



Managing Records Retention with AutoClassification

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2021 Webinar Series



Demo Day

FEBRUARY 24



Implementing a Virtual Vault

APRIL 7



Clearinghouse & Data Aggregators

MAY 12



ROT & Migration

JUNE 23



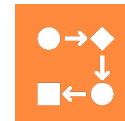
Records Retention

AUGUST 4



Knowledge Management

SEPTEMBER 15



2022 Project Planning & Readiness

OCTOBER 27



Advanced Implementation

DECEMBER 8

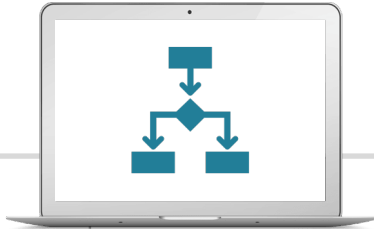
Agenda



- AutoClassification 101
- Automating retention & lifecycle management with AutoClassification
- Tips on future-proofing retention policies & automated compliance
- Case Study
- Prioritizing IG - getting your gang onboard
- How to get started

Valora Technologies

Valora Technologies allows organization to locate, identify & action content across the enterprise.



Technology

Enterprise-grade
SaaS platform

- Flexible, scalable, customizable
- Secure: SOC2 Type 2, SSAE18
- Single platform



Expertise

Methodology &
Best Practices

- Trusted & proven process
- Professional Services team
- In-house Project Management



Experience

44+ Billion
files processed

- 20-year pioneers in InfoGov
- 2000+ unique DocTypes
- 600+ unique metadata values

Clients

REGULATED INDUSTRIES



Energy Sector



Pharmaceutical



Healthcare



Financial Services

LEGAL



In-house



Law Firms



Advisory Svcs

CORPORATIONS



Telcom



Manufacturing



Tech



CPG / Retail

CLEARINGHOUSE



Data Processors



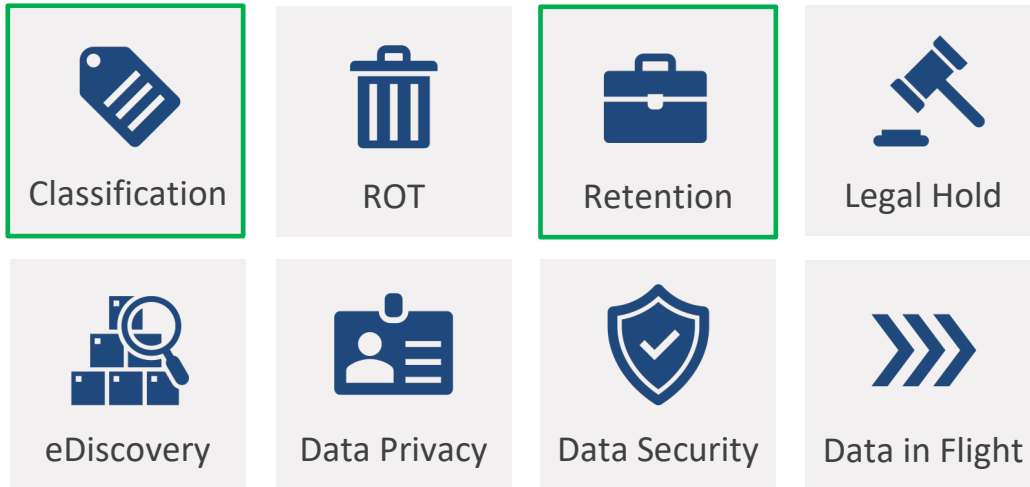
Data Aggregators



MSPs

8 Pillars of Information Governance

Enterprise-wide Information Governance



When all content is...

- ✓ **Processed:** we know where it is
- ✓ **Tagged:** we know what it is
- ✓ **Set Rules:** we know what to do with it

...we can apply AutoClassification to manage for multiple use cases across the enterprise

You CAN classify manually...

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

(And how will the quality be?)



What is AutoClassification?



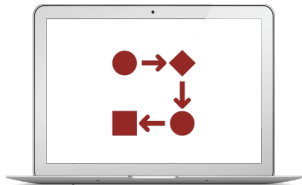
File & Rich Metadata
Attributes

+



Recognition Algorithms
Determine DocType

+



Disposition Algorithms
Rules & Actions

AutoClassification = Rich Metadata + Rules

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

What is AutoClassification?



