Educational Event
Spring 2015

What is the Records Manager’s Role in IG
Lauren Barnes
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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
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?
Why Manage: Drivers

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

- Information (Records ?)
  - Lifecycle
  - Information value

- Governance
  - Policy & Procedures
  - Accountability
  - Transparency

- Partnerships = Connections
  - Technology
  - Legal
  - Business
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)
Governance & Policy

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

- Policy
- Accountability
  - Who?
  - How?
- Transparency
- Connecting all information rule-sets
  - Discovery
  - Data Integrity
  - Privacy
  - Security
Governance: Concept & Action

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