



— WEBINAR SERIES —

Sandy Serkes
Co-Founder & CEO

Jennifer Nelson
VP Strategic Solutions

AutoClassifying the 3 Rs: ROT, Records & Retention



Webinar Series



www.ValoraTech.com



ROT Remediation:
File Share Clean-up
January 21



How AC Transforms
Enterprise Search
June 17



Letting the Robots
Classify: Automating IG
February 18



Managing Data Privacy &
While Managing Records
September 16



AutoClassifying the 3 Rs:
ROT, Records & Retention
March 18



Demo Day
October 14



Structured Data
Management & Disposition
April 15



TBD
November 12



10 Ways AutoClassification
Can Impact AI
May 20



AutoClassification & AI
Trends in Enterprise
December 9

About Valora



- AutoClassification platform for Information Governance
- Automates **discovery**, **identification**, **classification** & defensible disposition
- Trusted by IG teams, Records & IM teams, Legal, Compliance, IT teams
- Brings multiple enterprise repositories into a single view



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

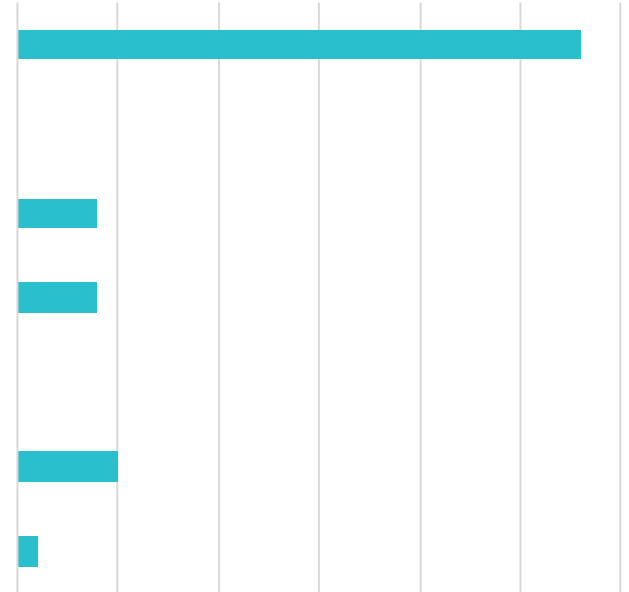
Legal

Compliance

IT

Data Privacy / Security

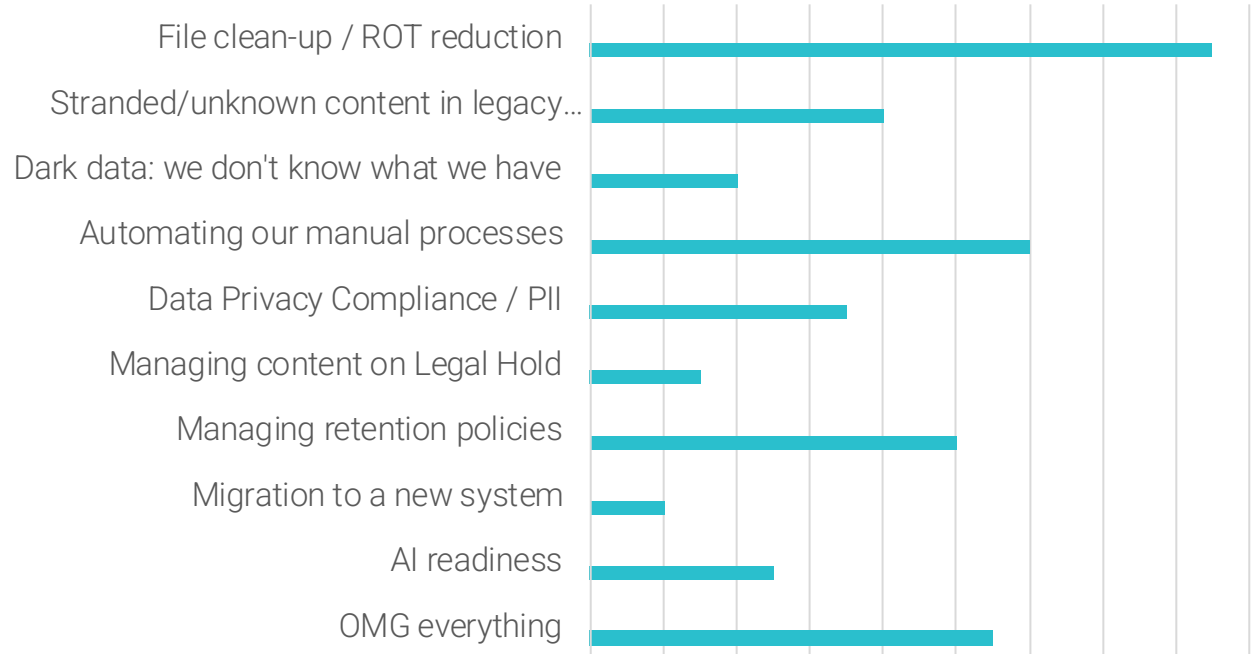
Other



Who you are & what your challenges are



Your RIM & IG Challenges



Housekeeping



Q&A



Recording



Slides



Feedback

Agenda

AutoClassification 101

AutoClassifying ROT

AutoClassifying Records

AutoClassifying Retention

How to Get Started

Agenda

AutoClassification 101

AutoClassifying ROT

AutoClassifying Records

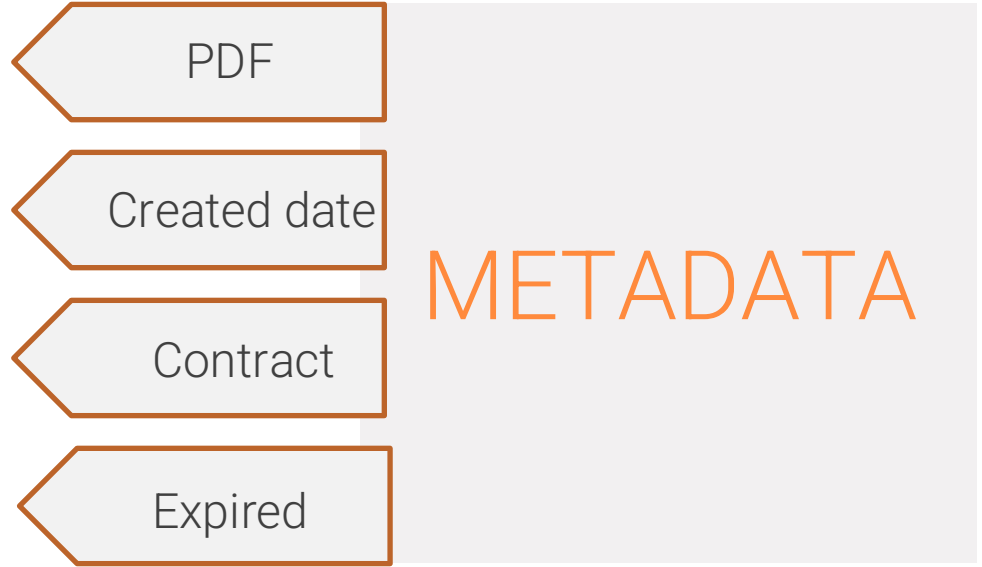
AutoClassifying Retention

How to Get Started

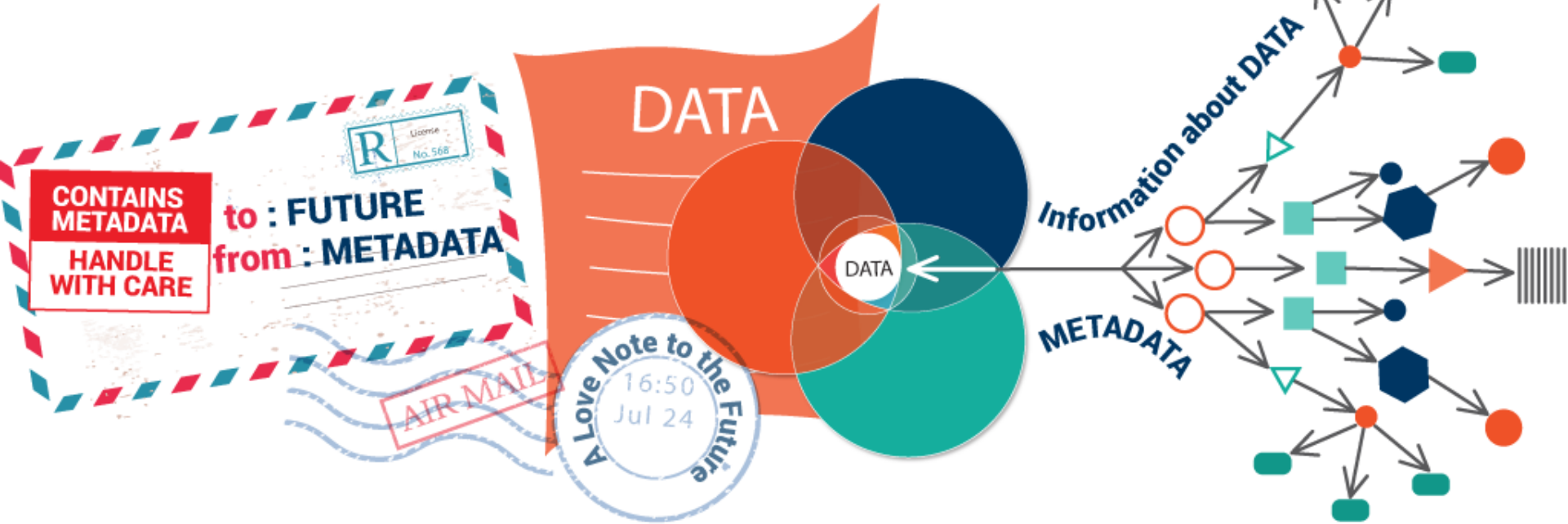
What is Classification?