File & Rich Metadata
Attributes

+

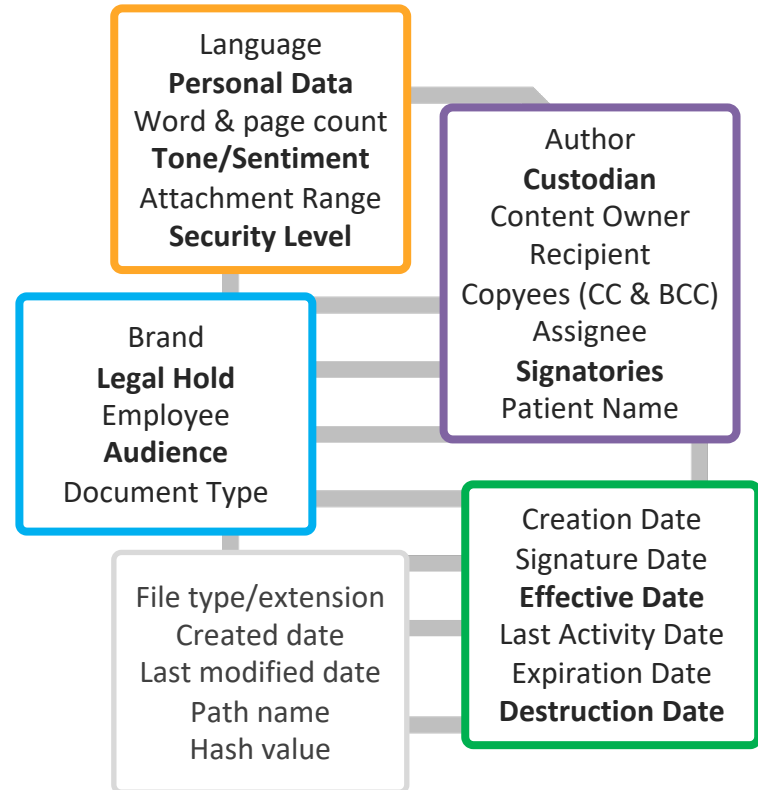


Recognition Algorithms
Determine DocType

+



Disposition Algorithms
Rules & Actions



What is AutoClassification?



File & Rich Metadata
Attributes

+

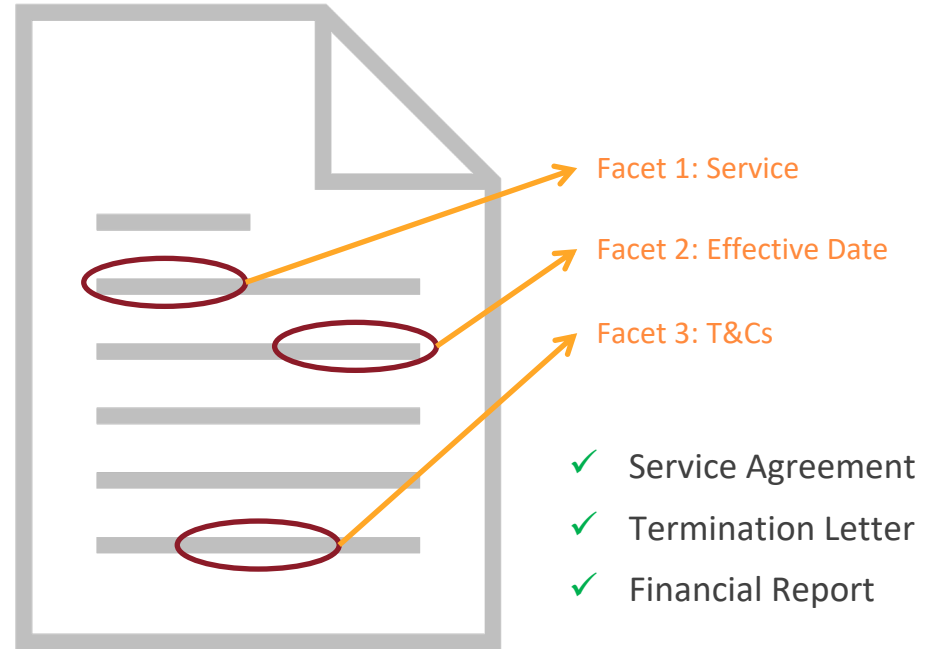


Recognition Algorithms
Determine DocType

+



Disposition Algorithms
Rules & Actions



What is AutoClassification?



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 Examples

How it works

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]

Auto Classifying a Contract



Local Government Property Insurance Fund Actuarial Service **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)

Auto Classifying a Contract (details)

