2024 Webinar Series

AutoClassifying the 3 R's: ROT, Records & Retention
MARCH 26

How to Manage Data Privacy While Managing Records
APRIL 26

BlackCat 5.0 Demo Day
TBD IN MAY-JUNE

Managing Data Minimization & Least Privilege with AutoClassification
OCTOBER 15

Generative AI: Are You Ready for AutoClassification?
NOVEMBER 12

Helpful Hints

Questions

Handouts

Feedback

Recording

Valora
Technologies

Valora Technologies

AutoClassification platform used by
Data Governance, Records Managers, Legal, Compliance & IT teams
to locate and automate the identification, classification & defensible disposition
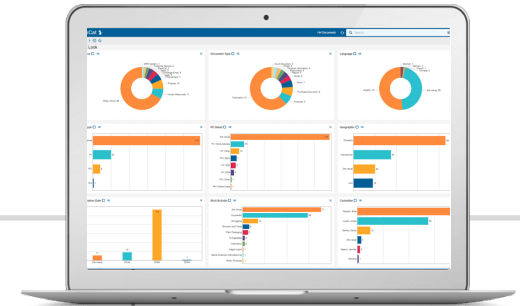of content across the enterprise data estate.

Technology
Enterprise-grade
SaaS platform

- Flexible, scalable, customizable
- True AutoClassification engine
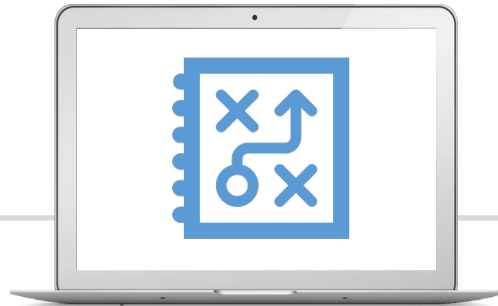
Methodology
Proven Process &
Best Practices

- 20+ year pioneers in InfoGov
- In-house Professional Services team

360° View
Single pane
of glass

- Un/structured, on-prem/cloud, SaaS
- ID, classify, defensibly disposition

Use Cases

Information Governance

Reduces data to records of business value, rich metadata attribution & rules

- ROT Processing
- Rich Metadata Attribution, AutoClassification by DocType
- Records Management
- Workflow Automation
- System Migrations

Compliance

ID files that contain personal data, mitigate risk, comply with regulations

- Privacy Regulations / DSAR
- Data Discovery
- Defensible Risk Mitigation
- Regulatory Compliance
- Reporting

Legal / Finance

Reduces effort, reduces turnaround, defensible decisioning and audit trail

- Early Data Assessment: data set reduction / eDiscovery
- Legal Hold
- Virtual Vault contracts management
- Mergers, Acquisitions & Divestitures: DD, Post-Merger Integration (PMI)

What makes Valora different

True AutoClassification
Based on the full text analysis of the content of each file, not file metadata

Complete customization
Custom fields, DocTypes, reports, deployment. Manual, semi or fully automated disposition

Repository Agnostic
Access content across structured and unstructured, on-prem & cloud

Strategic approach
Cross functional use & ROI, defensible compliance, GRC aware

Sophisticated solution/offering
Event-based triggers, hierarchical and multiple data values

Data experts
20+ yrs background in eDiscovery, data discovery, and content analytics, MIT-trained dev team, HBS-trained mgmt
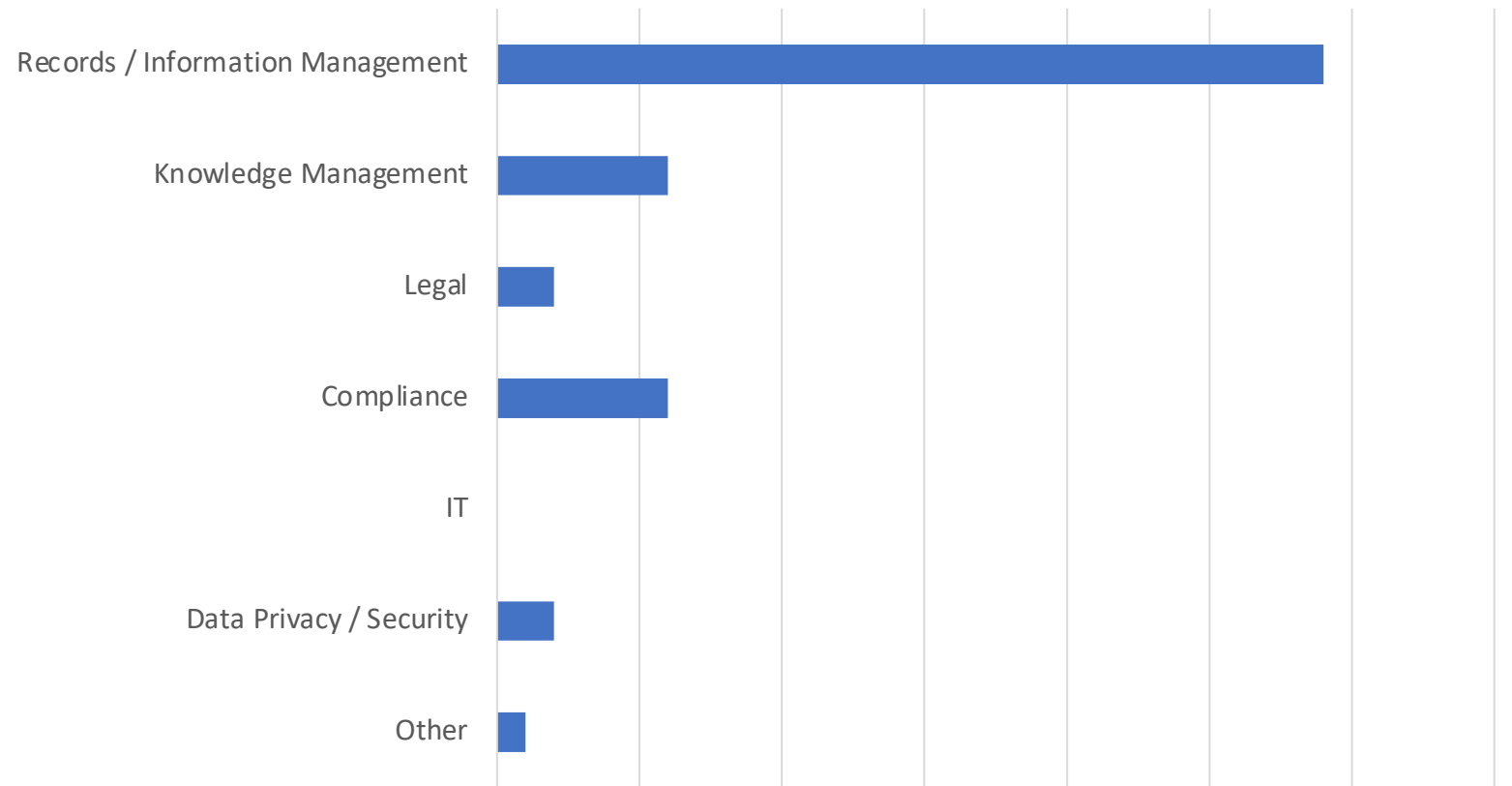
Poll Results

Who's here today & what are your interests?

Who you are & what your challenges are

Who You Are

Records / Information Management

Knowledge Management

Legal

Compliance

IT

Data Privacy / Security

Other

Who you are & what your challenges are

Your RIM/IG Challenges

File clean-up / ROT reduction

Stranded/unknown content in legacy systems

Dark data: we don't know what we have or where it is

Automating our manual processes

Data Privacy Compliance / Identifying Personal Data

Managing content on Legal Hold

Managing retention policies

Migration to a new system

OMG everything
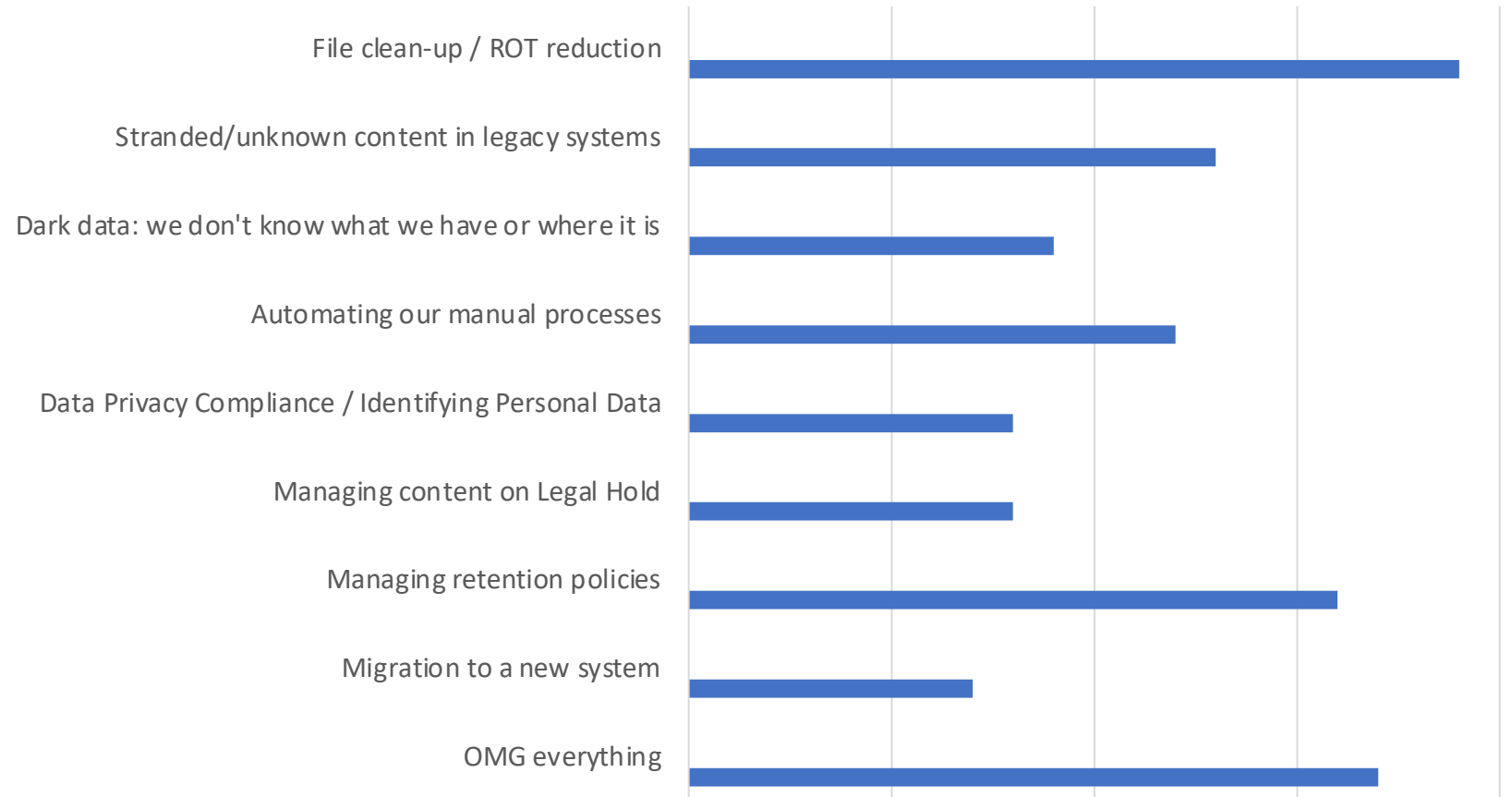
Agenda – the 3 R's

- AutoClassification 101

- How to AutoClassify & Remove **ROT**

- AutoClassifying **Records** the Right Way

- Putting it all together: **Retention** & lifecycle management with AutoClassification

- How to get started

What is Classification?