Creating tags that tell us about a file



Metadata's "love note to the future"



You CAN classify manually...



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

Why Not Humans?



10 seconds to classify 1 document
= 360 docs per hour / 2,520 files per day

Human Error

Inconsistency, interpretations/
reluctance, "not my job"

Scalability Issues

Impossible to keep up with
volume of data

Compliance Risk

Regulatory non-compliance,
retention & deletion errors

Limited Auditability

Lack of transparency,
why things were categorized

Time Consuming & Costly

- 1000-person org, been in business 20 years
= backlog of 438M docs, take 1,664 employee years
to get through backlog
- Team of 329 humans to classify (87M docs/year) :
US: \$65k/yr ave. salary = \$21.3M/year, \$107M over 5 yrs
Overseas: \$5k/yr ave. salary = \$16M/year, \$8.25M over 5 yrs



20 GB per hour (average system)
= 50,000 docs per hour / 1M files per day

Consistency

Eliminates the possibility
of human error or oversight

Easy to Scale

Process & classifies 24 hrs
day = 1.2M files per day

Reduces Risk

Confidence in your data &
processes, ready for audits

Fully Defensible

Every decision, action,
disposition is tracked

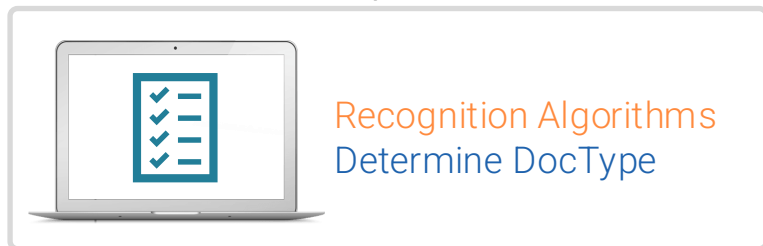
Reduces Costs / Reduces Time

- Reduce ROT: reduce hosting, storage, back-up costs
- Reduces time for manual on-demand searches:
data requests, DSAR, eDiscovery
- Reduces manual resources time /cost

True AutoClassification



+



+



AutoClassification = Rich Metadata + Rules

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



Answers the question:

What is this thing & what do I do with it?

...and then does it.

