log and fulfill client orders, and to manage all aspects of corporate finance. Access to this information is very restricted within the company. The highest possible levels of integrity, confidentiality, and restricted availability are vital.	<ul style="list-style-type: none"> Salaries and other personnel data Accounting data and internal financial reports Confidential customer business data and confidential contracts Non-disclosure agreements with clients\vendors Company business plans
	Client Confidential Data	Information received from clients in any form for processing in production by Company. The original copy of such information must not be changed in any way without written permission from the client. The highest possible levels of integrity, confidentiality, and restricted availability are vital.	<ul style="list-style-type: none"> Client media Electronic transmissions from clients Product information generated for the client by Company production activities as specified by the client
	Proprietary	Information is restricted to management approved internal access and protected from external access. Unauthorized access could influence Company's operational effectiveness, cause an important financial loss, provide a significant gain to a competitor, or cause a major drop in customer confidence. Information integrity is vital.	<ul style="list-style-type: none"> Passwords and information on corporate security procedures Know-how used to process client information Standard Operating Procedures used in all parts of Company's business All Company-developed software code, whether used internally or sold to client
	Unclassified Public	Information is not confidential and can be made public without any implications for Company. Loss of availability due to system downtime is an acceptable risk. Integrity is important but not vital.	<ul style="list-style-type: none"> Product brochures widely distributed Information widely available in the public domain, including publicly available Company web site areas Sample downloads of Company software that is for sale

- Financial reports required by regulatory authorities
- Newsletters for external transmission

Business Function	Active Investment Group	Identifying and maintaining banking, investment, pension and insurance services for organizational funds.
	Asset Management	Identifying, assessing, and acquiring facilities, equipment, supplies and services.
	Community Development and Special Projects	Identifying and establishing partnerships with government, educational, business and other external parties required or desirable to support or enhance organization business and operations.
	Corporate Administration	Developing and releasing reports and information documenting and explaining Corporate-level plans, positions, performance, and direction.
	Facilities	Facility design and engineering support for operations. Inspecting, repairing, assessing, licensing, supporting use of Corporate facilities, equipment, supplies and services.
	Financial	Tracking and managing the revenues and expenditures of the organization to ensure programs are funded and viable.
	Human Resources	Developing and maintaining employee resources required to deliver and support organization services.
	Information Systems	An organized system for the collection, organization, storage and communication of information. More specifically, it is the study of complementary networks that people, and organizations use to collect, filter, process, create and distribute data.
	Information Technology	Facilitating and providing systems and to capture, use, and access to organizational records and information.
	Legal Services	Identifying, assessing legal or regulatory compliance obligations and risks of non-compliance.
	Materiel and Procurement	Function of maintaining, using, and disposing of institutional supplies, and services.
	Payroll	Recording and Balancing Accounts Payables.
	Sales	Production Accounting and midstream accounting.
	Security Services	Identifying, mitigating, and responding to threats and risks to safety or security of property and equipment.
PII	Yes	Completed document usually contains PII
	No	Completed document usually does not contain PII

Risk-level Thresholds

Security Classification rating criteria differs by repository type. The risk thresholds are configurable and determined by the client.

Shared Drives

- High Risk – A repository is deemed High Risk if any one of following criteria is satisfied:
 - Company Confidential Data >20%
 - Client Confidential Data >25%
 - Proprietary >20%
 - Unclassified Public <35%
- Medium Risk – A repository is deemed Medium Risk if any one of following criteria is satisfied:
 - Company Confidential Data >15%
 - Client Confidential Data >20%
 - Proprietary >15%
 - Unclassified Public <50%
- Low Risk – A repository is deemed Low Risk if any one of following criteria is satisfied:
 - Company Confidential Data <15%
 - Client Confidential Data <20%
 - Proprietary <15%
 - Unclassified Public >50%

E-mail

- High Risk – A repository is deemed High Risk if any one of following criteria is satisfied:
 - Company Confidential Data >15%
 - Client Confidential Data >20%
 - Proprietary >15%
 - Unclassified Public <50%
- Medium Risk – A repository is deemed Medium Risk if any one of following criteria is satisfied:
 - Company Confidential Data >10%
 - Client Confidential Data >15%
 - Proprietary >10%
 - Unclassified Public <65%
- Low Risk – A repository is deemed Low Risk if any one of following criteria is satisfied:
 - Company Confidential Data <10%
 - Client Confidential Data <15%
 - Proprietary <10%
 - Unclassified Public >65%