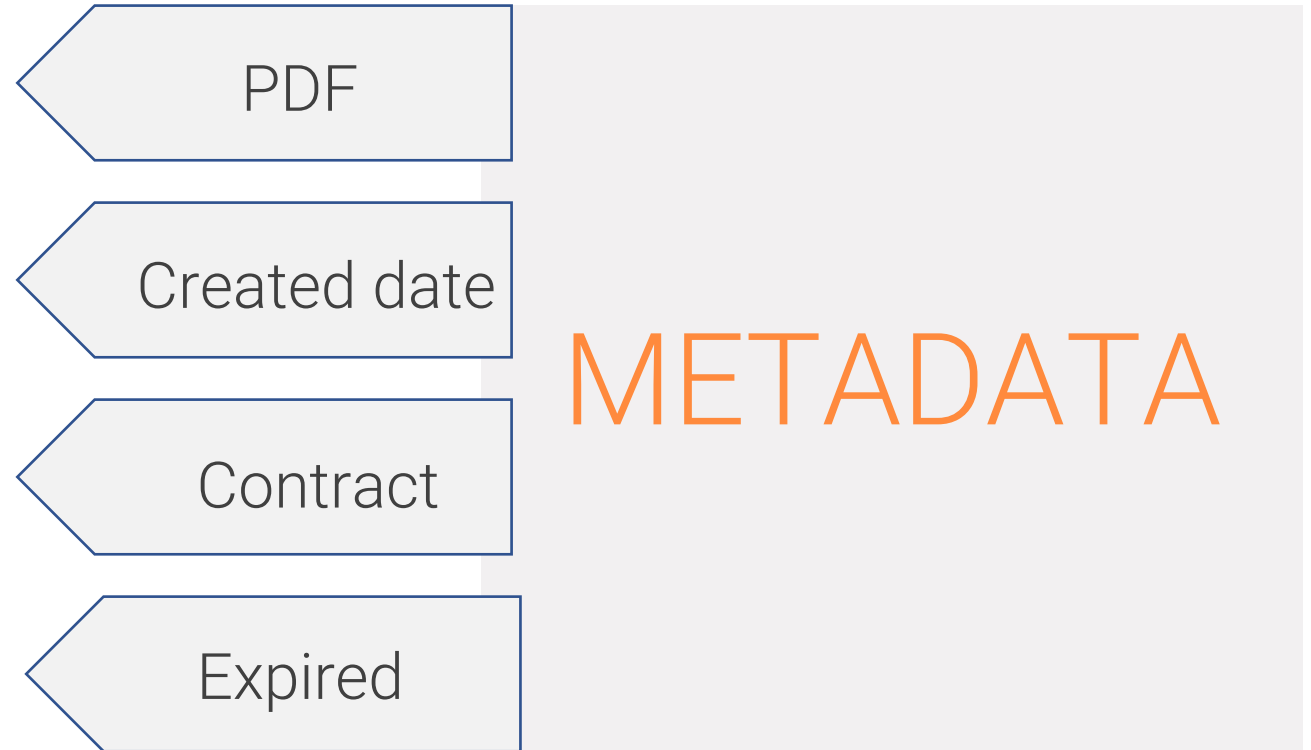Creating tags that tell us about a file

PDF

Created date

Contract

Expired

METADATA

Metadata's "love note to the future"
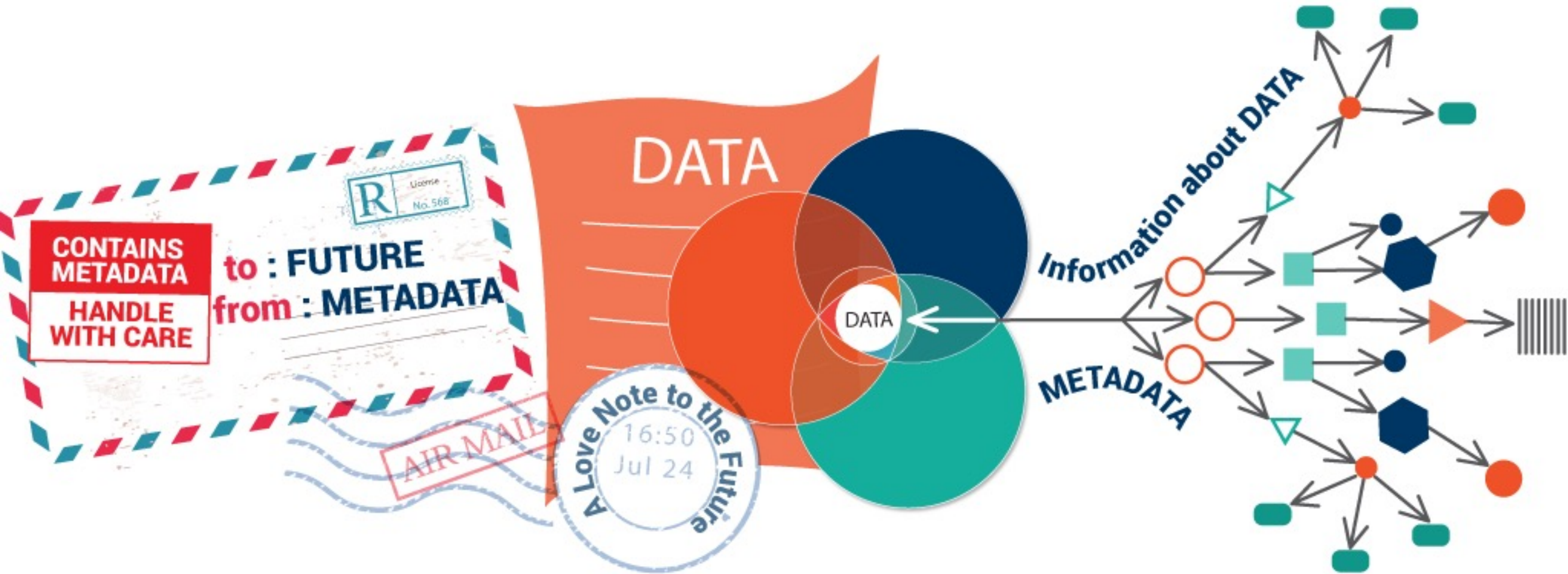
You CAN classify manually…

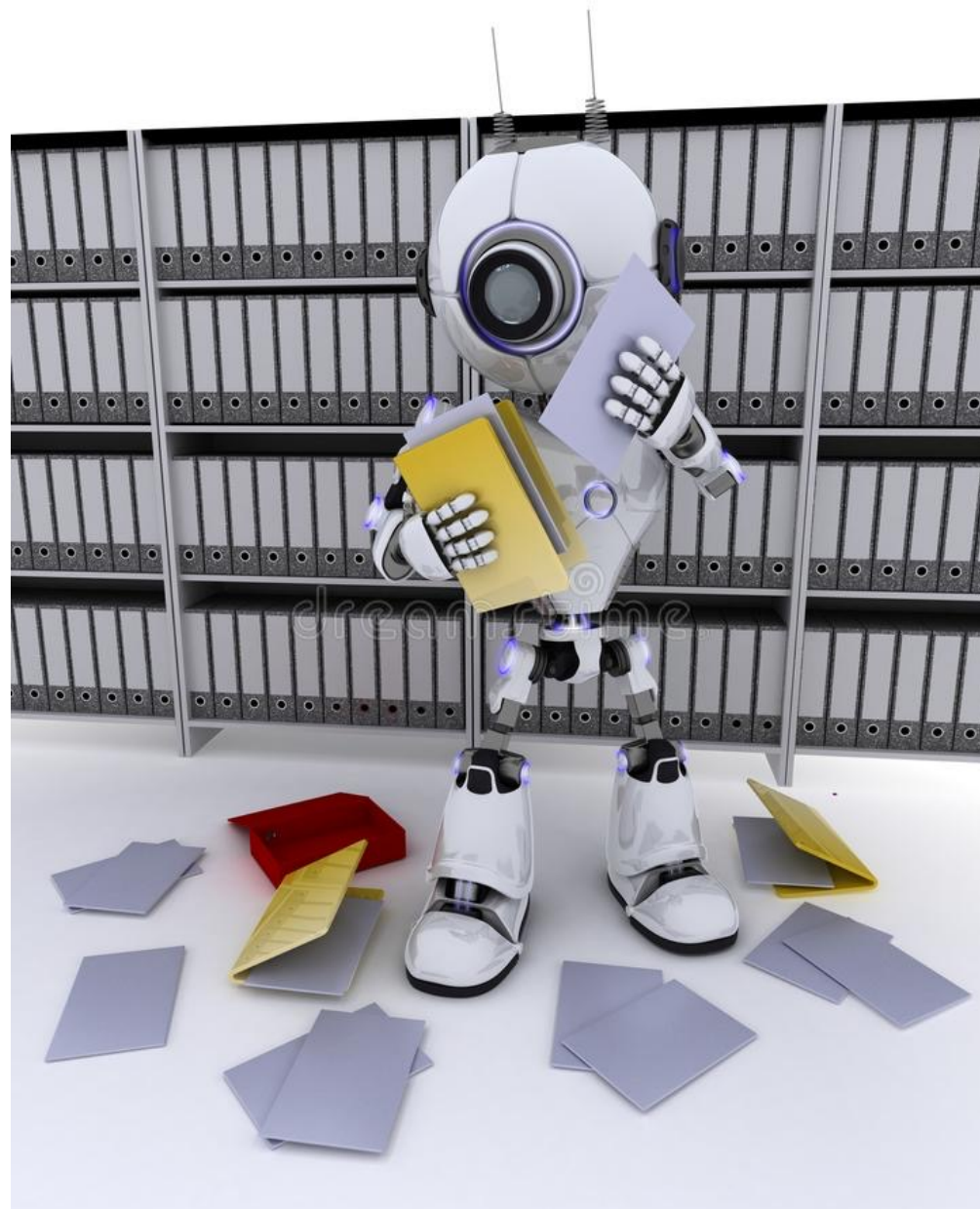But is that the best use of your organization's time and resources?