Uniform Residential Loan Application

This application is designed to be completed by the Applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower" as applicable. Co-borrower information must also be provided (and the appropriate box checked) when the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or the income or assets of the Borrower's Spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Borrower resides in a community property state, or the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower		Co-Borrower		Interest Only			
I. TYPE OF MORTGAGE AND TERMS OF LOAN							
Mortgage Applied for:	<input type="checkbox"/> V.A. <input type="checkbox"/> Conventional <input type="checkbox"/> Other (explain):	Agency Case Number	Lender Case Number				
	<input checked="" type="checkbox"/> FHA <input type="checkbox"/> USDA/Rural Housing Service						
Amount	Interest Rate	No. of Months	Amortization	Type:			
\$ 625,000.00	6.5%	360	<input checked="" type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (explain):	<input type="checkbox"/> GPM <input type="checkbox"/> ARM (type):			
II. PROPERTY INFORMATION AND PURPOSE OF LOAN							
Subject Property Address (street, city, state, ZIP)				No. of Units			
5421 Talahassee Place, Perry FL 32347				1			
Legal Description of Subject Property (attach description, if necessary)				Year Built			
				1984			
Purpose of Loan	Property will be:						
<input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Other (explain):	<input checked="" type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary residence <input type="checkbox"/> Investment						
<input type="checkbox"/> Refinance <input type="checkbox"/> Construction-permanent							
Complete this line if construction or construction-permanent loan							
Year Lot Acquired	Original Cost	Amount Existing Liens	(a) Present Value of Lot	(b) Cost of Improvements	Total (a + b)		
Complete this line if this is a refinance loan							
Year Acquired	Original Cost	Amount Existing Liens	Purpose of Refinance	Describe Improvements made <input checked="" type="checkbox"/> to be made			
1996	375,000	402,500	Cash-Out/Home Improvement	Two-car garage Cost: \$20,000			
Title will be held in what Name(s)			Manner in which Title will be held	Estate will be held in:			
Brady and Wilma Schleshenger			Tenants in common	<input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold			
Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain)							
III. BORROWER INFORMATION							
Borrower			Co-Borrower				
Borrower's Name (include Jr. or Sr. if applicable)			Co-Borrower's Name (include Jr. or Sr. if applicable)				
Brady G. Schleshenger			Wilma B. Schleshenger				
Social Security Number	Home Phone (incl. area code)	DOB (MM/DD/YYYY)	Yrs. School	Social Security Number	Home Phone (incl. area code)	DOB (MM/DD/YYYY)	Yrs. School
562-55-5598	(950) 986-9985	04/11/1969	2	548-32-9555	(950) 986-9985	02/16/1978	15
<input checked="" type="checkbox"/> Married <input type="checkbox"/> Unmarried (include single, divorced, widowed)	Dependents (not listed by Co-Borrower) no. 1 ages 17		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Unmarried (include single, divorced, widowed)	Dependents (not listed by Borrower) no.		Ages	
<input type="checkbox"/> Separated			<input type="checkbox"/> Separated				

DocType:
URL Application

Amount: \$625,000

Interest Rate: 6.5%

of Months: 360

Original Cost:
\$375,000

Purpose of
Refinancing:
Home Improvement

Applicant 1

Applicant 2

► Field extraction:
search, sort, report

Auto Classifying a Contract (PII)

Uniform Residential Loan Application

This application is designed to be completed by the Applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower" as applicable. Co-borrower information must also be provided (and the appropriate box checked) when the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or the income or assets of the Borrower's Spouse will not be used as a basis for loan qualification, but his or her liabilities must be considered because the Borrower resides in a community property state, or the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower		Co-Borrower		Interest Only			
I. TYPE OF MORTGAGE AND TERMS OF LOAN							
Mortgage Applied for:	<input type="checkbox"/> V.A. <input type="checkbox"/> Conventional <input type="checkbox"/> Other (explain):	Agency Case Number		Lender Case Number			
	<input checked="" type="checkbox"/> FHA <input type="checkbox"/> USDA/Rural Housing Service						
Amount	Interest Rate	No. of Months	Amortization Type:				
\$ 625,000.00	6.5%	360	<input checked="" type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (explain):				
			GPM <input type="checkbox"/> ARM (type):				
II. PROPERTY INFORMATION AND PURPOSE OF LOAN							
Subject Property Address (street, city, state, ZIP)					No. of Units		
5421 Talahassee Place, Perry FL 32347							
Legal Description of Subject Property (attach description, if necessary)					Year Built		
					1984		
Purpose of Loan			Property will be:				
<input type="checkbox"/> Purchase <input checked="" type="checkbox"/> Construction <input type="checkbox"/> Other (explain):			<input checked="" type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence <input type="checkbox"/> Investment				
<input type="checkbox"/> Refinance <input type="checkbox"/> Construction-permanent							
Complete this line if construction or construction-permanent loan							
Year Acquired	Original Cost	Amount Existing Liens	(a) Present Value of L	(b) Cost of improvements	Total (a + b)		
Complete this line if this is a refinance loan							
Year Acquired	Original Cost	Amount Existing Liens	Purpose of Refinance	Describe Improvements made	<input type="checkbox"/> made <input checked="" type="checkbox"/> to be made		
1996	\$ 375,000	\$ 402,500	Cash-Out/Home Improvement	Add-on two-car garage			
				Cost: \$20,000			
Title will be held in what Name(s)			Manner in which Title will be held		Estate will be held in:		
Brady and Wilma Schleshenger			Tenants in common		<input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold (show expiration date)		
Source of Down Payment, Payment Charges and/or Subordinate Financing (explain)							
Borrower			Co-Borrower				
III. BORROWER INFORMATION							
Borrower's Name (include Jr. or Sr. if applicable)			Co-Borrower's Name (include Jr. or Sr. if applicable)				
Brady G. Schleshenger			Wilma B. Schleshenger				
Social Security Number	Home Phone (not area code)	DOB (MM/DD/YYYY)	Yes/No	Social Security Number	Home Phone (not area code)	DOB (MM/DD/YYYY)	Yes/No
562-55-5593	(904) 986-9985	04/11/1969	2	548-32-9545	(904) 986-9985	02/16/1978	15
<input checked="" type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced, widowed		Dependents (not listed by Co-Borrower) no. 1 ages 17		<input checked="" type="checkbox"/> Married <input type="checkbox"/> Unmarried (include single, divorced, widowed)		Dependents (not listed by Borrower) no. 0 ages	
<input type="checkbox"/> Separated				<input type="checkbox"/> Separated			

