



Information Governance

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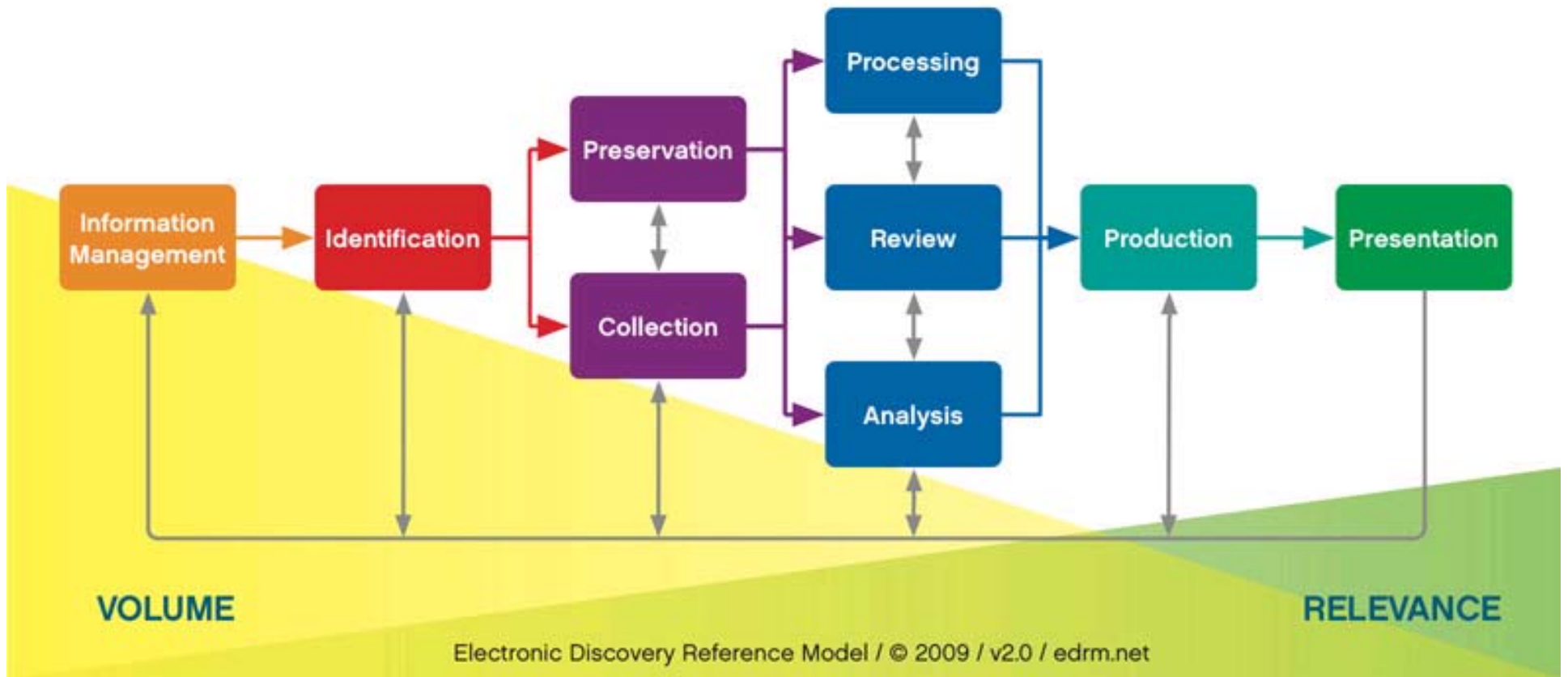
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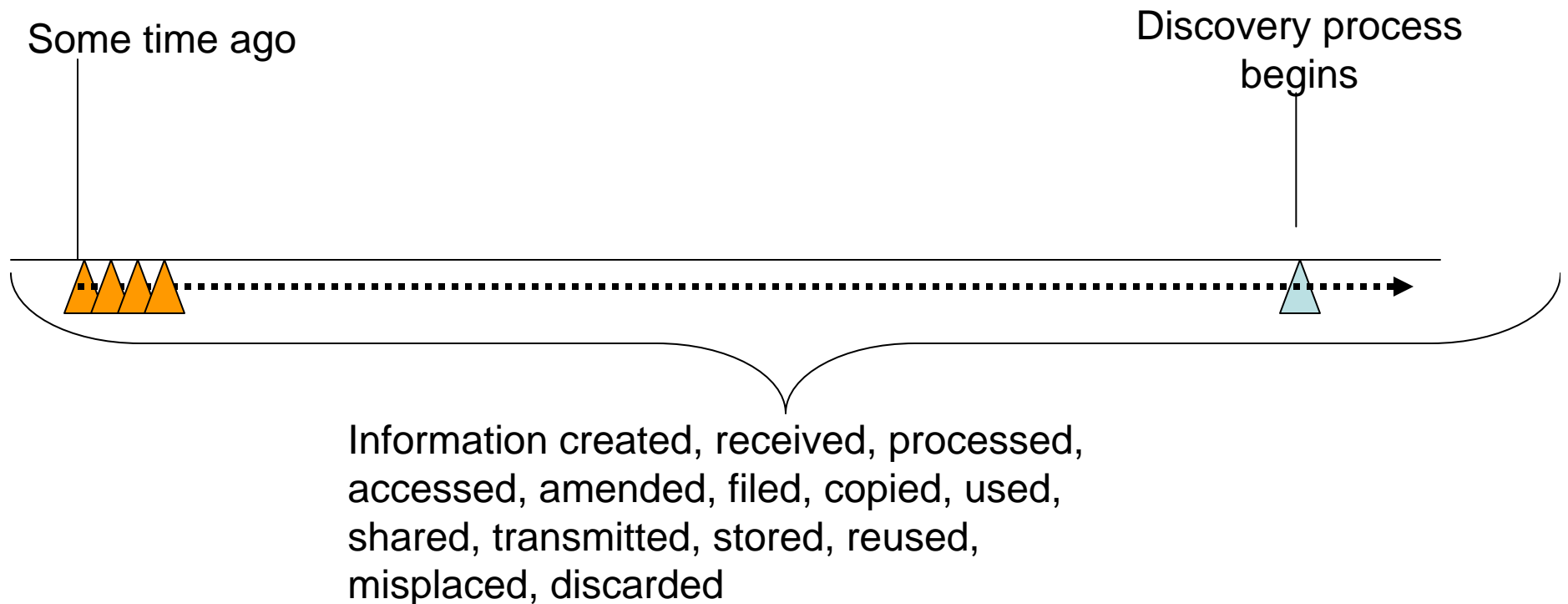
Agenda