(And how will the quality be?)

AutoClassification

Software that performs automated analysis & disposition of file/document content

A note about true AutoClassification – if you (or your colleagues) are doing the work, it isn't AUTO! 🤔

"But what about Purview?"

MS Purview is not *true* AutoClassification.

- You must set up tags, labels and rules
- Then manually put tags on files and folders
- It *can* propagate tags, if you provide very specific rules.

However…

- Purview tags CANNOT BE CHANGED. Ever.
- One tag value per file (no multi-values)
- Only available with E5 licensing ($$$).
- Poor/no support for non-MS data stores and physical or scanned records
- To properly set things up you WILL need an outside consultant
- Audit history preserved for 1 year max

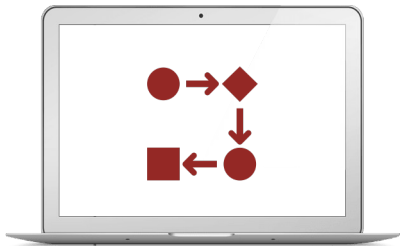# Valora is *true* AutoClassification

File & Rich Metadata
Attributes

+

Recognition Algorithms
Determine DocType

+

Disposition Algorithms
Rules & Actions

AutoClassification = Rich Metadata + Rules

Software that performs automated analysis & disposition of file/document content

Answers the questions:

What is this thing?
What do I do with it?
On what basis?

Sophisticated Classification

File & Rich Metadata
Attributes

+

Recognition Algorithms
Determine DocType

+

Disposition Algorithms
Rules & Actions

Language
Personal Data
Word & page count
Tone/Sentiment
Attachment Range
Security Level

Author
Custodian
Content Owner
Recipient
Copyees (CC & BCC)
Assignee
Signatories
Patient Name

Brand
Legal Hold
Employee
Audience
Document Type

File type/extension
Created date
Last modified date
Path name
Hash value

Creation Date
Signature Date
Effective Date
Last Activity Date
Expiration Date
Destruction Date
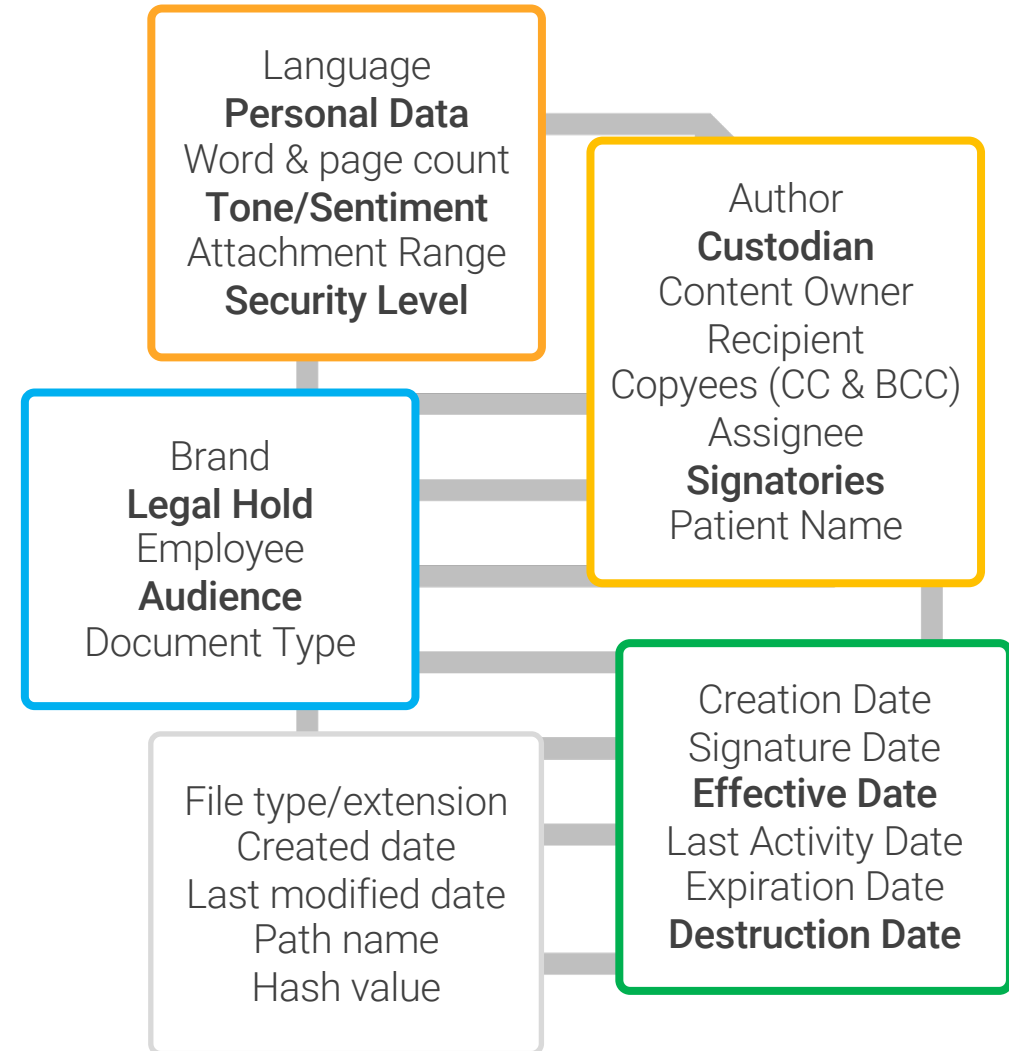
Highly customized

File & Rich Metadata
Attributes

+

Recognition Algorithms
Determine DocType

+

Disposition Algorithms
Rules & Actions

Facet 1: Service

Facet 2: Effective Date

Facet 3: T&Cs

✓ Service Agreement
✓ Termination Letter
✓ Financial Report
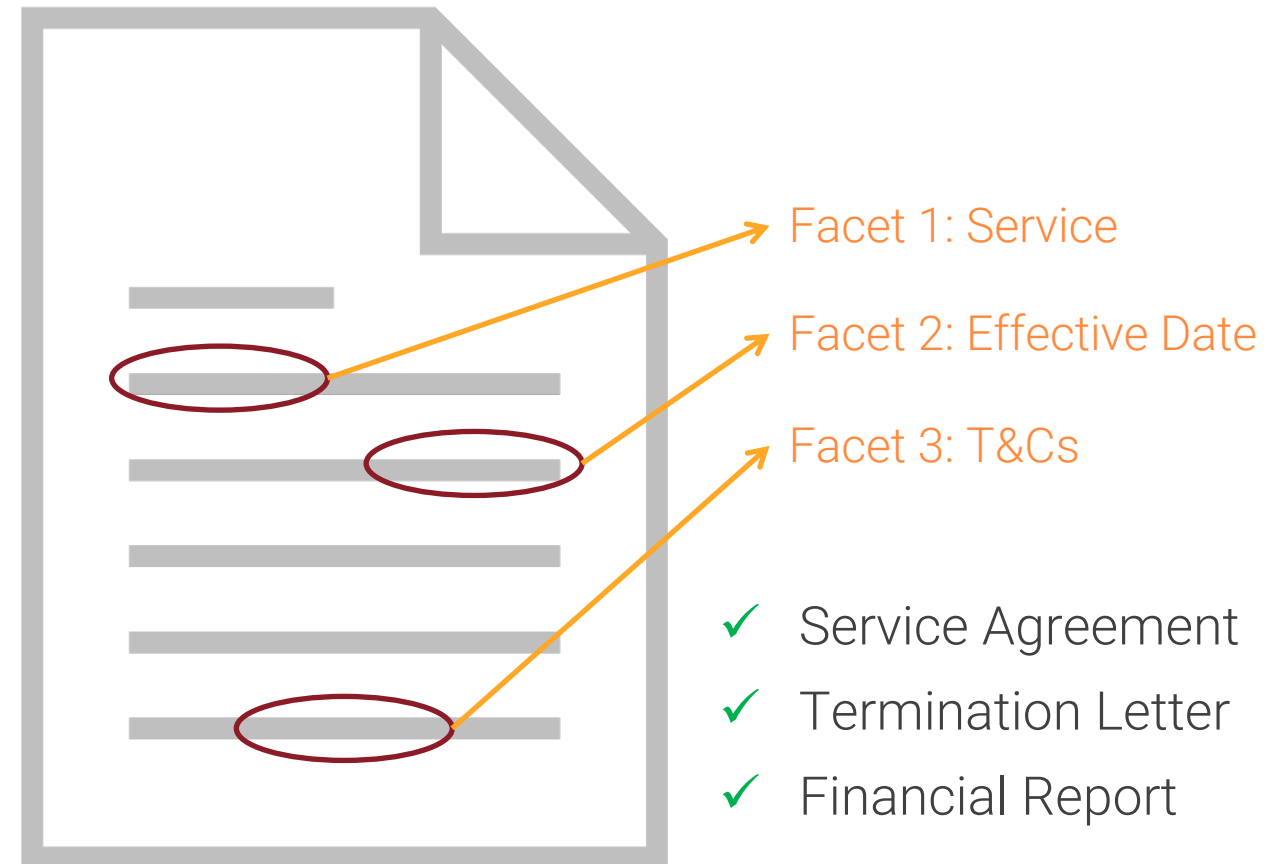
Comprehensive results

File & Rich Metadata Attributes

Recognition Algorithms
Determine DocType

Disposition Algorithms
Rules & Actions

- Determine the disposition & handling of content
- Typically follow an IF-THEN format, often nested

Disposition Rule Example:
IF the *DocumentType* = Contract AND
    the *Date* < 1/1/2025, THEN
Mark File as ACTIVE (Retain CY +7)

Disposition Rules dictate:

- Retention
- Access Security Level
  (down to content level)
- Legal Hold
- Organization & Location of Content
  (also Identification)
- ROT: Duplicates, Obsolete, Junk
- PII, PHI & Sensitive Info
- Compliance
- Migration, Promotion of Content
- Litigation Collection & Production
- Optimized Search Results
  (other apps also)
- Trends & Forecasts
- Routing & Removal of inbound
  (or outbound) content
- Transformation Needs
  (ex: language translation, offensive materials removal, routing removal, re-ordering, text creation, etc.)