Clear PII: SSN

Likely PII: ("warning sign")

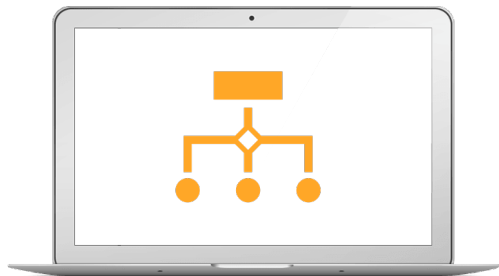
Clear PII: Home Phone Number

Not PII: Interest Rate

► Implied classification: Active PII, needs protection & redaction

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)

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

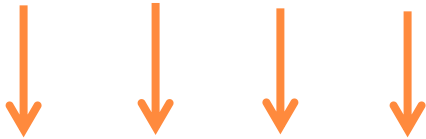


SET IT & FORGET IT

STOP: "we really should..." it will actually get done

Top Down vs. Bottom Up Records Retention

Determine Broad Record Types



- Implement downward onto departments
- Individual employees “make it fit” into provided classifications
- RIM personnel are encyclopedic experts on Record Types
- Onus is on: department/employee
- Non-records managed by time



Understand Specific Content

- Implement upward from content analysis
- SMEs design rules & classifications around known content types
- Onus is on: centralized IG team
- Non-records managed by value over time

Valora AutoClassification: Technology + Methodology

1) Crawl & Locate

What do I have?

- On-prem, cloud-based doc repositories
- Unstructured & structured repositories
- Email repositories



2) Identify & Tag

What is it?

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



3) Analyze & Understand

What am I looking at?

- OCR unreadable files
- AutoTranslation & AutoTranscription
- Preview documents
- Slice & dice reporting



4) Decide & Action

What to do with it?

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




5) Monitor & Audit

What's new/changed?

- Automate processes for new & edited content (perpetual)
- Retention schedules
- Runs in background, no performance draw



Retention Schedule Examples

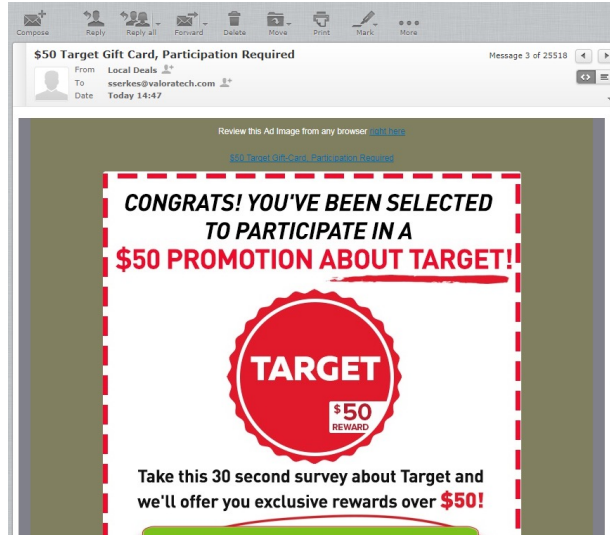
WASHINGTON STATE UNIVERSITY		RECORDS RETENTION SCHEDULE		PROCEDURES, RECORDS, AND FORMS PULLMAN, WA 99164-1225 (509) 335-2005				
WSU1003-PAF001-0006		REFERENCE: RCW 40.14		2. ADMINISTRATIVE RECORDS				
AGENCY NO.	AGENCY TITLE	OFFICE NAME	Series #	Series Title	Series Description	Disposition Instructions	Citation	
365	Washington State University	Procedures, Records, and Forms	G8	Civil Rights File	Records concerning agency participation in federal and State affirmative action/equal opportunity programs, including Title VII of the 1964 Civil Rights Act, the Equal Pay Act, the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), and the Genetic Information Nondiscrimination Act (GINA). File includes reports and plans required by federal statute, including facility accessibility records under the ADA. <i>See also Civil Rights Case File (Item G150).</i>	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	Authority: 29 CFR 1602.7 29 CFR 1602.30 29 CFR 1608.4	
RECORDS COORDINATOR CONTACT NAME Deborah Bartlett		RECORDS COORDINATOR SIGNATURE		G9	Complaints File	Complaints made by and received from citizens and employees. <i>See also Discrimination Complaints File (Item G12).</i>	Destroy in office 1 year after settlement of complaint.*	
ITEM NO.	STATUS (No change if no box is checked.)	TITLE / DESCRIPTION						
	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONTD <input type="checkbox"/> TRANSFER	This revised retention schedule completely supersedes any and all previous records unique to this office. Refer to the All-University Schedule in BPP retention periods of records common to many University offices.						
1	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONTD <input type="checkbox"/> TRANSFER	DRAFTS OF POLICY AND PROCEDURES STATEMENTS AND BACKGR Uncompleted projects which may be assigned at some future time or back completed projects.						
2	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONTD <input type="checkbox"/> TRANSFER	FORMS HISTORY FILE* Records created to control the creation, design, use and revision of WSU initial requests for forms, purpose of form, expected usage, copies of the and revisions, and related documentation.						
3	<input type="checkbox"/> NEW <input type="checkbox"/> REVISED <input type="checkbox"/> DISCONTD	FORMS INVENTORY FILES* Inventories of stocks of forms on hand.						
		G10	Conferences and Workshops File	Records concerning conferences and workshops conducted by or attended by agency employees. File includes participant lists, handouts, and other related records. <i>See also Asbestos Training File (Item G146), Bloodborne Pathogen Training File (Item G148), Hazardous Materials Training File (Item G170), and Training File (Item G197).</i>	Destroy in office after 1 year.			
		G11	Customer Call Center Recordings File	Records concerning calls to agency customer service centers, made for quality assurance and training purposes.	Destroy in office after 30 days.			
		G12	Discrimination Complaints File	Records concerning formal discrimination complaints and allegations filed against the agency. <i>See also Complaints File (Item G9).</i>	Destroy in office 2 years after settlement of complaint.*			
		G13	 Emergency Management File	Records concerning evacuations, preparations for disasters, and operations in the event of disasters. Includes Continuation of Operations Plans (COOP) and Business Continuity Plans (BCP). <i>See also Disaster Preparedness and Recovery Planning File (Item G125).</i>	Destroy in office when superseded or obsolete. <i>Retention Note: Submit copy of disaster recovery plan annually to the State Chief Information Officer in compliance with G.S. § 147-33.89(b).</i>	Authority: G.S. § 147-33.89(b) Confidentiality: G.S. § 132-1.7(b)		