Laptops

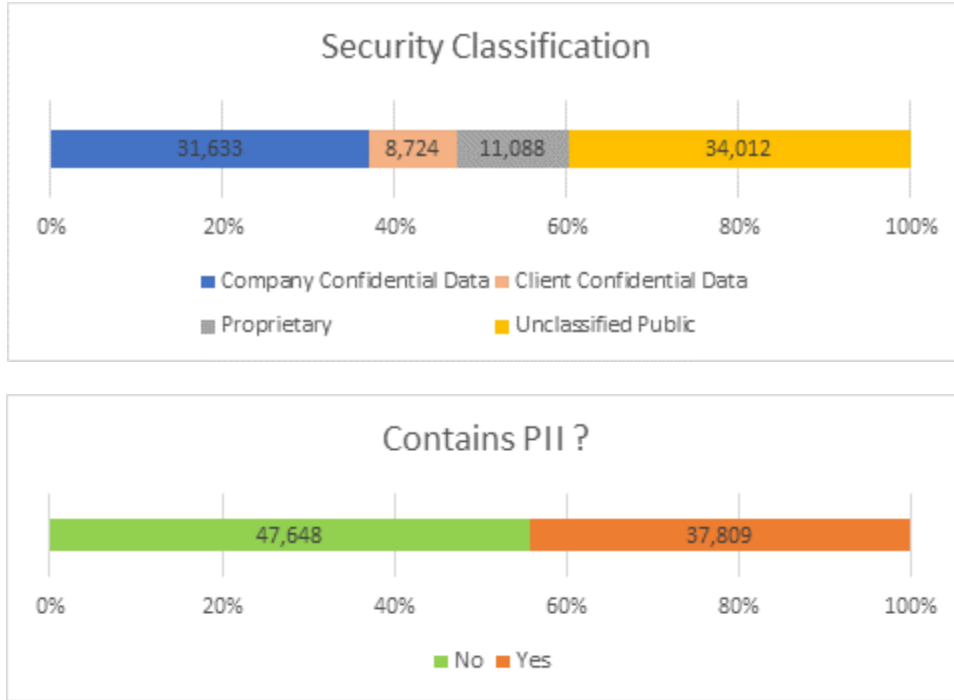
- High Risk – A repository is deemed High Risk if any one of following criteria is satisfied:
 - Company Confidential Data >10%
 - Client Confidential Data >15%
 - Proprietary >10%

- Unclassified Public <65%
- Medium Risk – A repository is deemed Medium Risk if any one of following criteria is satisfied:
 - Company Confidential Data >5%
 - Client Confidential Data >10%
 - Proprietary >5%
 - Unclassified Public <80%
- Low Risk – A repository is deemed Low Risk if any one of following criteria is satisfied:
 - Company Confidential Data <5%
 - Client Confidential Data <10%
 - Proprietary <5%
 - Unclassified Public >80%

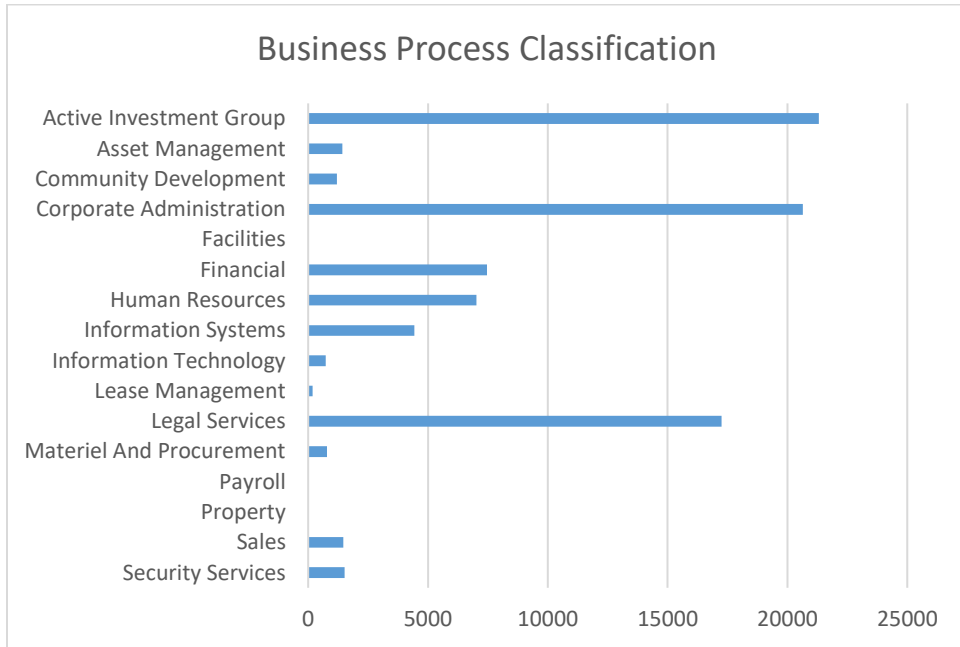
Findings

The Privacy Assessment is conducted against 44,231 files from the following sources:

- Shared Drive



Security Classification		HIGH
Company Confidential Data	37%	High
Client Confidential Data	10%	Low
Proprietary	13%	Low
Unclassified Public	40%	Low
PII	44%	High
ROT	1 %	Low



Categories		Count	% of Total
Security Classification	Company Confidential Data	31633	37%
	Client Confidential Data	8724	10%
	Proprietary	11088	13%
	Unclassified Public	34012	40%
		85,457	100%
Business Process Classification	Active Investment Group	21,314	25%
	Asset Management	1,427	2%
	Community Development	1,201	1%
	Corporate Administration	20,641	24%
	Facilities	11	0%
	Financial	7,465	9%
	Human Resources	7,020	8%
	Information Systems	4,434	5%
	Information Technology	732	1%
	Lease Management	178	0%
	Legal Services	17,245	20%
	Materiel and Procurement	784	1%
	Payroll	17	0%
	Property	6	0%
	Sales	1,462	2%
	Security Services	1,520	2%
		85,457	100%
Contains PII ?	Yes	37,809	44%
	No	47,648	56%
		85,457	100%
Overall Redundant Classification		998	1%
Overall Obsolete Classification		585	1%
Overall Trivial Classification		1	0%