AutoClassification turns this…

Name	Date modified	Type	Size
LGPIF Final.pdf	8/13/2016 9:26 AM	Adobe Acrobat Document	171 KB

Into this…

Local Government Property Insurance Fund
Actuarial Services Contract

THIS AGREEMENT effective this 1st day of February 2005 (the "Effective Date") by and between the Office of the Commissioner of Insurance (the "Agency" or "State of Wisconsin") and AMI Risk Consultants, Inc. hereinafter referred to as "Contractor"

The purpose of this Agreement for actuarial services is to assist the Agency to accurately assess rate and premium levels and establish loss reserves (incurred but not reported, IBNR) for the Local Government Property Insurance Fund (the "Fund") on an annual basis to ensure the financial stability of the Fund.

I.   Term.   The term of this Agreement shall be for one (1) year, from the 1st day of February 2005, and expiring on the 31st day of January 2006.   The contract may be renewed for two (2) successive one-year periods upon mutual written agreement of the parties.   Contractor will notify the Agency six months prior to the annual expiration if it wishes to renew this Agreement and shall specify any amendments the Contractor wishes to propose.

II.   Contact Persons.   For purposes of administering this Agreement, the following representatives of each party are hereby designated as appropriate contact persons:

(a) For the Agency:

Danford Bubolz, Insurance Program Officer
Local Government Property Insurance Fund
125 South Webster Street, Madison, Wisconsin 53702

(b) For the Contractor:

Aguedo M. Ingco, President
AMI Risk Consultants, Inc.
11410 North Kendall Drive, Suite 208
Miami, Florida 33176-1031

III.   Actuarial Services Required

A. Assist the Fund in annually establishing rates and adequate incurred but not reported claims reserves for the Fund.

DocType = Contract

Effective Date = 2/1/2005

Party Two = AMI Risk Consultants, Inc.

Term = 1 year
Renewals = two 1-year terms

Keywords = Actuarial Services

Elsewhere: exhibits, amendments, signatories, jurisdiction, cover page, etc.

RecordType = Contract

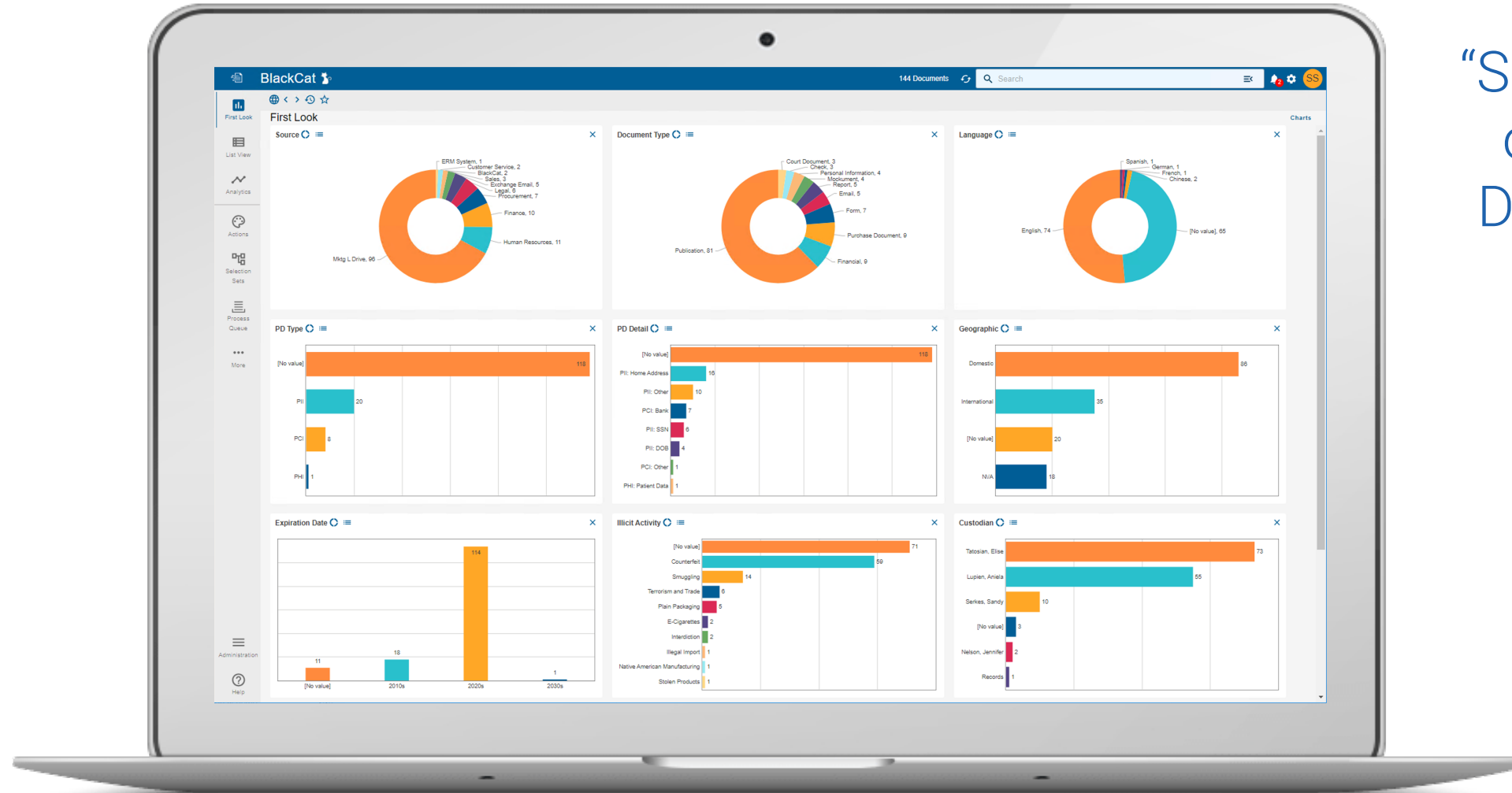RecordClass = AP/AR Contract

Retention = Expiration + 5Y

Handling = Delete after authorization

Sensitivity = Confidential (protection/redaction based on user access class)

Retain or Delete?

Into this…

"Single Pane of Glass" Dashboard View

How does AutoClassification help?

IDENTIFIES & TAGS
Separates the ROT from content of business value

NO GUESSWORK
Remove inconsistencies, drudgery of manual efforts

COST SAVINGS
Storage costs, human costs

CREATES INSTRUCTION
at the content level, based on metadata & rules

PRODUCTIVITY
Maximizes human effort, increases productivity

EVERGREEN
Future-proofs your data. Content is always current, clean

DEFENSIBLE
Actions, decisions, movement & access is logged

SET IT & FORGET IT
STOP: "we really should…" it will actually get done

How to AutoClassify ROT

Finding it, analyzing it & removing it

What is ROT?

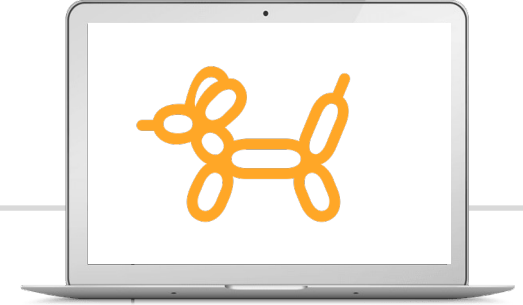Content with no business, legal or regulatory value

Redundant

- Duplicates
- Backups & cloud storage
- Litigation Databases
- Shared/collaborative sites

Obsolete

- Past Retention
- Last accessed date
- Versions & updates

Trivial

- Personal content
- Cookies & markers
- Spam
- Low value docs

What's the risk?

Estimated that 50% of all stored enterprise content is ROT

Cost

- Storage & maintenance costs
- A large company with 10PB of data could be spending as much as $34.5m on data that could be deleted Compliance, Governance & Oversight Council (CGOC report)

Lost Productivity

- Employees can't find things
- Working with latest version?
- Workers spend 30% (2.5 hours) of their workday looking for content
(IDC Study)

Risk & Exposure

- Data Governance Risk: don't know what it is / where it is
- Privacy Risk: does it contain PII or sensitive data?
- Compliance risk: does this exist when it shouldn't?