File Attributes become Rich Metadata



File & Rich Metadata
Determine Attributes

+

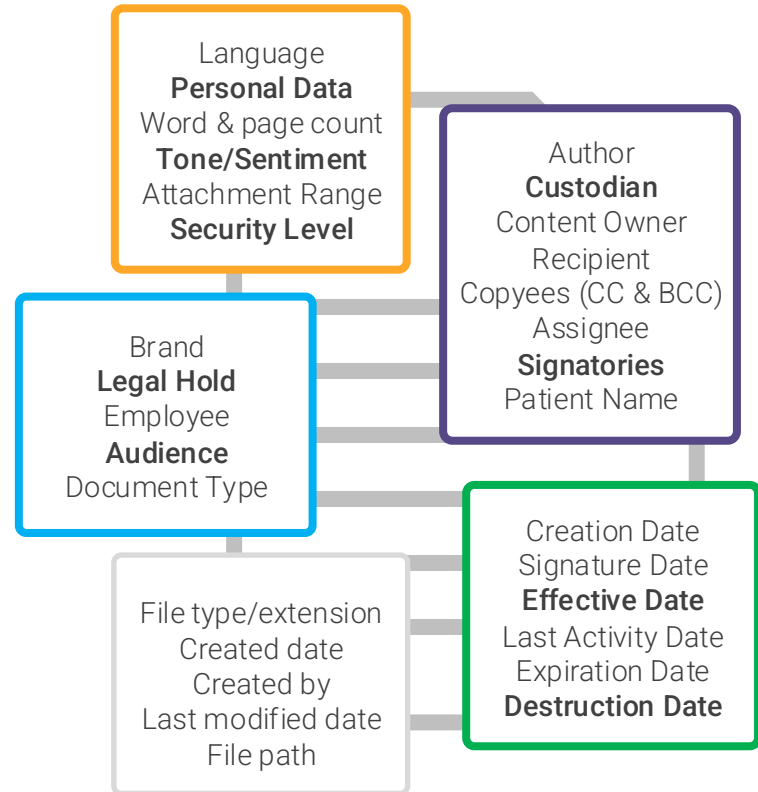


Recognition Algorithms
Determine DocType

+



Disposition Algorithms
Rules & Actions



Identifies DocType as defined by RRS



File & Rich Metadata
Determine Attributes

+

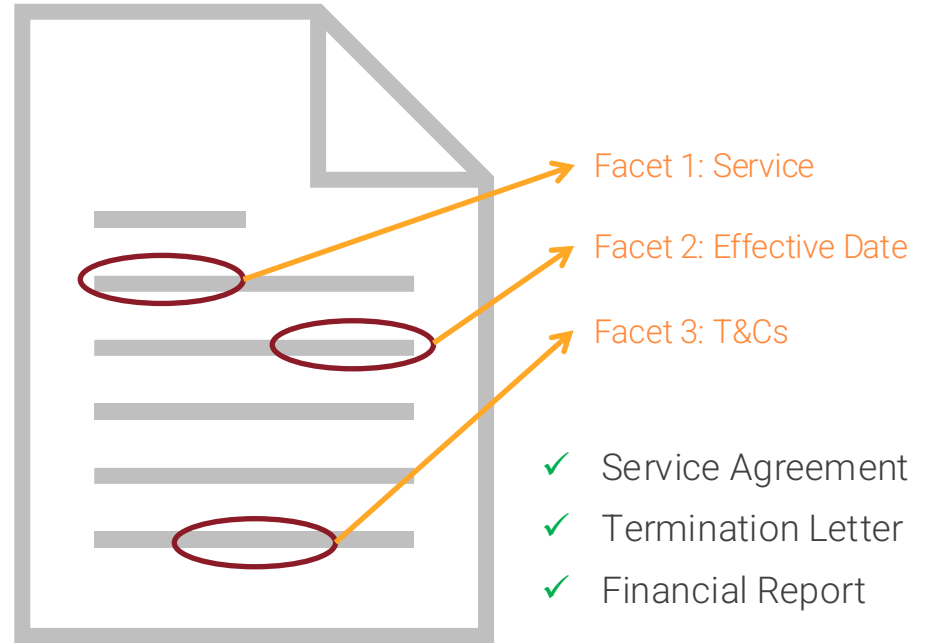


Recognition Algorithms
Determine DocType

+



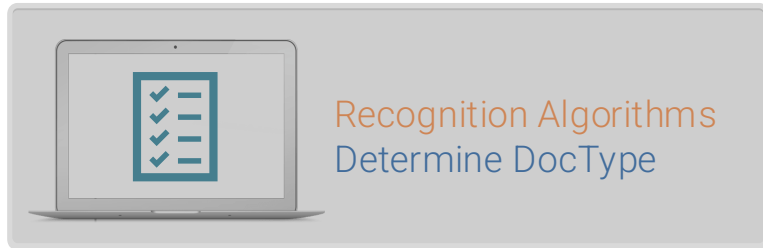
Disposition Algorithms
Rules & Actions



Defensible Disposition



+



+



- Determine the disposition & handling of content
- Typically follow an IF-THEN format, often nested
- Ex: Employment Contract:
 - ✓ Mark as Confidential
 - ✓ Move it to SharePoint
 - ✓ Retain for 8 years after termination
 - ✓ HR approval required before deletion

Automated, Manual and/or Hybrid Disposition



Tag



Delete



Report



Move



Archive



Hold



Migrate



Anonymize

Is AutoClassification AI?

Types of AI



Machine Learning

Algorithms that enable computers to learn from and make predictions or decisions based on data.



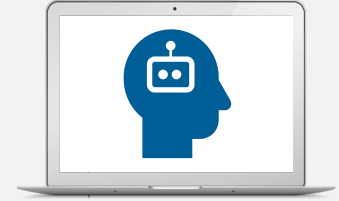
Extractive AI

Extracts specific information from large datasets or text.



Generative AI

Creates new content on the data it has been trained on.



Agentic AI

Operates independently, making decisions & performing tasks without human intervention.

AutoClassification is Transparent & Defensible AI



vs. Autonomous &
Hallucinogenic



Machine Learning

Algorithms that enable computers to learn from and make predictions or decisions based on data.



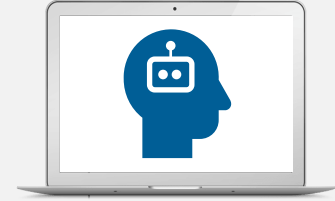
Extractive AI

Extracts specific information from large datasets or text.



Generative AI


Creates new content on the data it has been trained on.



Agentic AI

Operates independently, making decisions & performing tasks without human intervention.

AutoClassifying Documents

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

AutoClassifying a document

 PHARMACEUTICAL

Informed Consent Form

Title of Study: Phase II Randomized Controlled Trial of NeuroCure-X in Mild to Moderate Alzheimer's Disease

Principal Investigator: Dr. Jane Researcher

Introduction:

You are being invited to participate in a research study to evaluate the safety and efficacy of the investigational drug NeuroCure-X in treating mild to moderate Alzheimer's disease. Before you decide whether to participate, it is important that you understand the purpose, procedures, potential risks, and benefits of the study.

Purpose of the Study:

The purpose of this study is to determine whether NeuroCure-X is effective in improving cognitive function in individuals with mild to moderate Alzheimer's disease.

Procedures:

If you agree to participate, you will be randomly assigned to either receive NeuroCure-X or a placebo. You will be required to take the assigned treatment daily for a duration of 12 months. During this time, you will undergo regular cognitive assessments, medical evaluations, and safety monitoring.

Risks and Benefits:

Potential benefits may include improved cognitive function. Risks may include side effects associated with the study drug. Common side effects are whatever.

Confidentiality:

Your personal information will be kept confidential, and only authorized individuals involved in the study will have access to your records.

Voluntary Participation:

Participation in this study is entirely voluntary. You may withdraw at any time without penalty or loss of benefits.

Questions:

You are encouraged to ask any questions you may have before deciding to participate. Dr. Jane Researcher can be contacted at 736-831-9833 for any further information.

Consent:

I have read and understand the information provided in this Informed Consent Form. I have had the opportunity to ask questions, and my questions have been answered to my satisfaction. I voluntarily agree to participate in the study.

