

# Evolution of Information Governance: How IG impacts Records

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# What is Information Governance

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- Definition – IG is an enterprise-wide approach to the management and protection of a law firm’s client and business information assets.
  - Enables lawyers to meeting their professional responsibilities regarding client information
  - Recognizes and expanding set of regulatory and privacy requirements that apply to the firm and client information
  - **Relies upon a culture of participation and collaboration within the entire firm**

# Who Is Involved

- Every organization has different titles, but 4 core groups are involved in the management of Information Governance
- Everyone in your organization should be a member of the “IG team”



# What Does This Mean for Records

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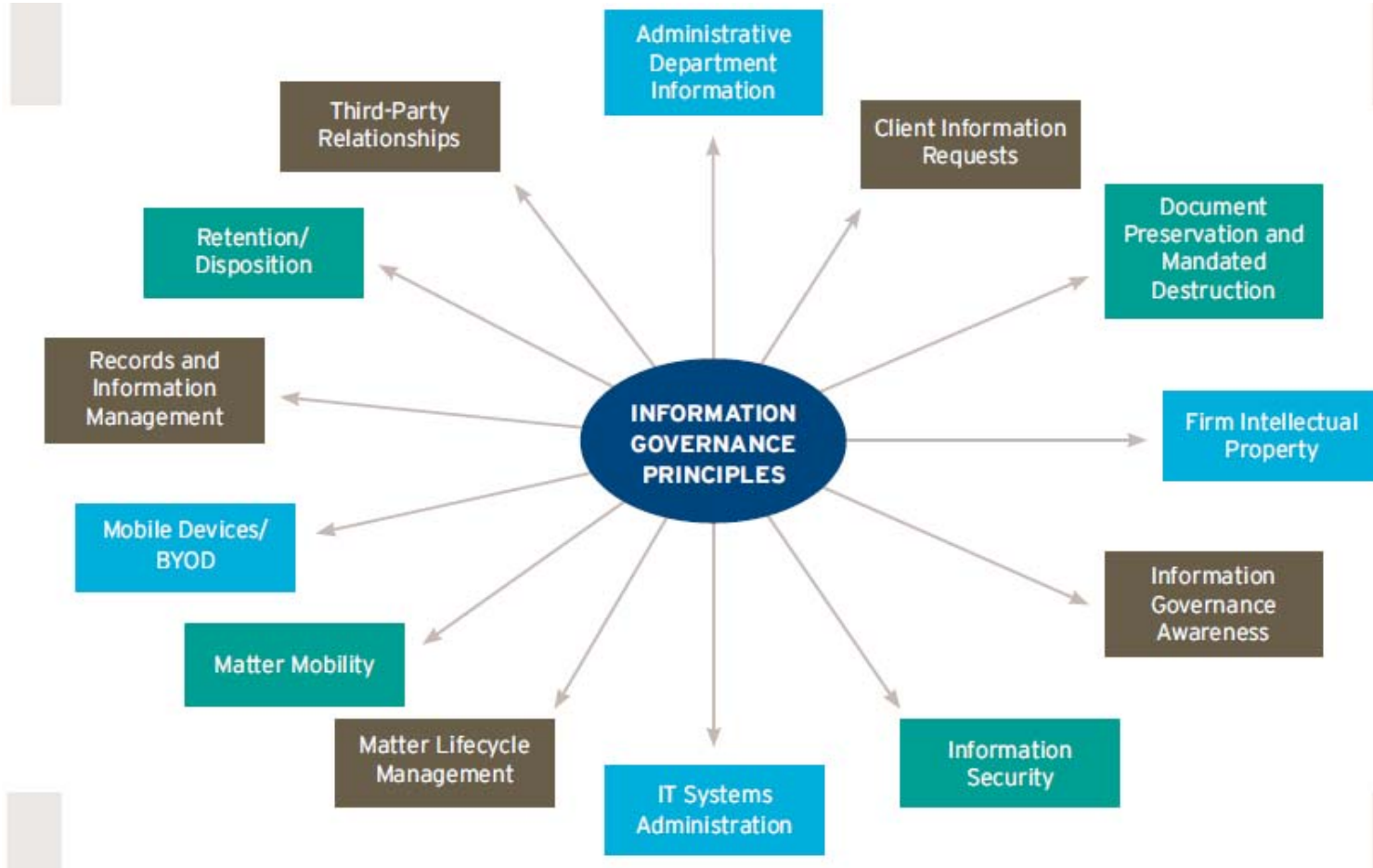
- Records Management has excelled at
  - Organization Records
  - Retention of Records
  - Auditing of Records
  - Security of Records
- RIM needs to excel at
  - Organization of Information
  - Retention of Information
  - Auditing of Information
  - Security of Information

# Records to Information Management

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- Media
  - Paper, Electronic, databases, portable devices, mobile devices
- Repository Location
  - RIM repository, DM, File Shares, Cloud
- Security
  - Mobile devices, encryption
- Retention
  - Information Retention Policy
    - Backups, Legal Holds

# IG Framework



# Lead the Charge

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- Matter Mobility
  - Transferring of Information in and out of the firm
- Document Preservation and Mandated Destruction
  - Legal Holds, Subpoenas, Destruction Orders, Protective Orders
- Retention/Disposition
- Firm Intellectual Property

# IG Think Tank

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- Symposium event sponsored by Iron Mountain
- Steering Committees focused on:
  - Defining and IG framework
  - It Takes a Village: Managing Information Governance
  - Information Security Assessment Framework
  - How to move forward with IG
- Nearly 50 practitioners and thought leaders participated
- **Work Group Reports Law Firm Information Governance Symposium**
  - <http://www.ironmountain.com/~media/Files/Iron%20Mountain/Knowledge%20Center/Reference%20Library/White%20Paper/A/A%20Proposed%20Law%20Firm%20Information%20Governance%20Framework.pdf>



# Questions

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