Understanding Duplicates

Goal: remove as much duplication as possible

Exact Duplicates

- Forensically identical
- Hash Values match
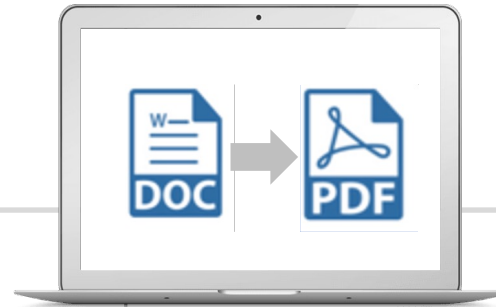
Functional Duplicates

- 99% duplicates
- Functionally identical, but forensically different (no Hash match)

Near duplicates

- (Similar) files are neither functionally or forensically identical
- May be similar or related enough to warrant their treatment as a family unit. Ex: Revisions

Understanding Functionally Identical Duplicates
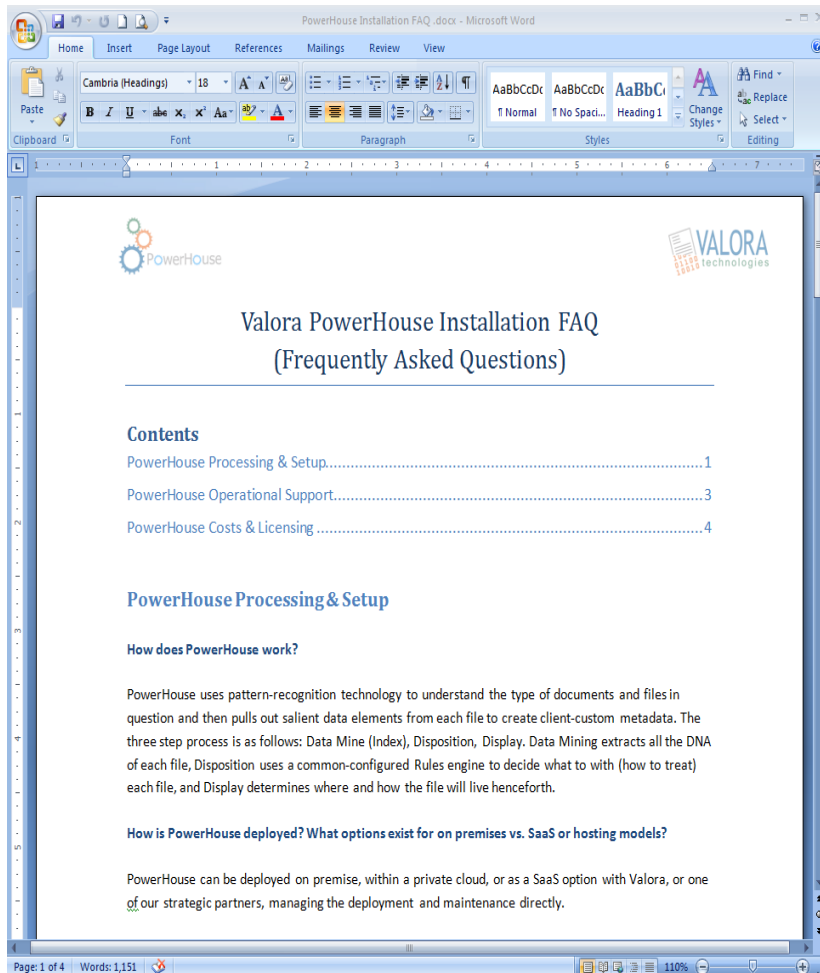
Questions v12.doc
96 KB

FAQ Final.pdf
616 KB

Functionally identical
based on content
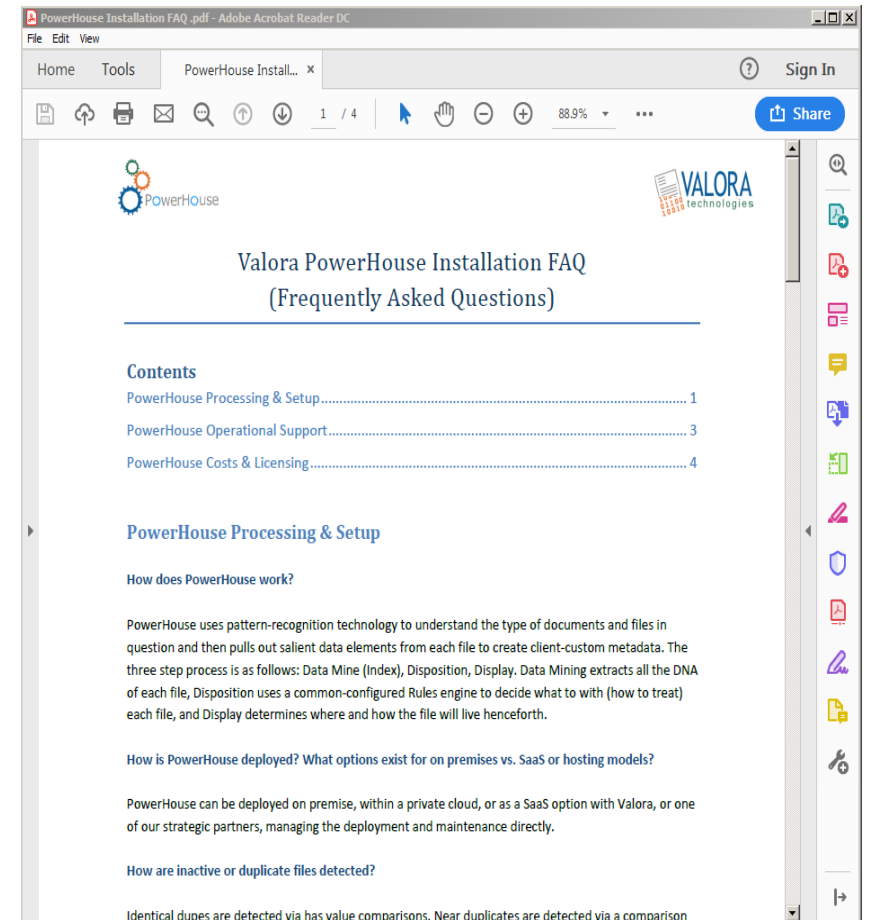
Auto Classifying ROT (junk)

"Watch list" terms

Date

+ No further content

+ Heavy graphics

+ 4,000 ID copies

RecordType = ROT

RecordClass = [None]

Retention = [None]

Handling = Delete

Sensitivity = [None]

AutoClassified ROT & Duplicates
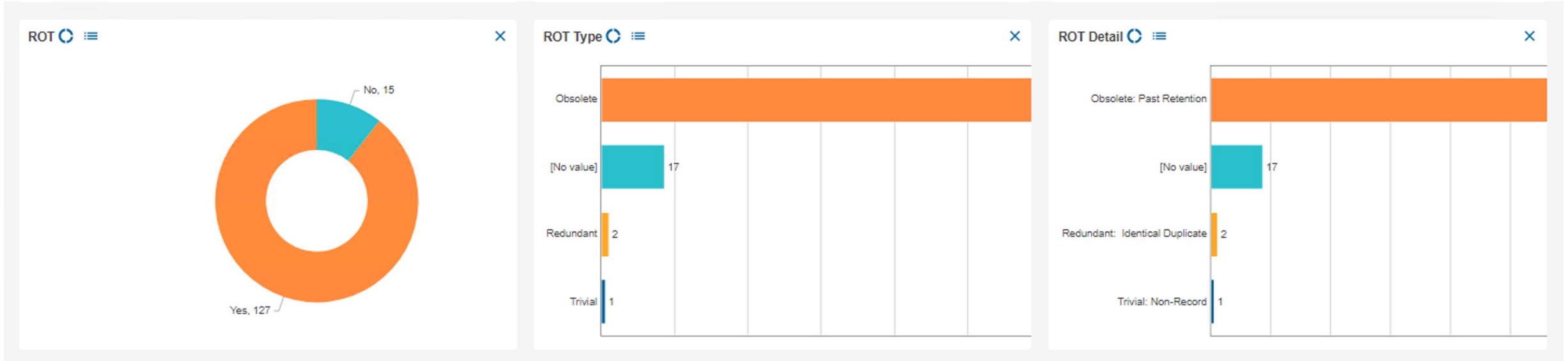
It this file ROT?

- Yes
- No

If so, what type of ROT?

- Redundant
- Trivial
- Obsolete

What is the **basis** for the ROT tag?

- Redundant
  because it is an identical duplicate
- Obsolete
  because it is past retention
- Trivial
  because it is a non-record

Retention as a Spectrum

DISPOSE

CONTINUALLY
RE-EVALUATE

KEEP

ROT	DSARs	ACTIVE	LEGAL HOLD	PERMANENT RECORDS
REMOVE PROMPTLY	REMOVE ON DEMAND	REMOVE? KEEP?	KEEP FOR??	KEEP FOREVER
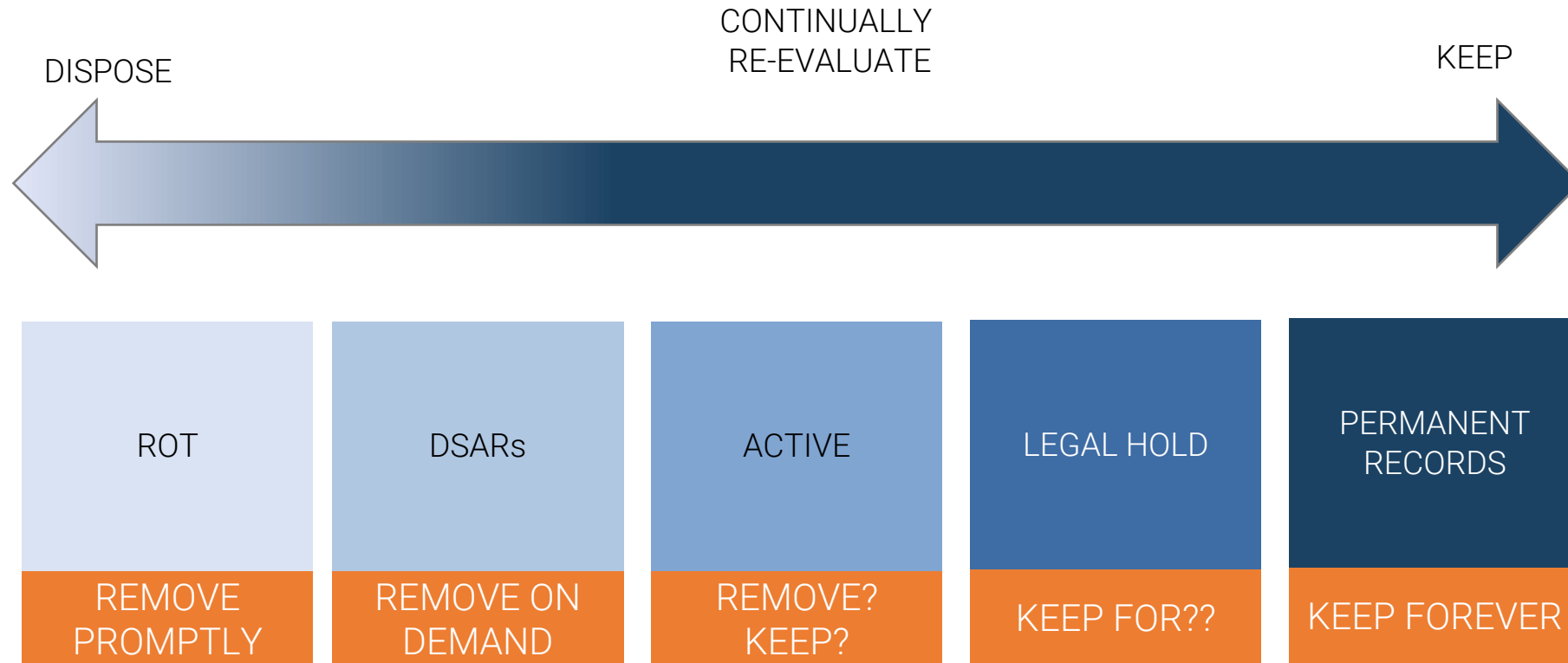
Orphaned Data is a GREAT place to start:
departed employees, archives & repositories, unclassified/unknown content, collaborative worksites, paper records, email, prior litigation, M&A, breach, PII, etc.