Content Analysis

Chart 1 – Capture Stats

- **Obsolete/Trivial:** system generated ROT files that are automatically considered trivial - thumbs.db, shortcuts, temp files, 0 bytes.
 - 585 Files , 21.21 MB
- **Redundant:** True duplicates as calculated by MD5 checksum
 - 998 Files , 739.11 MB
- **ROT:** Files that are both duplicates, and system generated ROT.
 - 1 File. <1 MB

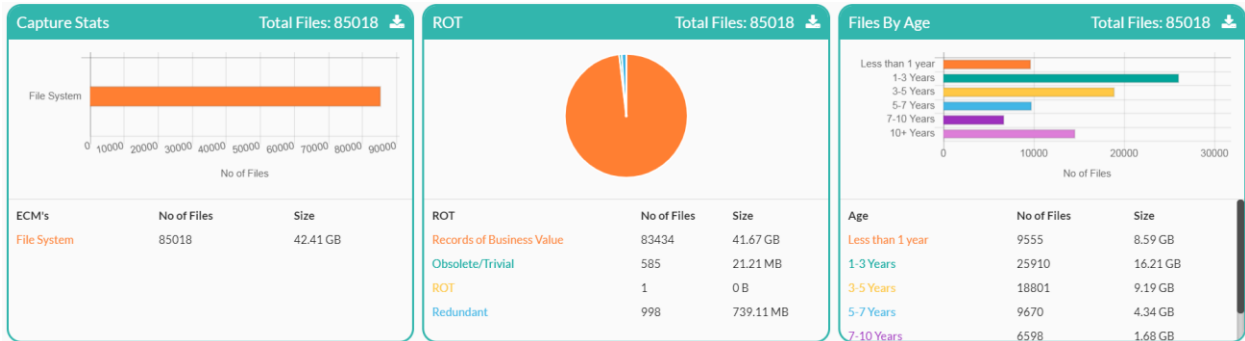
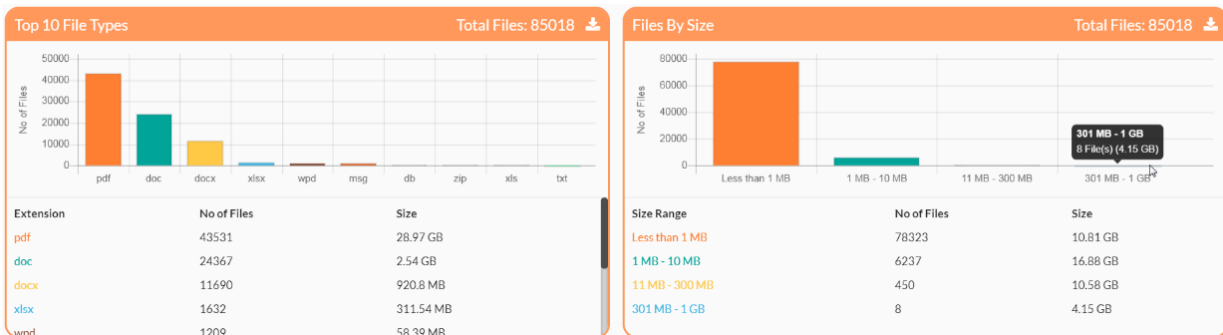
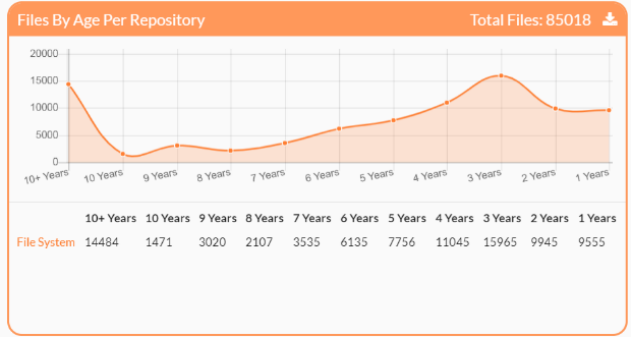
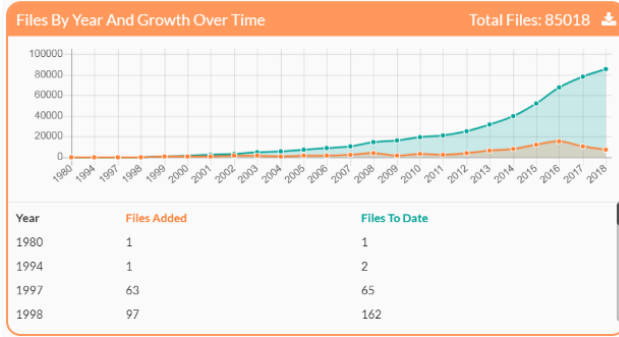


Chart 2 - File Characteristics

File Types - Largest groups by File Extension

Records File Types:			Email File Types:			Application File Types:		
pdf	43531	28.97 GB	msg	1182	449.65 MB	db	550	20.92 MB
doc	24367	2.54 GB	zip	303	8.74 GB	dll	2375	1.18 GB





