

Information Governance Checklist

Interested in tackling information governance to help streamline your e-discovery activities? A checklist is a great place to start to ensure you don't bite off more than you can chew.

Below are a set of baseline information governance questions you should consider before committing to an information governance project:



Understanding Data Volume

- How much data do we have (Data Volume)
- Where does our data come from (Data Volume)
- How much new data do we generate each year (Data Volume)
- What kind of data do we have? Electronic? Physical? (Data Volume)

Addressing Current Records Management Systems

- How do we currently handle our data (Data Retention)
- What is our current records management policy (Data Retention)
- Do we have a central records management system (Data Retention)
- Where do we store our data (Data Retention)
- Where do we store our current backups of data (Data Retention)
- How long are we storing our data (Data Retention)
- How are we handling our physical records (Data Retention)
- What groups are currently involved in the data management processes (Current Data Management)
- Have we identified all parties who need to be involved in the decision making process to make changes to current data management processes (Current Data Management)

Ensuring Legal Hold Compliance

- Who controls our devices (Legal Hold Compliance)
- How do we track our devices (Legal Hold Compliance)
- Do we have a comprehensive legal hold playbook (Legal Hold Compliance)
- Do we have policies in place regarding use of personal devices and data storage (Legal Hold Compliance)
- Do we have policies in place regarding backing up devices regularly either to company owned devices or network locations (Legal Hold Compliance)
- Do we segregate our legal hold data (Legal Hold Compliance)
- How do we identify legal hold data (Legal Hold Compliance)
- How can we recall the data we need to respond in litigation or inquiry (Legal Hold Compliance)
- Do we have a process in place for departing custodians under legal hold? (Legal Hold Compliance)

Managing Data

- Who controls our data (Data Management)
- Who needs our data (Data Management)
- What organizational data management policies are already in place? (Data Management)
- How much data storage do we have? How much will we need going forward (Data Management)
- What types of data sources do we have? (Data Management)
- What data can we delete (Data Management)
- Do we have a Mobile Device Management Software in place (Data Management)
- How quickly can we aggregate and organize our data (Data Management)
- Do we need to classify our data (Data Management)
- Can you access remote data without the device (Data Management)

Embracing Change Management

- How quickly can we implement change to our data management processes (Change Management)
- Who will we leverage internally and externally to help in changing our data management processes (Change Management)
- Have we involved all necessary stakeholders that could be affected by changes in data management policies (Change Management)
- How will this affect our current compliance policies (Change Management)
- Will we be able to maintain an independent process and if so who will oversee it (Change Management)



Mitigating Risk and Creating Cost Savings

- Can we navigate through our data easily (Reducing Risk)
- What are our current PII/other sensitive data policies (Reducing Risk)
- Will our new data management policies address regulatory requirements (Reducing Risk)
- How much money are we spending on managing our data (Reducing Costs)
- How much time are we spending on managing our data (Reducing Costs)
- How often do we need to revisit our data management tools (Technology)
- What protections do we have to prevent data loss (Technology)
- Have we established an archiving system for transient data (Technology)

Ensuring Best Practices

- Do we have the governance structure to implement effective data classification (Governance Leading Practices)
- How flexible will our data management have to be (Governance Leading Practices)
- How will we handle new types of data (Governance Best Practices)
- How will we handle transitory data/separating employees (Governance Best Practices)
- How well do our IG technology solutions support enforcement of best practices and policies (Governance Best Practices)

Contact

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