Auto Classifying a Contract

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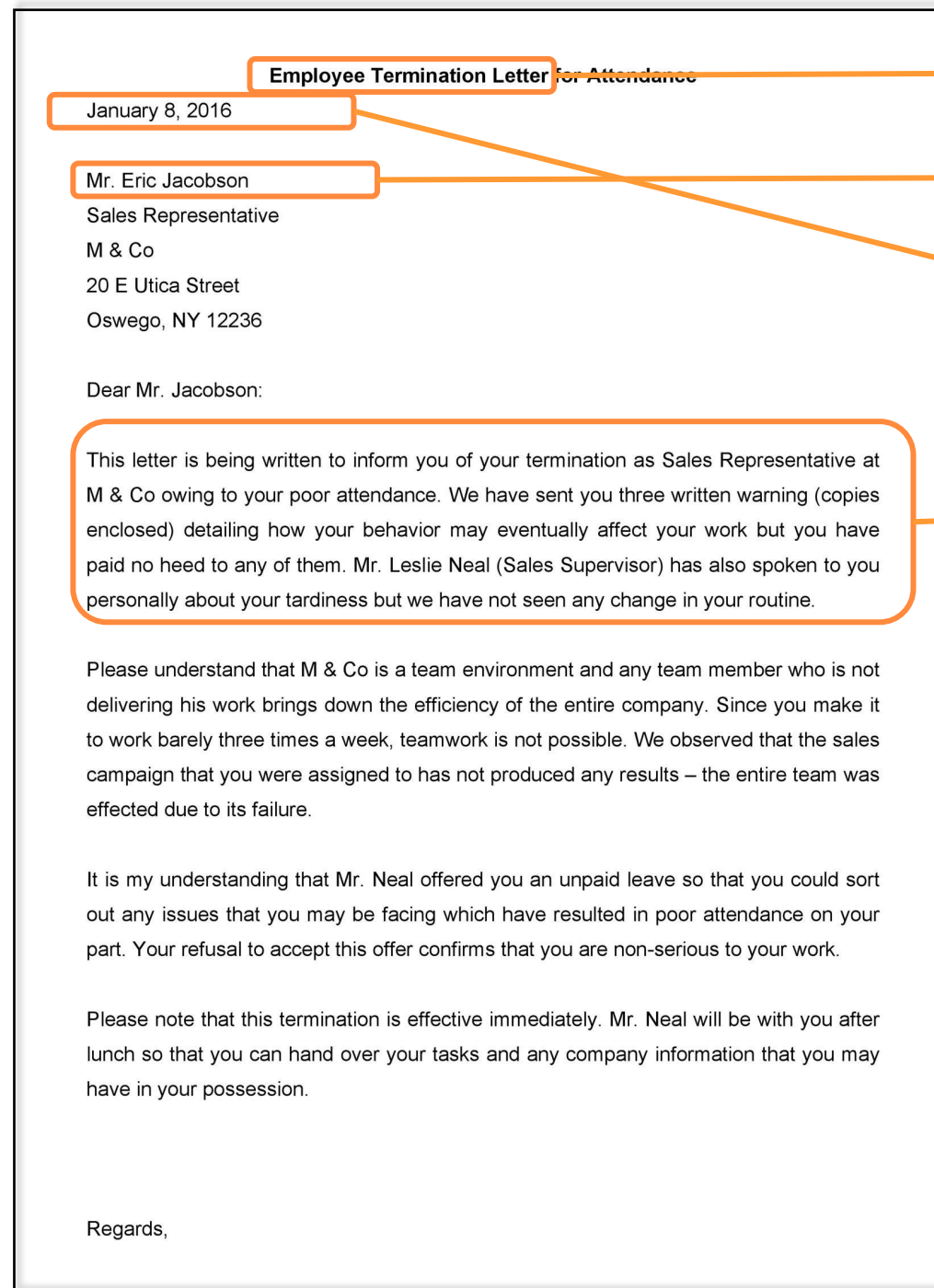RecordClass = AP/AR Contract

Retention = Expiration + 5Y

Handling = Delete after authorization

Sensitivity = Confidential (protection/redaction based on user access class)

Retain or Delete?

Auto Classifying an Employee Termination Letter

Employee Termination Letter for Attendance

January 8, 2016

Mr. Eric Jacobson
Sales Representative
M & Co
20 E Utica Street
Oswego, NY 12236

Dear Mr. Jacobson:

This letter is being written to inform you of your termination as Sales Representative at M & Co owing to your poor attendance. We have sent you three written warning (copies enclosed) detailing how your behavior may eventually affect your work but you have paid no heed to any of them. Mr. Leslie Neal (Sales Supervisor) has also spoken to you personally about your tardiness but we have not seen any change in your routine.

Please understand that M & Co is a team environment and any team member who is not delivering his work brings down the efficiency of the entire company. Since you make it to work barely three times a week, teamwork is not possible. We observed that the sales campaign that you were assigned to has not produced any results – the entire team was effected due to its failure.

It is my understanding that Mr. Neal offered you an unpaid leave so that you could sort out any issues that you may be facing which have resulted in poor attendance on your part. Your refusal to accept this offer confirms that you are non-serious to your work.

Please note that this termination is effective immediately. Mr. Neal will be with you after lunch so that you can hand over your tasks and any company information that you may have in your possession.

Regards,

Primary DocType = Correspondence
Secondary DocType = Termination Letter

Employee Name = Jacobson, Eric
Employee ID = 44701 (via HRM/DB lookup)

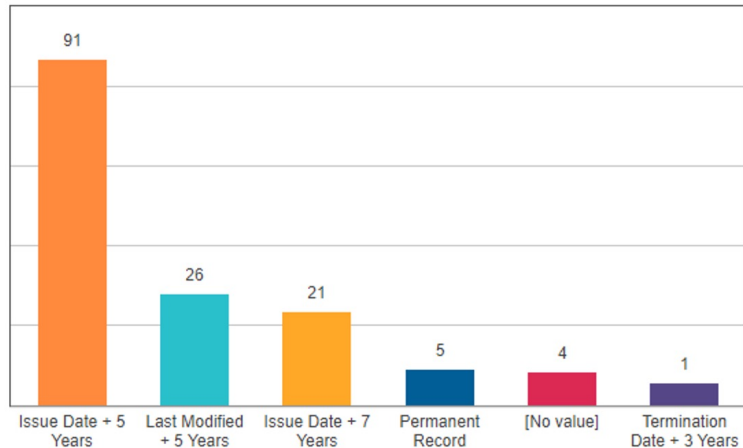Effective Date = 2016-01-08

Keywords = "poor attendance," "three written warnings," "tardiness"
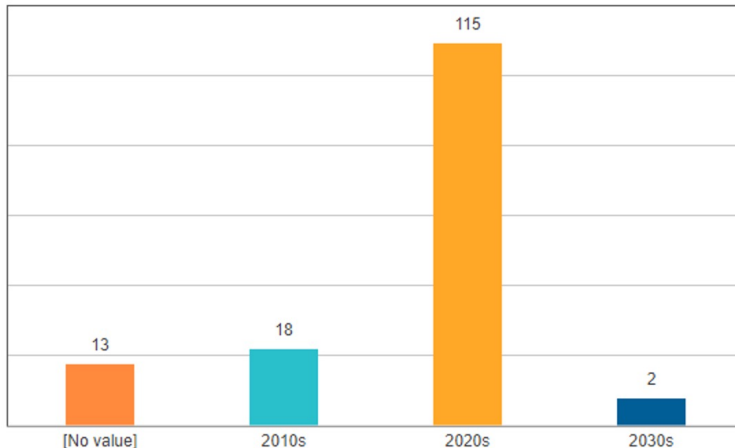
RecordType = Termination

RecordClass = Personnel Record

Retention = Termination Date + 7Y

Handling = Delete after authorization

Sensitivity = Business Confidential

Personal Data = Yes

PD Detail = Home Address
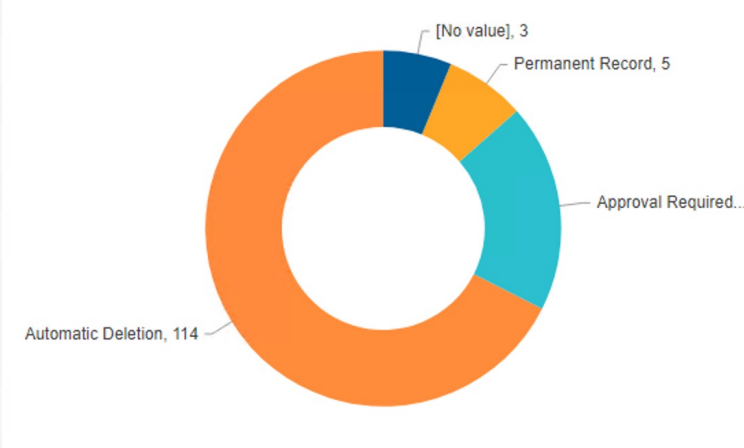
Automated Retention Handling

Retention Period ⬡ ≣ ✕

Issue Date + 5 Years	Last Modified + 5 Years	Issue Date + 7 Years	Permanent Record	[No value]	Termination Date + 3 Years
91	26	21	5	4	1