Recommendations

Configure infrastructure

1. Provision virtual machines equal to the number of source repositories (equal to one per FileFacets agent)
2. Provision FileFacets portal and provide credentials to all Subject Matter Experts
3. Provision and test FileFacets access to target repositories

Deploy FileFacets agents into VMs and End-points

1. Server Agents
2. End-Point Agents

Conduct initial and full-text scans of all repositories

1. MS Exchange
2. SharePoint
3. Human Resource System (employees and past employees)
4. Customer Relationship Management system (prospects)
5. Finance System (clients)
6. End-points (key employees)
7. Other

Move unprotected content to a controlled environment

1. Move any sensitive files from uncontrolled environments (shared drives) to controlled ECM environments (SharePoint)
2. Work with Subject Matter Experts to partition risk content.
Configure FileFacets with Subject keywords
 - Download Subject metadata from HR system
 - Download Subject metadata from CRM
 - Download Subject metadata from Finance systems
 - Upload metadata to FileFacets as Subject SearchesConfigure FileFacets with specific pattern searches
 - Define material that is relevant to
 - Configure and test search results
 - Edit pattern syntax as necessary to attain appropriate results
3. Upload risk content to ECM.
4. Within Active Directory, configure all permissions so that only required staff have read access.

Conduct ROT processing

1. Delete 998 Redundant files (duplicates)
2. Delete 585 Obsolete files older than ten years (Files that no longer have business value)
3. Delete 1 trivial file (files that never had business value)
 - a. Examples : Shortcuts, Corrupt Zero byte Files, 'Temp' files, etc.

Conduct a Privacy Review

1. Scan the Full-text indexes for all Subject keywords and pattern searches
2. Create Privacy Review Report detailing findings and risks

Document Type Profiles

Document Type	Occurrence	% of Total	Business Process	Security Category	PII
Share Certificate	3737	4%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Subscription Agreement	2415	3%	INFORMATION SYSTEMS	Company Confidential Data	Yes
Director Resolution	1950	2%	CORPORATE ADMINISTRATION	Proprietary	Yes
Share Purchase Agreement	1894	2%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Shareholders Agreement	1514	2%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Power of Attorney (POA)	1346	2%	LEGAL SERVICES	Proprietary	Yes
Resolution	1284	2%	LEGAL SERVICES	Client Confidential Data	No
Non-Disclosure Agreement	1226	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Share Provision	1197	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Board Resolution	1135	1%	CORPORATE ADMINISTRATION	Proprietary	Yes
Stock Option Agreement	1099	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Articles of Incorporation	1038	1%	ACTIVE INVESTMENT GROUP	Proprietary	No
Employee Stock Option Plan (ESOP) 22 excludes added	1032	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Adoption Agreement	1019	1%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Disclosure Schedule	1013	1%	LEGAL SERVICES	Unclassified / Public	No
Option Agreement	1004	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Officer's Certificate	998	1%	LEGAL SERVICES	Company Confidential Data	Yes
Meeting Minutes	991	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Annual Return	988	1%	FINANCIAL	Company Confidential Data	Yes

Director Register	983	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Charter	980	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Signature Package	937	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Employment Agreement	912	1%	HUMAN RESOURCES	Company Confidential Data	Yes
Shareholder Resolution	912	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
By-Laws	911	1%	LEGAL SERVICES	Unclassified / Public	No
Legal Opinion	905	1%	LEGAL SERVICES	Unclassified / Public	No
Stock Option Plan	875	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Officer Register	834	1%	HUMAN RESOURCES	Company Confidential Data	Yes
Promissory Note	821	1%	CORPORATE ADMINISTRATION	Client Confidential Data	No
Purchase Agreement	818	1%	SALES	Unclassified / Public	No
Organizational Resolution	777	1%	HUMAN RESOURCES	Unclassified / Public	Yes
Certificate of Status	763	1%	LEGAL SERVICES	Unclassified / Public	No
Letter of Intent	755	1%	CORPORATE ADMINISTRATION	Client Confidential Data	No
Term Sheet	745	1%	INFORMATION SYSTEMS	Client Confidential Data	No
Invoice	737	1%	FINANCIAL	Company Confidential Data	No
Escrow Agreement	729	1%	LEGAL SERVICES	Proprietary	No
Voting Agreement	727	1%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Asset Purchase Agreement	706	1%	ASSET MANAGEMENT	Unclassified / Public	No
Articles of Amendment	704	1%	LEGAL SERVICES	Proprietary	No
Resignation	695	1%	HUMAN RESOURCES	Company Confidential Data	Yes
Back Up Certificate (back-up)	694	1%	SECURITY SERVICES	Unclassified / Public	No
Closing Agreement	668	1%	FINANCIAL	Unclassified / Public	No
Signature Page	667	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Accession Agreement	654	1%	LEGAL SERVICES	Proprietary	No

