



METRO NYC CHAPTER



Long Island Chapter



Educational Event *Spring 2015*



What is the Records Manager's Role in IG
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Educational Event

Spring 2015



What is the Records Manager's Role in IG ?

What is RIM?

(Records & Information Management)

- A service
- A business process
- A science
- An art

Understand the organization

- In context
 - The external environment
 - Internal functions



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Records Management = Risk Management

Information is an asset

- How do we know this

Information becomes a liability

- At what point does this happen

Why is it important?



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Why Manage: Drivers

- Information Explosion
- Regulations
- Litigation – eDiscovery
- Privacy & Confidentiality
- Business
 - Information access
 - Efficiency (Cost reduction or containment)
 - Intellectual capital (R&D)



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Basics: RIM & IG

- Information (Records ?)
 - Lifecycle
 - Information value
- Governance
 - Policy & Procedures
 - Accountability
 - Transparency
- Partnerships = Connections
 - Technology
 - Legal
 - Business



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Context

= Connecting

= Making it Matter

Identify the Need

- Pain points, recent events
- Opportunities
- Senior Management Commitment
 - Information access
 - Efficiency (Cost reduction or containment)
 - Intellectual capital (R&D)



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Governance & Policy

- Governance: Concept & Action
- Policy – Overarching
- Stakeholders
- Policy Implementation
 - Procedures
 - Standards



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Governance

- Policy
- Accountability
 - Who?
 - How?
- Transparency
- Connecting all information rule-sets
 - Discovery
 - Data Integrity
 - Privacy
 - Security



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Governance: Concept & Action

- Policy – Overarching
- Stakeholders
 - RACI
 - Responsible
 - Accountable
 - Consulted
 - Informed
- Policy Implementation
 - Procedures
 - Standards



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Tools & Basics

What is Reliable

- Records Retention Schedule
 - Still and abidingly useful
 - Equals the process of decision making
 - Output of information content appraisal
- Governance Board
 - Members are decision makers
 - Cross-section of Responsible Stakeholders
 - Can be project sponsors
- Leadership
 - Engage subject matter experts
 - Be empowered



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Watch Words

The Records & Information Manager is the Subject Matter Expert

- Content matters
- RIM Principles matter – and still apply
- Be the Leader
- Be the Ally – Be the problem solver
- Work the details, while working the big picture
- Information is THE asset of this century (so far)



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