Participant's Name: Jennifer Nelson

Participant's Signature:  Date: Dec 14, 2023

Investigator's Signature:  Date: Jan 5, 2024

DocType = Informed Consent Form

Drug Name = NeuroCure-X

Trial = Phase 2 Randomized
Controlled Trial

Investigator = Dr. Jane Researcher

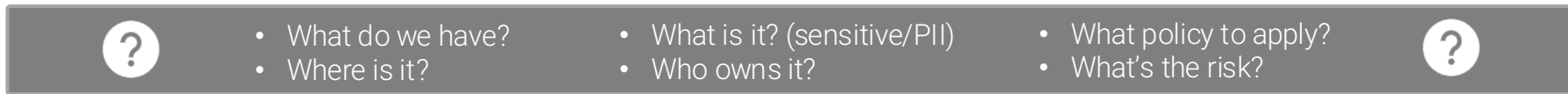
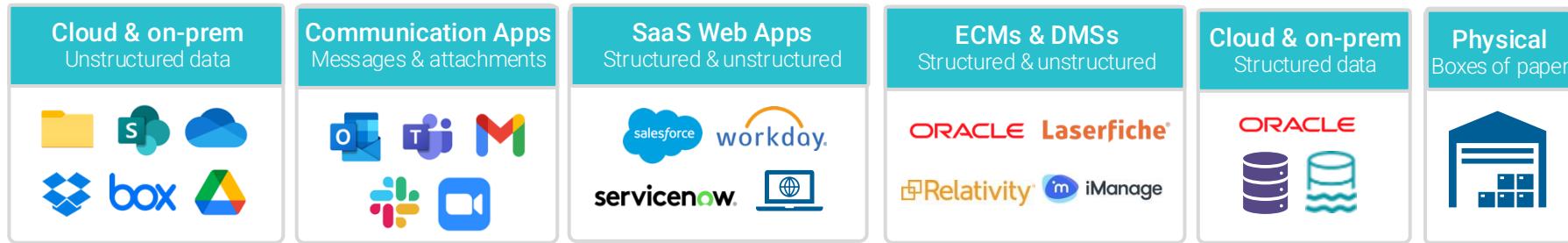
Participant = Jennifer Nelson

Date Executed = Dec 14, 2023
[Date format → 12/14/2023]

RecordType = Consent Form
RecordClass = Clinical Trial
Retention = Executed + 8Y
Sensitivity = Confidential
Handling = Delete after
authorization
AI Training = No

Retain.
Delete on Dec 14, 2031

AutoClassification at the Enterprise Level



Data Discovery
Locate and inventory

Intelligent Analysis
Full-text content analysis

Auto-Classification
Automated classification

Defensible Disposition
Automated rules & workflows

Delta Monitoring
Ongoing scans & audits

- Scans multiple data repositories
- Unstructured/structured
- Cloud & on-prem environments

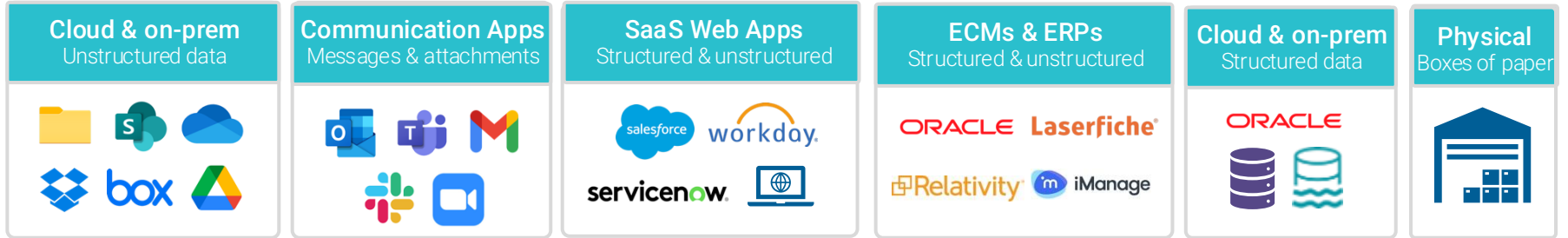
- Full text analysis
- Dark data discovery & inventory
- Text, preview images for analysis

- Classification, based on content
- Rich metadata application
- On-demand/automated reporting

- Automated, Manual, Collaborative
- Automated rules & workflows
- Auditable and traceable

- Scans for new & edited content
- Update changes to policies
- Ensure ongoing compliance

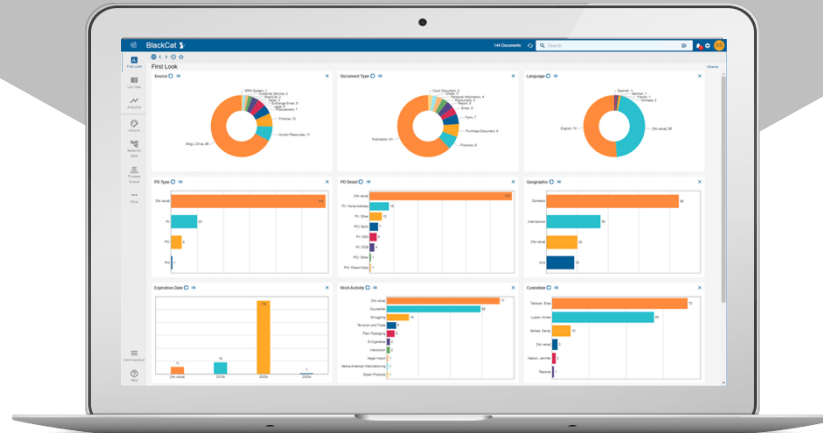
AutoClassification at the Enterprise Level



- ✓ What do we have?
- ✓ Where is it?

- ✓ What is it? (sensitive/PII)
- ✓ Who owns it?

- ✓ What policy to apply?
- ✓ What's the risk?



How Organizations are using AutoClassification



Data Discovery & Classification

- Identify content: *where* it is and *what* it is to determine *how* and *when* it should be managed.



ROT & File Clean-up

- Identify, disposition, and defensibly delete Redundant, Obsolete and Trivial data across systems.



Records Management

- Automate and manage routine and specialized Records handling: expiration, destruction, migration.



Data Privacy & GRC

- Locate, identify, redact, manage Personal Data and other corporate sensitive content; DSAR mgmt.



Legal Hold/eDiscovery

- Reliable data collection for efficient and defensible Legal Hold & eDiscovery processes.



AI Readiness

- Reduce risk & maximize GenAI initiatives with clean, curated, and trustworthy AI-ready content.

Benefits of using AutoClassification



Reduces Errors

Eliminates inconsistencies, human error or oversight



Reduces Risks

Active responsibility of your data, know what you have, where it is



Creates Instruction

at the content level, based on metadata & rules



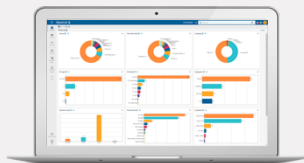
Defensible

Actions, decisions, movement & access is logged



Ensures Compliance

Onside with internal policies + regulatory & industry obligations



Single Pane of Glass

Allows you to see across multiple systems, structured/unstructured



Easy Data Collection

Any data request: litigation, investigations, DSARs, breaches



Evergreen

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

Observational vs. Operational Governance



Observational Governance

Discover → Classify → **Report**

- ✓ Dashboards
- ✓ Reports
- ✗ Does not take action



Operational Governance

Discover → Classify → **Remediate**

- ✓ Cross-repository classification
- ✓ Automated remediation
- ✓ Lifecycle management