Payment Direction	648	1%	FINANCIAL	Client Confidential Data	No
Financial Statement	646	1%	FINANCIAL	Proprietary	No
Certificate of Compliance	642	1%	LEGAL SERVICES	Unclassified / Public	No
NUANS Report	635	1%	LEGAL SERVICES	Unclassified / Public	No
Letter of Offer	625	1%	CORPORATE ADMINISTRATION	Unclassified / Public	Yes
Shareholder Register	625	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Disclosure Letter	620	1%	LEGAL SERVICES	Company Confidential Data	Yes
Annual Resolution	614	1%	LEGAL SERVICES	Unclassified / Public	No
Certificate of Incorporation	609	1%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Share Transfer	605	1%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
License Agreement	590	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Press Release	589	1%	COMMUNITY DEVELOPMENT AND SPECIAL PROJECTS	Unclassified / Public	No
Side Letter	589	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Cover Letter	587	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Shareholder Ledger	579	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
General Security Agreement	575	1%	SECURITY SERVICES	Company Confidential Data	No
Share Terms	572	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Consent to Act	567	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Master Service Agreement (MSA)	550	1%	INFORMATION SYSTEMS	Unclassified / Public	No
Loan Agreement	543	1%	FINANCIAL	Company Confidential Data	No
Voting Trust Agreement	538	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No

PPSA Search	536	1%	COMMUNITY DEVELOPMENT AND SPECIAL PROJECTS	Unclassified / Public	No
Consultant Agreement	535	1%	HUMAN RESOURCES	Company Confidential Data	Yes
Capitalization Table	529	1%	FINANCIAL	Company Confidential Data	Yes
Closing Record Index	528	1%	FINANCIAL	Unclassified / Public	No
Registration Rights Agreement	523	1%	LEGAL SERVICES	Unclassified / Public	No
Engagement Letter	518	1%	HUMAN RESOURCES	Company Confidential Data	No
Lock-Up Agreement	516	1%	INFORMATION TECHNOLOGY	Unclassified / Public	No
Policy	515	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Termination Letter	514	1%	HUMAN RESOURCES	Company Confidential Data	Yes
Director Consent	513	1%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Stock Restriction Agreement	513	1%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Support Agreement	508	1%	ASSET MANAGEMENT	Unclassified / Public	No
Notice of Change	506	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Bring Down Certificate	505	1%	FINANCIAL	Client Confidential Data	No
Right of First Refusal	503	1%	LEGAL SERVICES	Unclassified / Public	No
Warrant	503	1%	OPERATIONAL MANAGEMENT OF COURT CASES	Client Confidential Data	No
Non Competition Agreement (non-competition)	501	1%	CORPORATE ADMINISTRATION	Unclassified / Public	Yes
Simple Agreement for Future Equity (SAFE)	500	1%	ACTIVE INVESTMENT GROUP	Proprietary	No
Share Exchange Agreement	498	1%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Service Agreement	494	1%	LEGAL SERVICES	Unclassified / Public	No
Joinder Agreement	463	1%	FINANCIAL	Unclassified / Public	No

Treasury Direction	450	1%	CORPORATE ADMINISTRATION	Client Confidential Data	No
Information Circular (Info circular)	440	1%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Shareholder Consent	435	1%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Amalgamation Agreement	412	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Treasury Order	389	0%	FINANCIAL	Client Confidential Data	No
Shareholders Agreement Amendment (shareholder)	358	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Debenture	357	0%	LEGAL SERVICES	Client Confidential Data	No
Arrangement Agreement	346	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Terms of Service (tos)	338	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Short Form Prospectus	333	0%	SALES	Unclassified / Public	No
Consent & Waiver	320	0%	HUMAN RESOURCES	Unclassified / Public	No
Amending Agreement	312	0%	LEGAL SERVICES	Proprietary	No
Share Repurchase Agreement	310	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Audit Letter	307	0%	LEGAL SERVICES	Unclassified / Public	No
Affidavit	292	0%	LEGAL SERVICES	Client Confidential Data	No
Debenture Conversion	253	0%	LEGAL SERVICES	Proprietary	No
Underwriting Agreement	238	0%	LEGAL SERVICES	Proprietary	No
Stockholder Consent	198	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Material Change Report	196	0%	MATERIEL AND PROCUREMENT	Unclassified / Public	No
Rights Certificate	194	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Software Maintenance Agreement	186	0%	INFORMATION TECHNOLOGY	Unclassified / Public	No
Warrant Exercise	158	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Client Confidential Data	No
Issuance Resolution	131	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No

Omnibus resolution (no files)	128	0%	LEGAL SERVICES	Proprietary	No
Due Diligence Request List	127	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Certificate of Authentication	124	0%	LEGAL SERVICES	Proprietary	No
Investors Rights Agreement	122	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Assumption Agreement	121	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Board Consent	118	0%	CORPORATE ADMINISTRATION	Proprietary	No
Privacy Policy	117	0%	SECURITY SERVICES	Unclassified / Public	No
Verification Statement	115	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Employment Offer	114	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Articles of Amalgamation	113	0%	LEGAL SERVICES	Proprietary	No
Forms Filed	112	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Indemnity Agreement	110	0%	LEGAL SERVICES	Proprietary	No
Memorandum of Understanding	109	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Officer Agreement	109	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Confidentiality Agreement	108	0%	LEGAL SERVICES	Company Confidential Data	Yes
Section 85 Agreement	107	0%	LEGAL SERVICES	Proprietary	No
Management Rights Letter	101	0%	HUMAN RESOURCES	Unclassified / Public	No
Dividend Resolution	100	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Transfer Agreement	98	0%	FINANCIAL	Company Confidential Data	No
Incorporation Agreement	97	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Certificate of Incumbency	95	0%	LEGAL SERVICES	Proprietary	No
Giftng Agreement	94	0%	LEGAL SERVICES	Unclassified / Public	No
Payout Letter	92	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Company Confidential Data	Yes
Reseller Agreement	89	0%	SALES	Unclassified / Public	No