2. Administrative Records

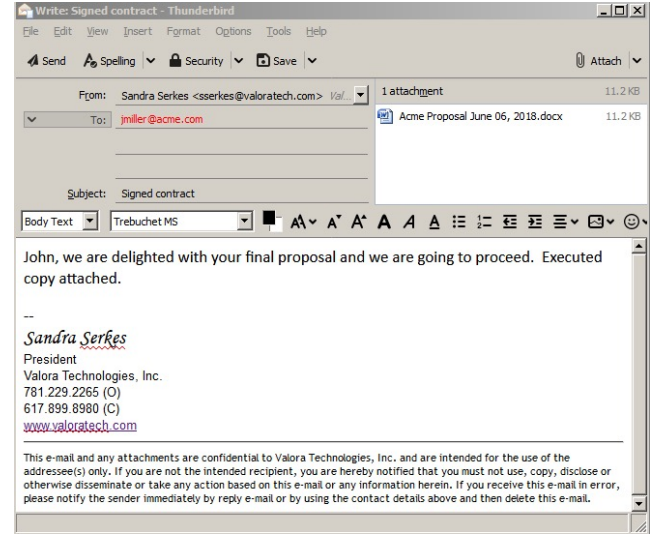
*No destruction of records may take place if litigation or audits are pending or reasonably anticipated or foreseeable. See also [AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS](#), page vi.

Time-based vs. Value-based

Should these 2 files be treated the same?



CLASSIC SPAM



REALLY IMPORTANT CONTENT

You haven't access these in a long time either...



...but that doesn't mean you should throw them out because enough "time has passed"