Nice to have

Organizations want to move from Visibility → **ACTION**

Need to have

Agenda

AutoClassification 101

AutoClassifying ROT

AutoClassifying Records

AutoClassifying Retention

How to Get Started

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



Inappropriate

- Off-color, offensive
- DEI violation
- Ill-gotten or misuse
- Opt-out tracking

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

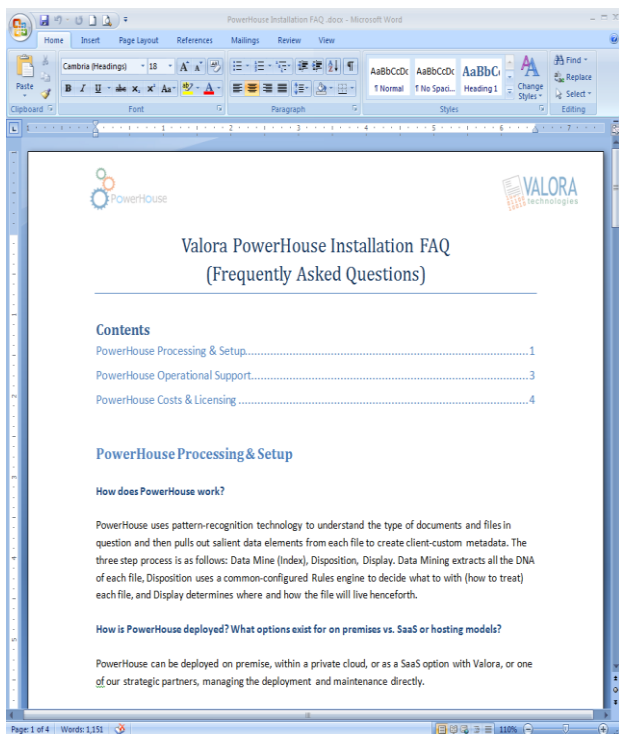
- 99% duplicates
- Functionally identical, but forensically different (no Hash match)



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

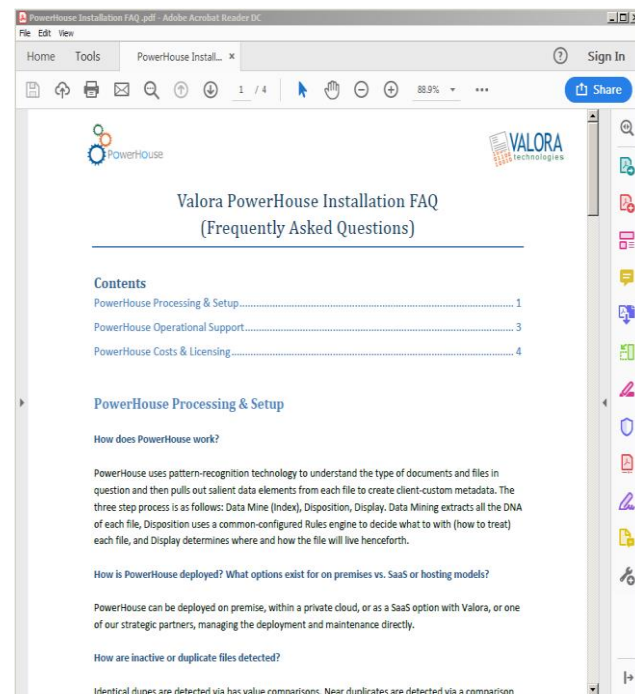


Questions v12.doc
96 KB



FAQ Final.pdf
616 KB

Functionally identical
based on content



Auto Classifying ROT (junk)