Intercreditor Agreement	87	0%	FINANCIAL	Company Confidential Data	No
Promise to Pay Letter	86	0%	FINANCIAL	Company Confidential Data	Yes
Consent Letter	85	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Indemnification Agreement	85	0%	LEGAL SERVICES	Proprietary	No
Corporate Profile Report	84	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Assignment Agreement	83	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Cover Sheet	83	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Corporate Profile	82	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Stockholder Agreement	81	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Will	81	0%	LEGAL SERVICES	Company Confidential Data	Yes
Bill of Sale	80	0%	SALES	Unclassified / Public	No
Termination Agreement	80	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Executive Agreement	79	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Stock Option Plan Agreement	78	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Transfer Register	77	0%	FINANCIAL	Company Confidential Data	No
Fax Cover	75	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Inspection Report	75	0%	ASSET MANAGEMENT	Unclassified / Public	No
Stock Purchase Agreement	75	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Transfer Resolution	74	0%	LEGAL SERVICES	Proprietary	No
Conveyance Agreement	71	0%	COMMUNITY DEVELOPMENT AND SPECIAL PROJECTS	Unclassified / Public	No
Terms of Use	71	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Agreement to be Bound	69	0%	LEGAL SERVICES	Unclassified / Public	No

Letter of Transmittal	68	0%	MATERIEL AND PROCUREMENT	Unclassified / Public	No
Settlement Agreement	68	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Company Confidential Data	Yes
Agency Agreement	67	0%	LEGAL SERVICES	Proprietary	No
Cheque requisition	67	0%	FINANCIAL	Company Confidential Data	No
Replacement Warrant	67	0%	LEGAL SERVICES	Proprietary	No
Bankruptcy Search	65	0%	FINANCIAL	Unclassified / Public	Yes
Secretary Certificate	65	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Employment Contract	63	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Representations and Warranties	63	0%	LEGAL SERVICES	Proprietary	No
Conflict Search	62	0%	LEGAL SERVICES	Unclassified / Public	No
Approval Letter	61	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Notice of Private Placement	59	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Stock Transfer Form	59	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Waiver and Consent	59	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Offer to Lease	58	0%	LEASE MANAGEMENT	Unclassified / Public	No
Distributor Agreement	55	0%	SALES	Unclassified / Public	No
Organizational Chart	54	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Advisor Agreement	51	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Stock Option Plan Amendment	51	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Waiver of Audit	51	0%	LEGAL SERVICES	Proprietary	No
Trust Statement	50	0%	FINANCIAL	Unclassified / Public	No
Security Agreement	49	0%	SECURITY SERVICES	Company Confidential Data	No
Letter of Understanding	48	0%	HUMAN RESOURCES	Company Confidential Data	No

Shareholders Ledgers	47	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	No
Application for Incorporation	45	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Contribution Agreement	45	0%	MATERIEL AND PROCUREMENT	Client Confidential Data	No
Notice of Exercise	45	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Wire Instructions	45	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Closing Book Index	44	0%	FINANCIAL	Company Confidential Data	No
Disclosure Policy	44	0%	LEGAL SERVICES	Unclassified / Public	No
Opinion Letter	44	0%	LEGAL SERVICES	Proprietary	No
Grant Agreement	43	0%	FINANCIAL	Company Confidential Data	No
Sublease Agreement	43	0%	LEASE MANAGEMENT	Unclassified / Public	No
Supply Agreement	43	0%	ASSET MANAGEMENT	Unclassified / Public	No
Intellectual Property Security Agreement	42	0%	SECURITY SERVICES	Company Confidential Data	No
Minute Book Receipt	41	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Release Agreement	41	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Amendment to Employment Agreement	40	0%	HUMAN RESOURCES	Company Confidential Data	No
Comfort Letter	39	0%	HUMAN RESOURCES	Unclassified / Public	No
Representation Letter	39	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Articles of Dissolution	38	0%	LEGAL SERVICES	Proprietary	No
Founder Vesting Agreement	38	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Advisory Board Agreement	37	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Guaranty and Security Agreement	36	0%	SECURITY SERVICES	Company Confidential Data	No
Notice of Conversion	36	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No

