Policy Writing – Give RIM & IG the Bedrock to Build On

Presenter: Lauren Barnes
Today’s Objectives

- Understand what constitutes a policy
- Drivers to consider
- Why have a policy
- Policy components
- Key elements for implementation
Information Value – Impact to Decision-making

* Courtesy of Compliance, Governance and Oversight Council (CGOC)
What needs attention

- Hold & Collect Evidence
- Archive for Value & Dispose
- Retain Records & Dispose
- Dispose of Data Debris

Risk Reduction
Cost Reduction
Prerequisite to disposal

Cost Reduction
Normalizes infrastructure growth curve

* Courtesy of Compliance, Governance and Oversight Council (CGOC)
Components

- Purpose
- Scope
- Policy
- Roles & Responsibilities
- Consequences of Non-compliance
Governance

- Confer & Socialize
- Framework
- Approval
- Publish
- Policy ownership
Policy Support Tools

- Records Retention Schedule
- Standards
- Guidelines
- Processes
- Procedures
Implementation

- Pilots
- Roadmaps and Milestones
- Partners – People Make It Happen
- Agility with Alacrity
- Celebrate Often