“Watch list” terms

Date

+ No further content

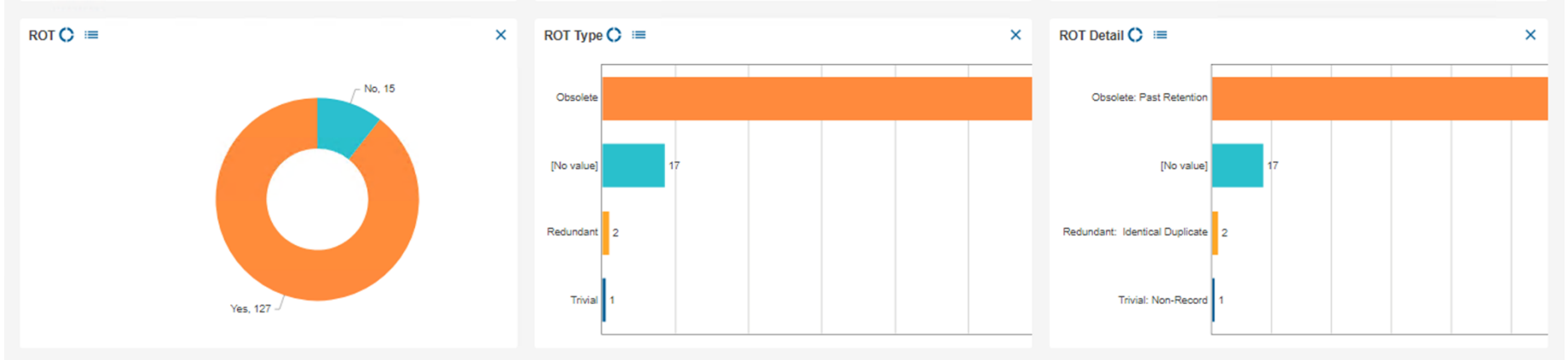
+ Heavy graphics

+ 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

Agenda

AutoClassification 101

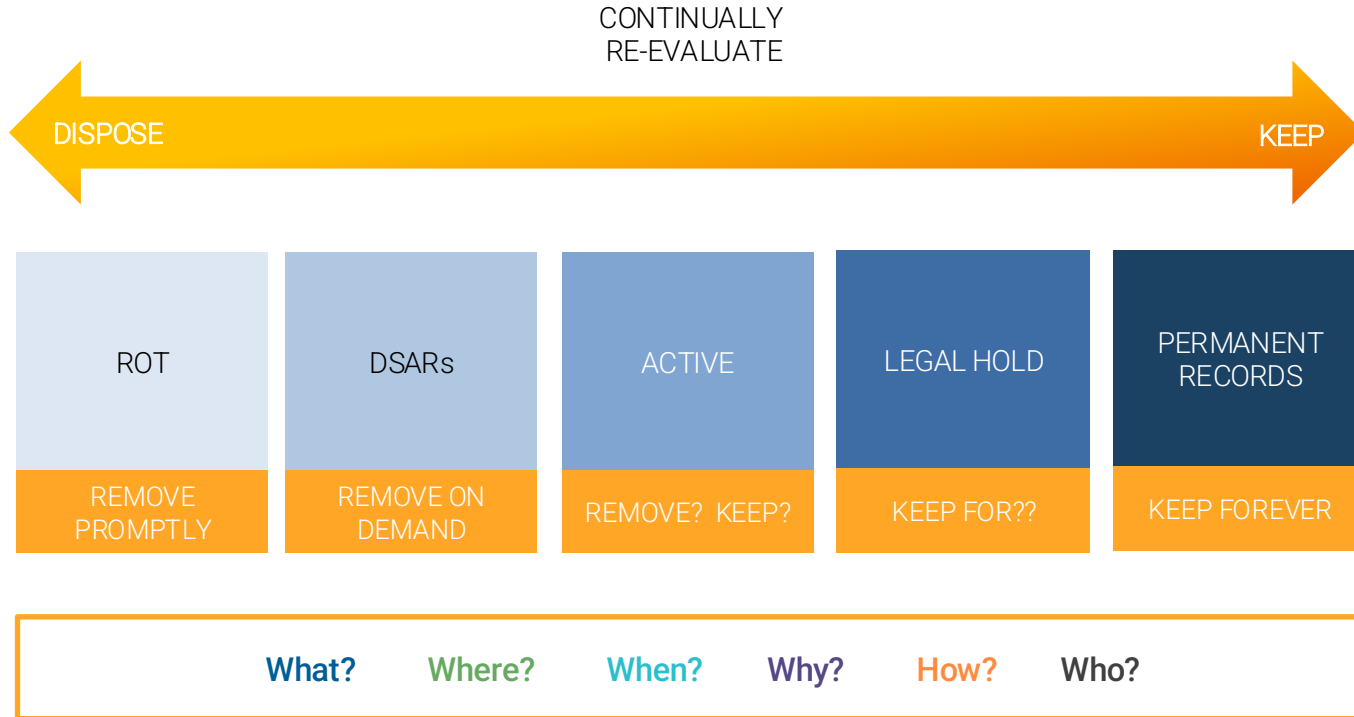
AutoClassifying ROT

AutoClassifying Records

AutoClassifying Retention

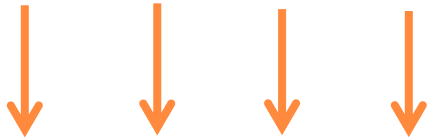
How to Get Started

Retention as a Spectrum

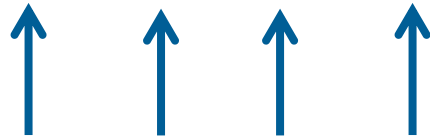


Top Down vs. Bottom Up Records Retention

Determine Broad Record Types



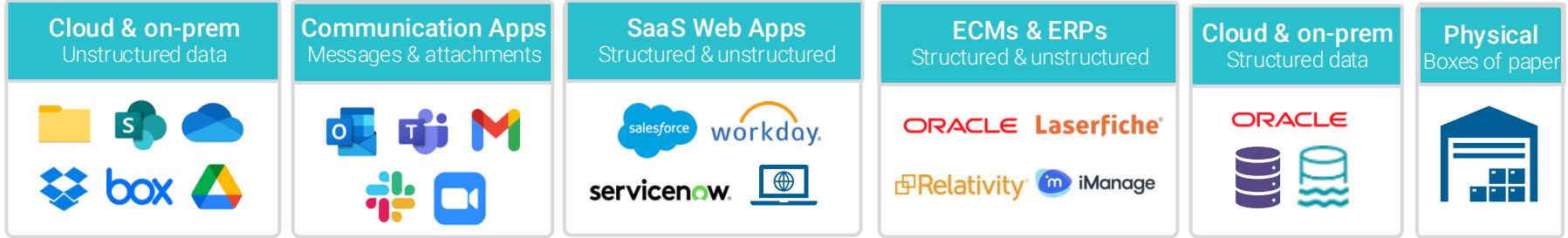
- Implement downward onto departments
- Individual employees “make it fit” into provided classifications
- RIM personnel are encyclopedic experts on Record Types
- Onus is on: department/employee
- Non-records managed by time



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*

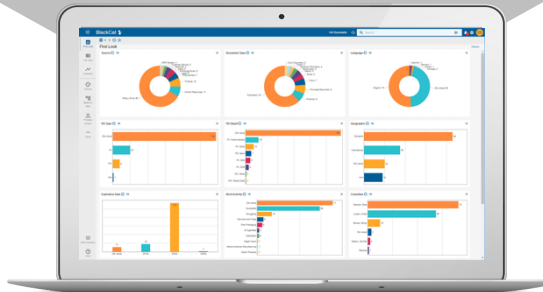
Pulling Rules from RRS



WASHINGTON STATE UNIVERSITY
RECORDS RETENTION SCHEDULE
PROCEDURES, RECORDS, AND FORMS PULLMAN, WA 99163-5000 (08/18/2025)

Page 1 of 3

AGENCY	AGENCY NAME	OFFICE NAME	CONTACT TELEPHONE	MAIL CODE	ZIP CODE		
365	Washington State University	Procedures, Records, and Forms	235-2005	1225	1470		
365	Washington State University	Procedures, Records, and Forms	235-2005	1225	1470		
NO.	TITLE	CLASSIFICATION	ORIG. MEDIA	EXEMPT. CODE	EXEMPT. PERIOD	ADDITIONAL INFO	RECORDS MANAGEMENT
1	DRAFTS OF POLICY AND PROCEDURES STATEMENTS AND BACKGROUND* <small>* Uncompleted projects which may be assigned at some future time or background in completed projects.</small>	ORIG	US	0 yr	80-12-26412		
2	FORMS HISTORY FILE** <small>** Records created to control the creation, design, use and revision of WSU forms. Includes initial requests for forms, purpose of form, requested usage, copies of the original form and revisions, and related documentation.</small>	ORIG	file of form	2 yrs	GE 1301		
3	FORMS INVENTORY FILES** <small>** Inventory of stock of forms on hand.</small>	ORIG	US or electronic	0 yr	GE 1303		



Records & Information Management Use Cases



Identify & tag content with rich metadata

- Paper & electronic
- Multi-repository view
- Which files are records?
- Which files are ROT (junk)?
- Which files contain sensitive content?



Setup for disposition & lifecycle management

- Label Record Types & Classes for each file
- Enact proper retention
- Dictate disposal method
- What workflows/authorizations?



Advanced Lifecycle Management

- Subordinating to Legal Hold
- Handling future states:
 - New/changed content, policies, regulations
 - New/changed objectives, strategies, budgets
- Assisting other groups in data management, retention and production (ex: Legal, KM, M&A)

Stored Physical Records (Boxes)

Export metadata from spreadsheet or box inventory application (if possible)




Create export as JSON, CSV, XML, etc.