Repurchase Agreement	36	0%	ASSET MANAGEMENT	Company Confidential Data	Yes
Certificate of Amendment	35	0%	LEGAL SERVICES	Proprietary	No
Service Level Agreement	35	0%	LEGAL SERVICES	Unclassified / Public	No
Lease Agreement	34	0%	LEASE MANAGEMENT	Unclassified / Public	No
Rental Agreement	34	0%	ASSET MANAGEMENT	Unclassified / Public	No
Drawdown Certificate	33	0%	MATERIEL AND PROCUREMENT	Unclassified / Public	No
Limited Partnership Agreement	33	0%	LEGAL SERVICES	Company Confidential Data	Yes
Post Continuance Resolution	33	0%	LEGAL SERVICES	Proprietary	No
Letter of Undertaking	32	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Merger Agreement	32	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Post Amalgamation Resolution	32	0%	LEGAL SERVICES	Proprietary	No
Retainer Letter	31	0%	LEGAL SERVICES	Company Confidential Data	Yes
Founder Agreement	30	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Requisition for Wire Transfer	30	0%	FINANCIAL	Client Confidential Data	No
Restricted Stock Agreement	30	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Bank Act Search	27	0%	FINANCIAL	Unclassified / Public	No
Postponement Agreement	27	0%	LEGAL SERVICES	Proprietary	No
Management Incentive Agreement	26	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Termination of Shareholders Agreement	26	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Demand Letter	25	0%	CORPORATE ADMINISTRATION	Proprietary	No
Quote	25	0%	SALES	Unclassified / Public	No
Terms Conditions	25	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Grant Letter	24	0%	FINANCIAL	Company Confidential Data	No
Share Pledge Agreement	24	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No

Code of Conduct	23	0%	HUMAN RESOURCES	Unclassified / Public	No
Loan and Security Agreement	22	0%	FINANCIAL	Company Confidential Data	No
Stock Option Grant	22	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Closing Certificate	21	0%	FINANCIAL	Company Confidential Data	No
Co-Tenancy Agreement	21	0%	LEASE MANAGEMENT	Unclassified / Public	No
Development Agreement	21	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Option Settlement Agreement	21	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Vesting Agreement	20	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Lease Assignment Agreement	19	0%	LEASE MANAGEMENT	Unclassified / Public	No
Promissory Note Amendment	19	0%	CORPORATE ADMINISTRATION	Client Confidential Data	No
Referral Agreement	19	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Settlement Letter	19	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Company Confidential Data	Yes
Independent Contractor Agreement	18	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Investor Warrant	18	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Expenses Policy	17	0%	PAYROLL	Unclassified / Public	No
Franchise Agreement	17	0%	LEGAL SERVICES	Proprietary	No
Advisory Agreement	16	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Employment Letter	16	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Exchange Rights Agreement	16	0%	LEGAL SERVICES	Proprietary	No
SAAS Agreement	16	0%	INFORMATION TECHNOLOGY	Unclassified / Public	No
Statement of Claim	16	0%	LEGAL SERVICES	Proprietary	No
Support Structure Agreement	16	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Trust Ledger	16	0%	FINANCIAL	Company Confidential Data	No

Warrant to Purchase	16	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Agency Agreement Amendment	15	0%	LEGAL SERVICES	Proprietary	No
Due Diligence Checklist	15	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
IP Assignment Agreement	15	0%	LEGAL SERVICES	Proprietary	No
Letter of Reference	15	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Organizing Resolution	15	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Payoff letter	15	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Company Confidential Data	Yes
Acceptance Letter	14	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Insider Trading Policy	14	0%	LEGAL SERVICES	Unclassified / Public	No
User Agreement	14	0%	INFORMATION TECHNOLOGY	Unclassified / Public	No
Waiver of ILA	14	0%	LEGAL SERVICES	Proprietary	No
Exclusivity Agreement	13	0%	SALES	Unclassified / Public	No
Warrants Schedule	13	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Intellectual Property Assignment	12	0%	LEGAL SERVICES	Client Confidential Data	No
ISP Agreement	12	0%	LEGAL SERVICES	Proprietary	No
Master Acquisition Agreement	12	0%	MATERIEL AND PROCUREMENT	Unclassified / Public	No
Renewal Agreement	12	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Shareholders Agreement Addendum	12	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Treasury Direction Policy	12	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
Charge Amendment Agreement	11	0%	FINANCIAL	Company Confidential Data	No
Maintenance Services Agreement	11	0%	FACILITIES	Unclassified / Public	No

Share Provision Amendment	11	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Stock Purchase Amendment	11	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Termination of InterCreditor Agreement	11	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Warranty	11	0%	ASSET MANAGEMENT	Client Confidential Data	No
Evaluation Agreement	10	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Exclusivity Letter	10	0%	SALES	Client Confidential Data	No
Grant Agreement Amendment	10	0%	FINANCIAL	Company Confidential Data	No
Priorities Agreement	10	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Secured Loan Agreement	10	0%	FINANCIAL	Company Confidential Data	No
Termination of Agreement	10	0%	LEGAL SERVICES	Proprietary	No
Warrant Register	10	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Client Confidential Data	No
Asset Acquisition Agreement	9	0%	ASSET MANAGEMENT	Unclassified / Public	No
Consulting Contract	9	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Tax Loss Schedule	9	0%	FINANCIAL	Company Confidential Data	No
Warrant Amendment Agreement	9	0%	OPERATIONAL MANAGEMENT OF COURT CASES	Unclassified / Public	No
Agent Agreement	8	0%	LEGAL SERVICES	Proprietary	No
Partnership Agreement	8	0%	LEGAL SERVICES	Company Confidential Data	Yes
Rider to Agreement	7	0%	LEGAL SERVICES	Proprietary	No
Circular Resolution	6	0%	CORPORATE ADMINISTRATION	Client Confidential Data	No
Executive Summary	6	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
First Loan Modification Agreement	6	0%	PROPERTY	Unclassified / Public	No