Separating the 2 Components of Disposition



Obsolescence Date

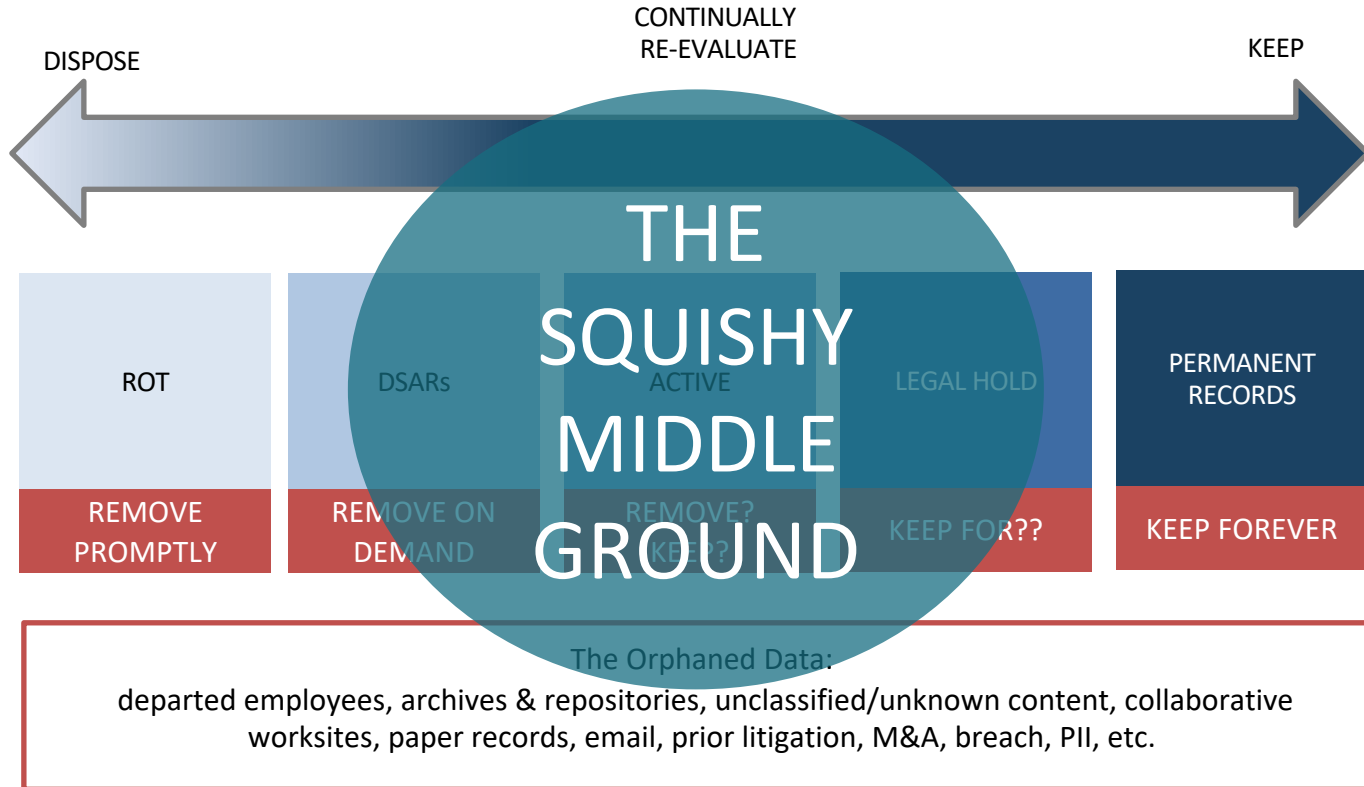
- When does the content reach the agreed-upon date of expiration?
- Per policy, when is the organization no longer obligated to retain the content?
- Per usage, when is it no longer valuable?