	A	B	C	D
1	Name	Company	Email	Phone Number
2	Carole West	Olson Inc.	swest.induct@acmationnare.edu	501.385.8138
3	Harper Hines	Libero Mauris LLC	sed.libero.Proin@Alquamindodurhunc.net	102.322.8325
4	Chandler Wood	Alloqui Inc.	al.wood@gronin.co.uk	788.867.8273
5	James McKinney	Nisi Quisque Ltd	whicula.Pellentesque@auctonMaurisvel.com	286.843.7071
6	Deborah Chandler	Sit Amet Dum PC	al.pede.Cas@Inventorencorhilia.com	411.105.8763
7	Neus Joseph	Ali Turpis Egesta Industries	Quisque.sed@henn@net.edu	307.063.8512
8	Paloma Fitzgerald	Nulla Integer Associates	VelitDum@Maurisquis.org	987.837.7029
9	Neven Swenney	Ali LLC	Interquaevenit@InIntegertrici.net	129.728.0664
10	Len Barry	Phasellus Limited	sapin.gravida@efficit@Inmalesuada.ca	262.563.9418
11	Jordan Jackson	Sedentes LLC	Phicit.dolor.Nulla@Donec.ca	873.304.7189
12	Cleo Camacho	Tristique Ali PC	Phasellus.vitae.mauris@UtamibhDonec.edu	486.250.9502
13	Morgan Pitts	Eget Industries	tortor@Tempor.net	445.873.9518
14	Sigourney Sartan	Et Company	Nunc.mauris@Curabitur.com	419.876.0966
15	Kenneth Snyder	Et LLP	quis.pede.Suspenditur@Roborticus.edu	679.439.7261
16	Olivia Smith	Aliquam@UtamibhAssociates	Utamibh@Curabitur.com	102.969.5629
17	Olga Meyer	Donec Fehi Dui Inc.	auctor.Nunc.Nulla@parvulorimortis.com	212.813.3638
18	Kandler Cochran	Morbi Tristique LLC	nisi.dolor@Nuncacum.org	565.327.8913
20	Kate Small	Ea Nibh Ltd	erat@Namc.co.uk	789.335.3028
21	Emerson Hendricks	Ultrices Sit Company	nisi.Cum@Invenvel.ca	125.107.7922
22	Gary Frost	Mauris LLP	turpis.sagittis.Aliquam@LiberoMorbi.ca	747.391.2416
23	Quinn Leach	Nunc Et Incorporated	Mauris@Inmalesuada.com	428.002.6596
24	Cameron Snow	Et Phasellus Eget Industries	semectus@mausaQuisque.edu	124.734.5169
25	Alison Avila	Dui Purussem Montes Limited	nulla.magna.malesuada@DonecInconsecta.ca	915.405.8712
26	Charles Gentry	Comes Corp.	mausa.Mauris@Eget.co.uk	739.764.8318
27	Raphael Miles	Mauris Corp.	per.Inconsecta.Hyemnaeas@UtamibhDonec.edu	929.191.0506
28	Tanner Harrell	Morbi Dui Associates	Mauris@InconsectaMauris.edu	1005.647.7474
29	Henry Villarreal	Leucta Inc.	fermentum.fermentum@Eget.edu	879.841.4865
30	Kim Roberson	Cris Associates	quam@InMaQuisque.edu	428.409.1297
31	Evon Huff	Morbi Industries	lobortis.Ultrices@Egetipsumcurus.ca	194.265.9792
32	Winter Parrish	Augue PC	suscipit.nonummy.Fusce@Inremut.co.uk	647.125.2722



PowerHouse creates a “Mockument”
User-friendly view of
each box’s information


Source Location	Boston, MA
Source Provider	Iron Mountain
Box Number	94-206
Box Location	2-44-6703
Custodian	Smith, Carol
Date Stored	12/24/1994
Contents	Marketing Files
Sensitivity	Business Confidential
Code	MKTG-9594
RFID	 4570213567
Bates Range	MAR-94-10256.04 - MAR-94-10711.01
Notes	From move to new facility

Mockument = Single Box

Paper Box Tracking



Box Data

Source Location	Boston, MA
Source Provider	Iron Mountain
Box Number	94-206
Box Location	2-44-6703
Custodian	Smith, Carol
Date Stored	12/24/1994
Contents	Marketing Files
Sensitivity	Business Confidential
Code	MKTG-5954
RFID	 4678213567
Bates Range	MAR-94-10256.04 - MAR-94-10711.01
Notes	From move to new facility

Box Files & Attachments

Title	Document Type	Source	Date
JKR CV	Personnel	Box 94-206	1998-10-01
Roberts Event Planning	Correspondence	Box 94-206	2002-06-01
Non-Disclosure Agreement	Agreement	Box 94-206	1998-11-15

Stored information about Box

The Mockument serves as a record placeholder inside BlackCat that can be used to report on or trigger actions to the Box.

Stored information about Files Inside the Box

Managing Boxes Inside BlackCat

BlackCat
7 Documents (of 191) Search

First Look
List
View
Analytics
Actions
Selection Sets
Process Queue
More
Administration
Help


Special Special Special Special DocID Date LoadDate Title Document Type ROT Detail Record Class Expiration Date Retention Period PD Detail Sensitivity Custodian Original File Name Author Author Organi... Ext Recipient

IG_Data_0000011...	5/30/2023	Doctors warned about counterfeit drugs	Publication	Public Relations	Public	Issue Date + 5 Years	Tatsoian, Elise	Doctors warned ab...	CT Post	DOCK				
IG_Data_0000045	5/30/2023	EMPLOYER FIRST REPORT OF INJURY	Report	Obsolete: Past Retention	Miscellaneous	10/10/2021	Last Modified + 5 Years	HR_Incident Repor...	State of VT ...	JPG				
IG_Data_0000072	5/30/2023		Letter	Obsolete: Past Retention	Correspondence &	5/9/2017	Issue Date + 5 Years	Letter3.jpg	Coax-Cox	JPG				
IG_Data_0000097	8/15/2015	Expense report	Financial	Obsolete: Past Retention	Accounting & Finan...	8/15/2022	Issue Date + 7 Years	PII_SSN	Lupton, Arieta	PII_Expense Repor...	Smith, Sally	Valora Techn...	XLSX	
IG_Data_0000096	8/1/2016	Expense report	Financial	Obsolete: Past Retention	Accounting & Finan...	8/1/2023	Issue Date + 7 Years	PII_SSN	Lupton, Arieta	PII_Expense Repor...	Smith, Sally	Valora Techn...	XLSX	
MOCK00000003	2/10/2023	Patient, Sally DB Index Record	Mockument	Personnel	Personnel	2/10/2030	Issue Date + 7 Years	PHI: Patient Data; PII: DOB; PII: ...	Highly Sens...	Records	System			
IG_Data_CT_0000...	1/5/2024	Individual Patient Expanded Access Investigational New Drug ...	Form	Correspondence & ...	Correspondence & ...	1/5/2029	Issue Date + 5 Years	PHI: Patient Data; PII: Other	Highly Sens...	Nelson, Jennifer	FDA Form Clinical ...	Jan Nelson		PDF


Making subset... (1)

Preview Text Properties of/MOCK00000003

Paper Box Tracking: Box 94-206



Box Data

Source Location	Boston, MA
Source Provider	Iron Mountain
Box Number	94-206
Box Location	2-44-6703
Custodian	Smith, Carol
Date Stored	12/24/1994
Contents	Marketing Files
Sensitivity	Business Confidential
Code	MKTG-5954
RFID	 4678213567
Bates Range	MAR-94-10256.04 - MAR-94-10711.01
Notes	From move to new facility