- Not your normal panel
- Ediscovery isn't the problem
- What is the problem?
- What's missing?
- Other questions

Electronic Discovery Reference Model



Part of the problem – the Timeline



Information Governance

- >eDiscovery
- >Privacy
- >Records Management
- >Document Management
- >Information Management
- >Knowledge Management
- = Managing corporate information as an asset

What's missing?

- Same types of management processes as for cash, people & physical equipment
- Governance/Ownership
- Steering Council
 - Membership
 - Delegation
- Policies
- Training
- Audit

Who's on the Team?

- Legal
- RM
- IT



- Compliance
- HR
- Security
- IP
- Privacy
- Business
- Finance
- Tax
- Audit
- User reps
- Training reps
- Comms folks

Information Governance Questions

1. Did you use consultants to recommend an information governance strategy and, if so, any you can recommend?
2. Who is best suited to lead an Information Governance initiative (IT, Legal, Records Management, Other)?
3. Has anyone rolled out an effective plan to eliminate pst files for email storage? Any issues with aggressive disposal policies?
4. How can we convince employees that "I might need it someday" is not a sufficient reason to stockpile old ESI.
5. What do you use to help classify and assign retention to user documents?
6. Should your information governance strategy include the automatic purging of emails?
7. Should you have 2 records policies? (one for email and one for everything else)
8. Should the retention of email be role based?
9. For data on file shares, what is the best approach for integrating into content management system?
10. What tools do you use to apply retention and do they have "hold in place" capabilities, including version control?
11. What would the model Information Governance team look like?
12. Where do Information Governance and ECM converge?
13. What are the most effective governance tools? Explain that this is a group discussion