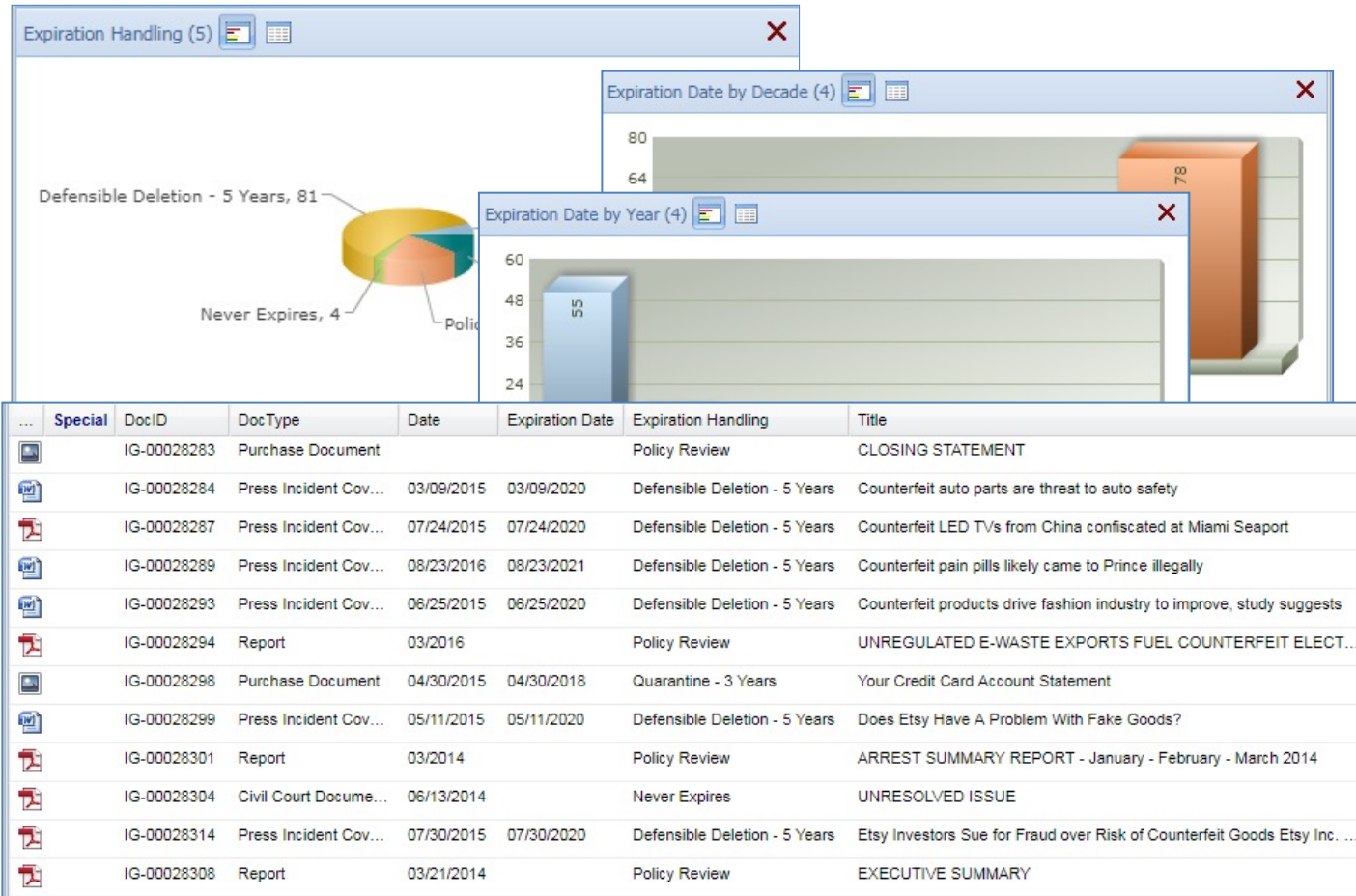
Obsolescence Handling

- How will the content be handled once the date of expiration has arrived?
- What workflows, decisions, authorizations, proof and auditing will be required when that day comes?

Retention as a Spectrum



Automated Retention Handling





Case Study

Automated Records Retention
for files from 100+ M&A
Transactions

Case study: Multinational computer technology corporation

Number of employees: 125,000 (2020)

Revenue: US\$39.50 billion (2019)

Countries Operating in: 175

Number of Customers: 430,000

Acquisitions per year: 5 – 10, 140 since 1994

Challenges:

1. Organize and control millions of files received from acquired organizations
2. Execute on formal records retention policies
3. Ensure compliance going forward



Project Overview: Organize Files from 100+ M&A Transactions



The HR M&A Universe

- Over 25 years of stored files (600 GB and growing)
- From hundreds of deals, many long-past
- Stored in separate folders in on-prem repository
- Files migrated “as is” from acquired companies



Its Impact

- No centralized content controls
- Inconsistent Attribute Tagging
- Searches dependent on dedicated staff and tribal knowledge
- Challenges enforcing retention policies
- High volumes of duplicate and expired records



Why Now?

- Mass migration of content to cloud
- Loss of tribal knowledge
- Compliance requirements
- Demand for faster and easier search results
- Set the stage for Content Lifecycle Management

Phased Implementation

Phase 1 Pilot

- Build Knowledge Fast -

- Core samples from 1-3 content stores
- Quick, easy analysis – what do we have?
- Limited tags: inventory, taxonomy, governance, search
- Benchmark & Forecast scope/scale
- ~ 3 months



Phase 2 Bridge

- Increase Scale & Scope -

- Process in final location w/API & network connectors
- Data from all repositories, build a baseline
- Full tagging & Rules refinement
- Scale up processing over 3-9 months



Phase 3 Go-Forward

- Ongoing & Delta Monitoring -

- Process by priority, in final locations w/ API & network connectors
- All content: new, old, changed
- Run searches/data requests by attributes
- Actively monitor performance



Success with HR M&A project



- Benefits & Improvements
 - MANAGED content
 - Reduce manual effort by **95%**
 - Searches in seconds. Not days.
 - Rapid response to stakeholders
- Centralized compliance enabled
- Build it once, measure and promote the benefits, refine and repeat process with other content in the cloud



Preaching to the Choir

Convince the masses
that IG is a priority

Records Management Challenges



LOTS OF LOCATIONS

Best intentions, but enterprise content is everywhere



TONS OF CONTENT

Stranded systems, messy files, ROT, 20+ yrs of email



PLAYING CATCH-UP

Legacy content while new content being created everyday



POLICY ENFORCEMENT

Impossible relying on humans, most in violation of own policies



DELETE EVERYTHING

IT: Stop wasting storage (and our time)



KEEP EVERYTHING

Legal: it might be under Legal Hold (now or one day)



UTOPIA

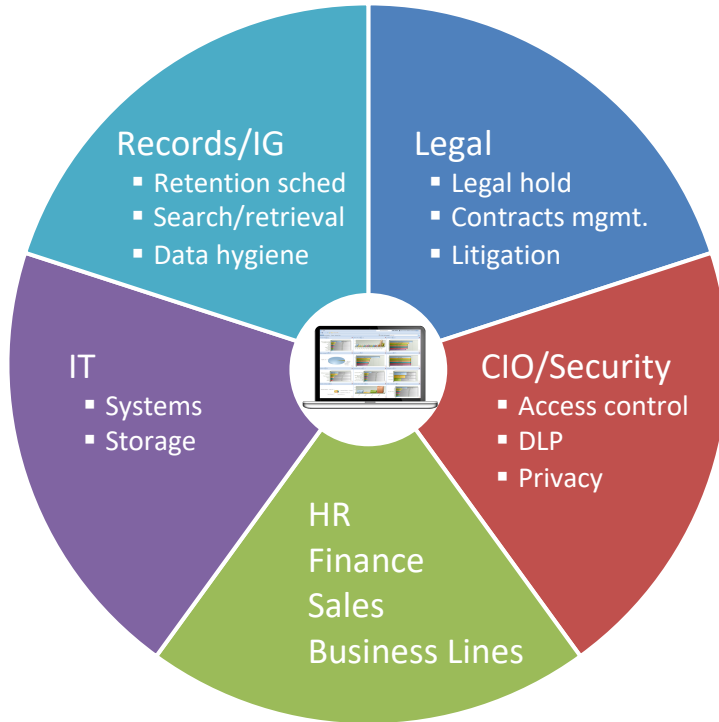
Records/IG: equip with tools to keep only what's important



