Introduction to Information Governance

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Drowning in Information

…and it's only gonna get worse

- 90% of existing data was created in the last two years!

- Every two days more information is generated than from the start of civilization to 2003!

- 69% of information in most organizations has no value to the organization.

What is IG?

- **IG** is a strategic framework composed of standards, processes, roles and metrics, that hold organizations and individuals accountable to create, organize, secure, maintain, use and dispose of information in ways that align with and contribute to the organization's goals.

- **IG** is a sort of superdiscipline that encompasses a variety of key concepts from a variety of related disciplines.

Under the **IG** Umbrella

- Records Management

- Information Technology

- Legal (litigation readiness)

- Disaster Preparedness

- Business Continuity

Thinking IG

- Data
- Compliance
- Security
- Archives
- Risk Management
- **e-Discovery**
- Decision Making
- Information Security

IG v. RIM

Governance

- Taking ownership
- Making decisions
- Setting rules

- IG controls all information

Management

- Acting on the decisions
- Executing the policies
- Enforcing the rules

- RIM only some information
  - Usually 20%

Why IG?

1. We can't keep everything forever
2. We can't throw everything away
3. E-discovery
4. Your employees are screaming for it!
5. It ain't gonna get any easier
6. The courts will come looking for IG
7. Manage Risk: IG is a big one
8. E-mail: Reason enough.

Building IG

- Data Remediation
  - Data you understand well enough to defensibly delete.
  - Data you understand well enough to retain.
  - Data you don't have enough information about to make a decision either way.
- Data Visibility
  - File name, metadata, full access, content analysis.
  - Risk v. cost

10 Principles of IG (1-5)

1. Executive sponsorship

2. Policy Development and Communication

3. Information integrity

4. Information organization and classification

5. Information security

10 Principles of IG (6-10)

6. Information accessibility

7. Information control

8. Monitoring and auditing

9. Stakeholder consultation

10. Continuous improvement

Putting Your Information to Work

- Big Data
- Analytics

WHAT IS IT GOVERNANCE?

IT governance determines how the IT function manages demand, delivers value, and protects against risk. There are many people, processes, and technologies that play a role in keeping IT running..

THE 5 DOMAINS OF IT GOVERNANCE

1. **Framework for the Governance of Enterprise IT**

Organizations need to implement an IT Governance framework which stays in continuous alignment with enterprise governance and the key drivers (both internal and external) directing the organization's strategic planning, goals and objectives.

2. STRATEGIC MANAGEMENT

To be effective in enabling and supporting the achievement of business objectives, business strategy must drive IT strategy.

As such, the strategy of business and IT are intrinsically linked and efficient and effective business operations and growth relies on the proper alignment of the two.

3. BENEFITS REALIZATION

IT Governance helps the business realize optimized business benefits through the effective management of IT enabled investments. Often there is considerable concern at a board or senior management level that IT initiatives are not translating into business benefits.

4. RISK OPTIMIZATION

In an increasingly interconnected digital world, the identification, assessment, mitigation, management, communication and monitoring of IT related business risk is an integral component of an enterprises governance activities.

5. RESOURCE OPTIMIZATION:

- To be effective, IT requires sufficient, competent and capable resources (people, information, infrastructure and applications) in order to meet business demands and execute on the activities required to meet current and future strategic objectives.

- This requires focus on identifying the most appropriate methods for resource procurement and management, monitoring of external suppliers, service level management, knowledge management, and staff training and development programs.

POLICIES

Acceptable Use Policy

Social Media Policy

Parents Bill of Rights

Data Breach Policy

Email Archiving

BYOT

HOW E-DOC CAN HELP US WITH THIS?

Orange-Ulster BOCES ECMS, e-doc, is a secure central virtual technology platform used to capture, manage, store, preserve, and deliver electronic content for OUB and local school districts.

- Central repository for storing electronic inactive permanent records
- Manages inactive permanent records in many formats
- Adherence to NYS Archive guidelines for digital imaging & preservation
- Available via the web for all assigned users

OUB ELECTRONIC RECORD STRATEGY

- Inventory:
  - of major records systems and plan for future
- Organizing:
  - use filing system mirroring your paper files, use folders and subfolders
- Security:
  - in addition to fire, flood and theft the concerns for viruses, hackers, and crashes is common
  - secure entrance to servers and computers
  - detection systems: fire and water
  - virus protection, firewalls
  - backups daily and store offsite
  - password protection

OUB ELECTRONIC RECORD STRATEGY

- Preservation:
  - for the short and long term
  - refresh media: copy to a fresh tape every three to five years
  - anticipate technical obsolescence: eye-readable media such as microfilm
  - data migration plan to new software or version
  - maintain data in a standard or non-proprietary format

Questions?

REFERENCE:

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