Limited Liability Partnership Agreement	6	0%	LEGAL SERVICES	Company Confidential Data	Yes
New Client Checksheet	6	0%	SALES	Unclassified / Public	Yes
Offer to Purchase	6	0%	SALES	Unclassified / Public	No
Request for Proposal	6	0%	SALES	Unclassified / Public	No
Sales Agent Agreement	6	0%	SALES	Company Confidential Data	Yes
Structure Diagram	6	0%	INFORMATION SYSTEMS	Company Confidential Data	Yes
Subscription Agreement Amendment	6	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Appearance Release	5	0%	COMMUNITY DEVELOPMENT AND SPECIAL PROJECTS	Unclassified / Public	No
Evaluation Agreement Amendment	5	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Interlender Agreement	5	0%	FINANCIAL	Company Confidential Data	No
Joinder to Intercreditor Agreement	5	0%	FINANCIAL	Company Confidential Data	No
Joint Venture Agreement	5	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Linking Agreement	5	0%	LEGAL SERVICES	Proprietary	No
Notice of Registration	5	0%	LEGAL SERVICES	Unclassified / Public	No
Requisition Letter	5	0%	ASSET MANAGEMENT	Unclassified / Public	No
Separation Agreement	5	0%	LEGAL SERVICES	Company Confidential Data	Yes
Acceptable Use Policy	4	0%	SECURITY SERVICES	Unclassified / Public	No
License Renewal	4	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Notice of Reassessment	4	0%	LEGAL SERVICES	Client Confidential Data	No
Purchase Agreement Amendment	4	0%	SALES	Unclassified / Public	No
Stock Repurchase Agreement	4	0%	ACTIVE INVESTMENT GROUP	Client Confidential Data	No
Trust Report	4	0%	FINANCIAL	Client Confidential Data	No
Arrangement Agreement Amendment	3	0%	LEGAL SERVICES	Proprietary	No

Counterpart to Purchase Agreement	3	0%	SALES	Unclassified / Public	No
Director Agreement	3	0%	CORPORATE ADMINISTRATION	Company Confidential Data	Yes
Distributor Agreement Amendment	3	0%	SALES	Unclassified / Public	No
Employment Agreement Amendment	3	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Estoppel Letter	3	0%	LEGAL SERVICES	Client Confidential Data	No
Income Reports	3	0%	FINANCIAL	Proprietary	No
Lease Termination Surrender Agreement	3	0%	LEASE MANAGEMENT	Unclassified / Public	No
Letter of Support	3	0%	HUMAN RESOURCES	Company Confidential Data	Yes
Operating Agreement	3	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
RFP Response	3	0%	SALES	Client Confidential Data	No
Security Postponement Agreement	3	0%	SECURITY SERVICES	Company Confidential Data	No
Shareholder Repurchase Agreement	3	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Ambassador Agreement	2	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Banking Agreement	2	0%	FINANCIAL	Company Confidential Data	No
Conflicts Policy	2	0%	HUMAN RESOURCES	Unclassified / Public	No
Consent Agreement	2	0%	HUMAN RESOURCES	Company Confidential Data	No
Contribution Agreement Amendment	2	0%	MATERIEL AND PROCUREMENT	Proprietary	No
Employee Leave Policy	2	0%	HUMAN RESOURCES	Unclassified / Public	No
Employee Stock Purchase Plan	2	0%	ACTIVE INVESTMENT GROUP	Unclassified / Public	Yes
Loan Agreement Amendment	2	0%	FINANCIAL	Company Confidential Data	No
Manufacturing Agreement	2	0%	INFORMATION SYSTEMS	Unclassified / Public	No
Manufacturing Agreement Amendment	2	0%	INFORMATION SYSTEMS	Unclassified / Public	No

Registration Rights Amendment	2	0%	LEGAL SERVICES	Proprietary	No
RFPQ Response	2	0%	SALES	Client Confidential Data	No
Service Agreement Addendum	2	0%	LEGAL SERVICES	Company Confidential Data	Yes
Services Agreement Amendment	2	0%	LEGAL SERVICES	Company Confidential Data	Yes
Sponsorship Agreement	2	0%	ACTIVE INVESTMENT GROUP	Company Confidential Data	Yes
Waiver and Release	2	0%	LEGAL SERVICES	Client Confidential Data	No
Bridge Financing Agreement	1	0%	FINANCIAL	Proprietary	No
Contract Amendment	1	0%	LEGAL SERVICES	Proprietary	No
Corporate Status Report	1	0%	CORPORATE ADMINISTRATION	Unclassified / Public	No
License Agreement Amendment	1	0%	CORPORATE ADMINISTRATION	Company Confidential Data	No
Payment Agent Agreement	1	0%	FINANCIAL	Company Confidential Data	No
Retainer Agreement Letter	1	0%	LEGAL SERVICES	Company Confidential Data	Yes
Secured Loan Agreement Amendment	1	0%	FINANCIAL	Company Confidential Data	No