Expiration Date ⬡ ≣ ✕

[No value]	2010s	2020s	2030s
13	18	115	2

Expiration Handling ⬡ ≣ ✕

- [No value], 3
- Permanent Record, 5
- Approval Required...
- Automatic Deletion, 114

List View

Original File Name	Document Type	Record Class	Expiration Date	Expiration Handling	ROT	ROT Type	ROT Detail
HR_Job Application 1.jpg	Form	Miscellaneous	10/7/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
NeuroCure Clinical Trial Form....	Form	Miscellaneous		Automatic Deletion	No		
Meeting Materials1.jpg	Meeting Materi...	Legal	11/1/2021	Permanent Record	Yes	Obsolete	Obsolete: Past Retention
HR_Resume 1.png	Personal Infor...	Miscellaneous	10/10/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
HR_Resume 2.png	Personal Infor...	Miscellaneous	10/7/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
HR_Resume 3.png	Personal Infor...	Miscellaneous	10/10/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
Doctors warned about counterf...	Publication	Public Relations		Automatic Deletion	No		
ICE targets sale of NBA count...	Publication	Public Relations		Automatic Deletion	No		
The Scary Truth About the Bea...	Publication	Public Relations		Automatic Deletion	No		
Closing Statement.png	Purchase Doc...	Accounting & Finance		Approval Required for Deletion	No		
Closing Disclosure2.png	Purchase Doc...	Accounting & Finance		Approval Required for Deletion	No		
HR_Incident Report Form 1.jpg	Report	Miscellaneous	10/10/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
Banking Statements 2.jpg	Purchase Doc...	Accounting & Finance	5/31/2010	Approval Required for Deletion	Yes	Obsolete	Obsolete: Past Retention
HR_Job Application 2.gif	Form	Miscellaneous	10/7/2021	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention

3 Approaches to Disposition or "Actioning"

**Valora
Software Agents**

Action taken by:
Automated workflow

**Client's
IT Team**

Action taken by:
IT Team

**Client Employees
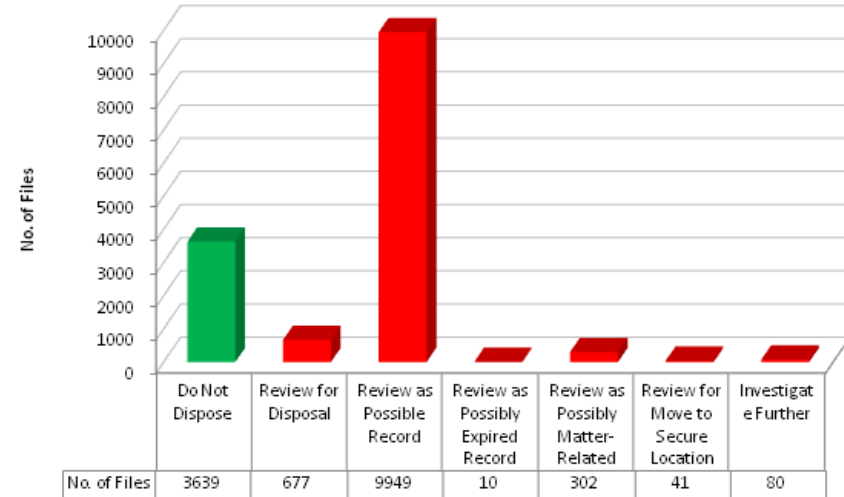Self-Service**

Action taken by:
Employees

Guiding Employees to Self-serve

STARK INDUSTRIES
NON-RECORD DISPOSAL REPORT

Custodian: Potts, Pepper
Report Run Date: 17 Mar 2020

Total File Counts:
14350

Breakdown of Recommended Actions

	Do Not Dispose	Review for Disposal	Review as Possible Record	Review as Possibly Expired Record	Review as Possibly Matter-Related	Review for Move to Secure Location	Investigate Further
No. of Files	3639	677	9949	10	302	41	80

Files Found →		What to Do For Each File		Where the File is Located	Click to Perform
File Name	DocTitle	Status: Recommended Action	Details	File Path (click to view file)	Recommended Action
Pepper @ Stark.url	Pepper @ Stark	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Copy of 2019 Firm Invite List_Aug 6.xlsx	Total Potential Firms 205 Notes	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Discovery map for banner.pptx	Discovery map for banner	Investigate Further		C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Draft Learnings Presentation	Litigation Learnings Masterclass 1	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
MJH Portal II.docx	LITIGATION INFORMATION GROUP (LIG) PORTAL	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Lit Realities 102 Abbreviated.pptx	Litigation Realities102:	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Litigation Realities and Learnings Survey XLT	Litigation Risks;Preservation of documents in	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
MTHM All Learnings Reports final.xlsx	Pivot	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Original First Preservation Notice	Original/First Preservation Notification	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
PN Project Plan.xlsx	Matrix	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Preservation Notice Review Team Charter.pptx	Preservation Notices/Legal Hold Review Team Charter	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
Preservation Notice Review Team Project.pptx	Preservation Notice/Legal Hold Review Project Timeline Due: 9/27/19	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕
project glic.xlsx	Amount Claimed Against Stark $332,045,063 $166,602,984 Amount Claimed By Stark $101,234,467	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper_Potts_OneDrive - Stark.zip/OneDrive - Stark	⊕

Putting it all Together

Retention & lifecycle management with AutoClassification

AutoClassification: Technology + Methodology

CRAWL
Locate, ID content
- On-prem, cloud-based repositories
- Unstructured & structured repositories
- Info on who, what, where, why, how

TAG
Apply rich metadata
- Tag rich metadata, content/context
- Determine DocType, dupes/near dupes, ROT
- Tag for keywords, custom metadata

ACTION
Automate rules
- Simple/complex rules
- Apply retention schedules & legal hold
- AutoRedact PII, apply security access control

EMPLOY
Search & retrieve
- Records Retention
- Data/DSAR requests
- Legal hold
- Compliance
- Litigation
- M&A

MONITOR
For new data
- Automate processes for new & edited content (perpetual)
- Update/dynamic retention schedules
- Runs in background, no performance draw
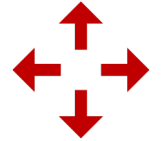
EXPAND
To other areas
- + Data repositories
- + Use cases
- + Departments
- + On-demand search & retrieval
- + Self-serve

How to stand up AutoClassification for Records in 10 "easy" steps

What you'll need:

1. An understanding of the regulations and legal basis for your requirements
2. Policies documenting how you will operate and comply
3. Executive support to implement, maintain and enhance these programs
4. Appropriate tools to execute and ensure compliance
5. Ongoing diligence and management

What you'll get:

1. Data inventory (aka discovery, mapping)
2. Establish tagging/retention criteria
3. Baseline tagging & disposition
4. Remove low hanging fruit (ROT, dupes, past retention, etc.)
5. Implement automated retention that is data privacy-aware (ensures data minimization)

ROT, Records & Retention Classification Tags

ROT YES/NO

- Simple umbrella classification Yes/No
- Summary of ROT Detail

ROT DETAIL

- Redundant: Identical Dupe
- Obsolete: File Extension, Past Retention, Temporary, Draft
- Trivial: Auto-Reply, Low Business Value, Non-Record, Code or Executable, Thumbnail, Logo, File Path, File Type, Logo

DUPLICATE TYPE

- Identical (Hash) Duplicate
- 99% (Functional) Duplicate
- 75-98% (Near) Duplicate
- Unique

EXPIRATION DATE

- Calculated from Date Hierarchy (differs by Records Type)
- Creation Date, Hire/Start Date, Termination Date,
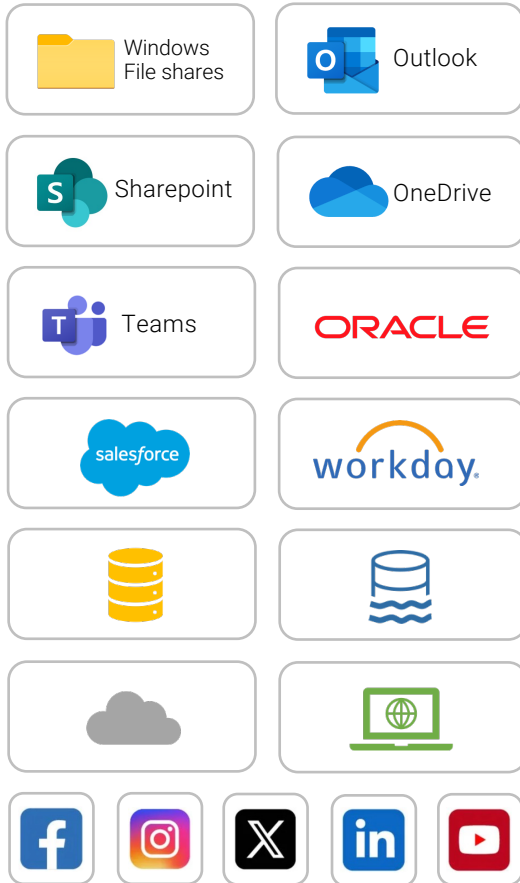- Often triggered by events

RECORD CLASS

- Based on Document Type, Source, Custodian/Author, Jurisdiction, Keywords, Personal Data/Sensitivity

RETENTION PERIOD

- Direct inherit from Record Class (Rules)

EXPIRATION HANDLING

- Automatic Deletion
- Approval Required for Deletion
- Quarantine
- Permanent Record

PowerHouse Connectors to Data Stores

1 Client provides service account access credentials to document source systems

Windows File shares

Outlook

Sharepoint

OneDrive

Teams

ORACLE

salesforce

workday.