PRIORITY, NOT COST

How to build IG as part of business strategy, not a cost

Same content, different goals



Every piece of content created has different value to each group

Who owns the content?

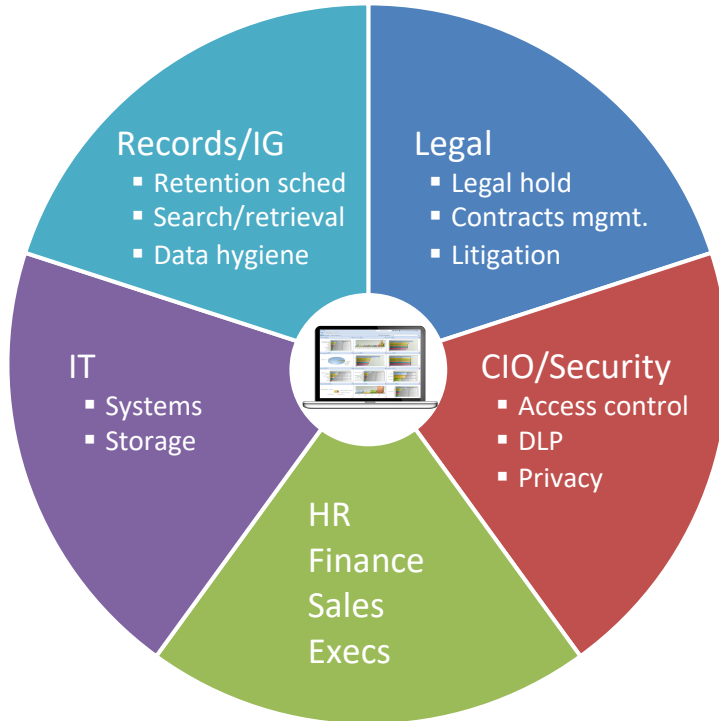
Whose goal is most important?

What poses the greatest risk?

Who owns the budget?

Common Goal: each group needs to be compliant with their mandate

Shared content, shared goals



Content management is everyone's issue

Organization and control are for the greater good

Should be a shared resource

Shared responsibility, shared cost

Common Goal: centralized management with distributed benefits

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



Benefits of using AutoClassification for Records Retention



PRODUCTIVITY

*Saves time & effort,
increases productivity*



ACCESSIBLE

*Content stays where it is,
accessed through 1 interface*



ORGANIZED

*Streamlined & organized by
document attributes*



PERMISSIONED

*Security/content access based
on user permissions*



AUTOMATED

*Rules-based decision making
based on content/context*



PERPETUAL

*Scans & processes new and
edited content as it happens*



NOTIFICATIONS

*Alerts when new content
processed, accessed, updated*



DEFENSIBLE

*Actions, decisions, deletion,
movement & access is logged*

PowerHouse AutoClassification Suite

POWERHOUSE

AutoClassification Engine

- Scans, locates disparate data sources
- Autoclassifying of content: rich metadata application, rules
- Flexible: on-prem/cloud/hybrid



BLACKCAT

Metadata Management & Data Visualization

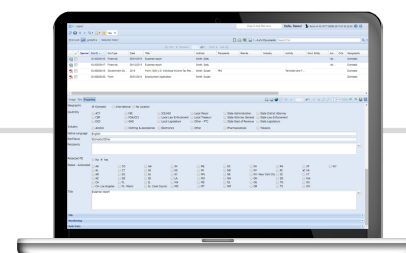
- User-friendly front end to PH
- Manipulate & manage files via metadata, instead of having to open or know about files



QCUI

Quality Control User Interface

- Quality Control teams to manually review, edit, supplement, and interface with rich metadata and fielded data extraction



Our Differentiators



100% CUSTOMIZABLE

Tags, rules & schedules tailored to your organization



FLEXIBLE DEPLOYMENT

Respect the way you do business – our cloud, your cloud, on-prem



eDISCOVERY HISTORY

Forensic analysis at the content & context level



UNSTRUCTURED

Structured & unstructured, not only Microsoft environments



AUTOCLASSIFICATION+

AutoTranslation, Auto-Transcription, AutoRedaction



PROFESSIONAL SVCS

On-site team, 20 years IG & data capture experts



STAGED ROLL-OUT

Build the foundation & grow, gut checks, sign-offs, ROI



SAAS MODEL

Software platform license, not charged per file, tag or keystroke

Q&A

Thank you

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