2 Intake agent reads documents using public APIs and read-only service account credentials

5 Output agent moves, edits, redacts, and adds attribute tags to source documents using public APIs & read-write service account credentials

4 PowerHouse delivers analysis & rich metadata to BlackCat data dashboard
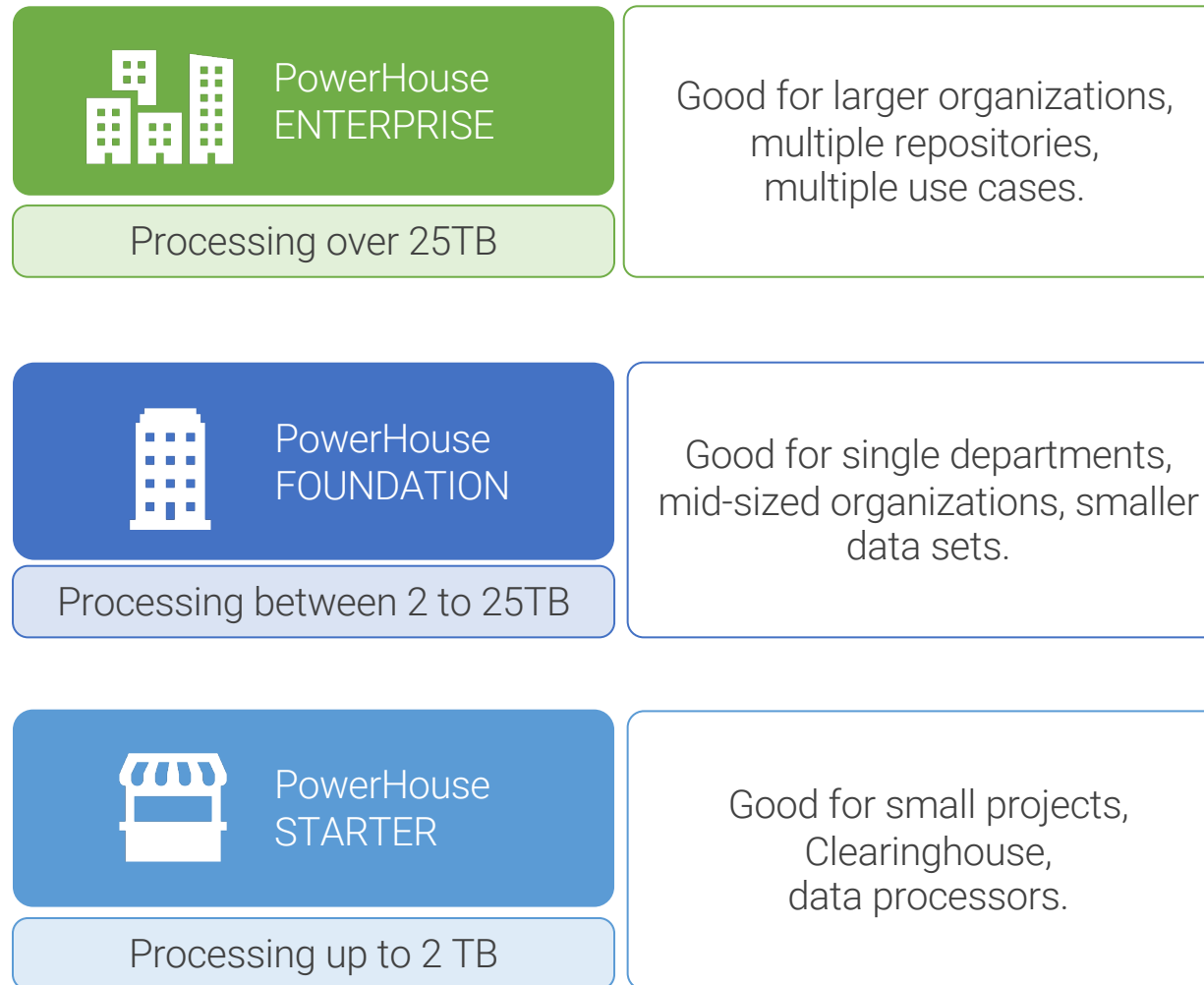
Valora cloud or Client Cloud

PowerHouse intake agent

3 PowerHouse analyses content, applies & stores metadata tags and disposition rules
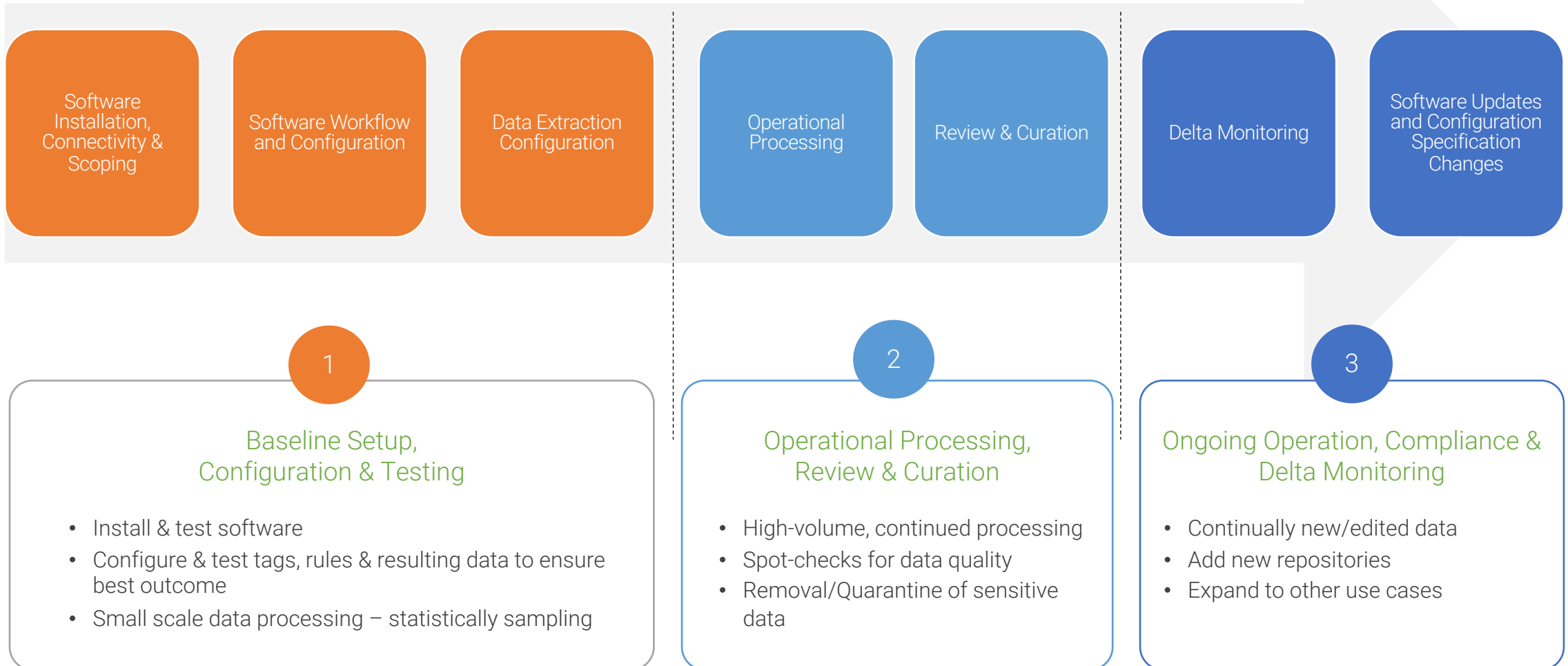
PowerHouse output agent

Client & third-party cloud ← → Valora cloud or Client cloud

PowerHouse Packages: *How much data are we processing?*

PowerHouse ENTERPRISE

Processing over 25TB

Good for larger organizations, multiple repositories, multiple use cases.

PowerHouse FOUNDATION

Processing between 2 to 25TB

Good for single departments, mid-sized organizations, smaller data sets.

PowerHouse STARTER

Processing up to 2 TB

Good for small projects, Clearinghouse, data processors.

PowerHouse Packages: *What are we looking to accomplish?*

	ROT	Records	Privacy	Total Governance
PowerHouse ENTERPRISE — Processing over 25TB				
ROT & File Clean-up	☑	☑		☑
Data Classification	☑	☑	☑	☑
Records Retention & Management		☑		☑
PowerHouse FOUNDATION — Processing between 2 to 25TB				
Data Migration		☑		☑
Data Privacy & Minimization			☑	☑
PowerHouse STARTER — Processing up to 2 TB				
Legal Hold & eDiscovery Readiness				☑
Breach Reporting			☑	☑

Onboarding & Operational Phases

| Software Installation, Connectivity & Scoping | Software Workflow and Configuration | Data Extraction Configuration | Operational Processing | Review & Curation | Delta Monitoring | Software Updates and Configuration Specification Changes |

1

Baseline Setup, Configuration & Testing

- Install & test software
- Configure & test tags, rules & resulting data to ensure best outcome
- Small scale data processing – statistically sampling

2

Operational Processing, Review & Curation

- High-volume, continued processing
- Spot-checks for data quality
- Removal/Quarantine of sensitive data

3

Ongoing Operation, Compliance & Delta Monitoring

- Continually new/edited data
- Add new repositories
- Expand to other use cases

How to Get Started (how to get internal buy-in)

Pilot Use Case

Start with a compelling use case

- Quick and easy that will prove ROI quickly
- 1 content owner/ROT?
- Prove ROI

Look Forward

Always have an eye on future use cases

- What do you need for this application or use case?
- What will you need for future use cases?

Measure Results

Benchmark results and accuracy of pilot

- Accuracy of results?
- Increase guidance or seek SME?
- What reporting was useful? What else is needed?

Build on Success

Build business case on pilot alone then expand

- Prove ROI functioning system
- Where to next?
- Additional use cases running on same platform

Spread the Word

Sharing is caring, expand internally

- Host internal showcases for mgmt & other departments
- Design pilots that highlight important content, results or exposure points

The 6 big IG use cases

ROT REMOVAL

- Full content remediation
- Defensible deletion
- Sophisticated Dupes handling
- Integrated with records retention
- Full audit & authorization history

RECORDS MANAGEMENT

- All content tagged; records ID'ed
- Record class & Expiration dates Retention & Disposition
- Date & event triggers
- Unified System of Record

DATA PRIVACY

- Locate & lock down sensitive content
- Respond to DSARs & RTBF
- Data minimization & least privilege
- Comply with sensitive/personal data management regulations

DATA BREACH

- Full metadata stack for breached files
- Identical/partial Dupe Detection
- Rich reporting by breached party
- AutoRedaction & Data anonymization

MIGRATION

- Migrate to cloud data storage
- Sunset old ECM & archive systems
- Centralized/virtual data lake
- Streamed or batch migration

DATA REQUESTS

- eDiscovery/Litigation & Investigatory Legal holds
- DSARs/SARs & RTBF
- FOIA & KM
- Contracts & customer Info