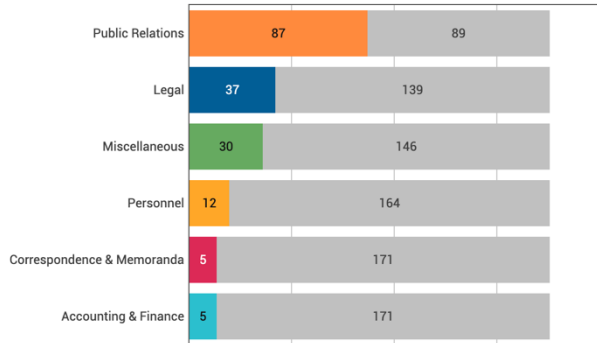
Box Files & Attachments

Title	Document Type	Source	Date
JKR CV	Personnel	Box 94-206	1998-10-01
Roberts Event Planning	Correspondence	Box 94-206	2002-06-01
Non-Disclosure Agreement	Agreement	Box 94-206	1998-11-15

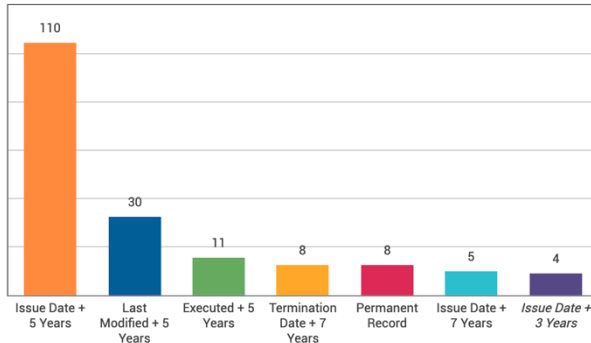
Launch
Page 1 / 1
Navigation icons

AutoClassified Records

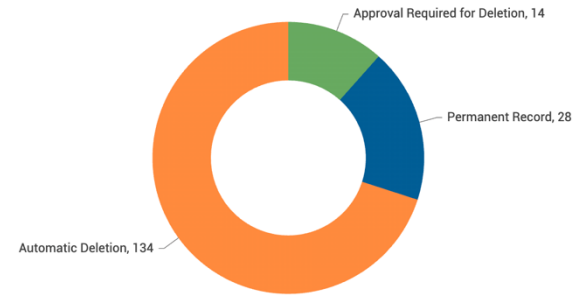
Record Class (6)



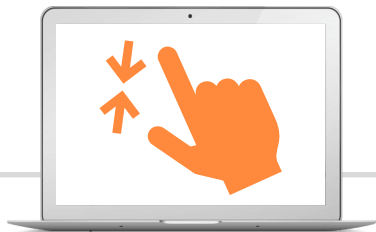
Retention Period (7)



Expiration Handling (3)



Operational Governance: Setting Up Deletions



Manual Deletion

- Target files or subsets
- Choose deletion options, including approval workflows
- Full audit tracking



Auto-Deletion

- Target files or subsets
- Choose deletion options, including approval workflows
- Pre-approve & pre-schedule deletions to trigger on:
 - Retention Dates, Offboarding/Termination, Legal Hold lift, Dupe detection & more
- Full audit tracking



Hybrid Approach

- Select treatment by data facet, source, workflow, time, etc.
- Setup repeating cadences
 - Every 30/60/90 days
 - Upon trigger conditions
- Assist other groups in data management, retention and deletion (ex: Legal, IT, Compliance)

Agenda

AutoClassification 101

AutoClassifying ROT

AutoClassifying Records

AutoClassifying Retention

How to Get Started

2 Key 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?

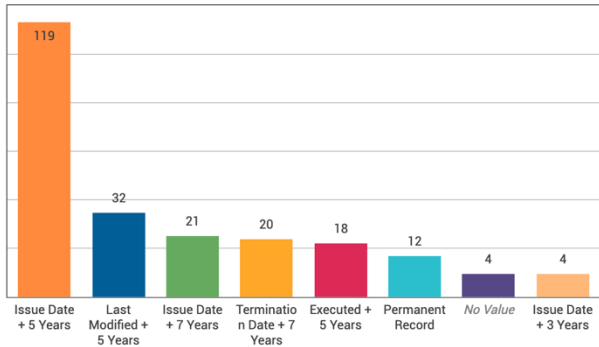


Obsolescence Handling

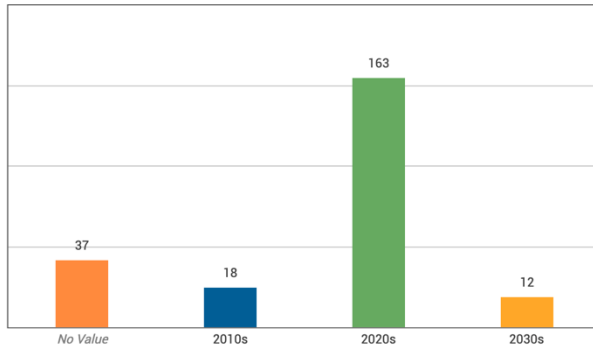
- How will the content be handled once the date of expiration has arrived?
- What workflows, decisions, authorizations, proof and auditing will be required when that day comes?

Automated Retention Handling

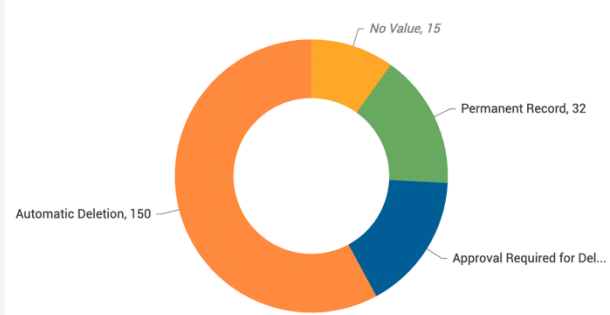
Retention Period (8)



Expiration Date



Expiration Handling (4)



List View

	Special	Source	Document Type	Title ↑	Record Class	Date	Expiration Da...	Retention Period	Expiration Handling	ROT	ROT Type	ROT Detail
<input type="checkbox"/>		Mktg L Drive	Publication	\$3.2M IN COUNTERFEIT HERMES BELT...	Public Relations	7/24/2015	7/24/2020	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	\$3.2M IN COUNTERFEIT HERMES BELT...	Public Relations	7/24/2015	7/24/2020	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention; ...
<input type="checkbox"/>		Mktg L Drive	Publication	\$500,000 in counterfeit items seized du...	Public Relations	6/30/2015	6/30/2020	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Finance	Check	1025	Accounting & Fi...	11/15/2009	11/15/2016	Issue Date + 7 Years	Approval Required for Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Finance	Check	15850743	Accounting & Fi...	3/4/2013	3/4/2020	Issue Date + 7 Years	Approval Required for Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Legal	Court Document	2014 -- H 7166 STATE OF RHODE ISLA...	Legal	1/23/2014		Permanent Record	Permanent Record	No		
<input type="checkbox"/>		Mktg L Drive	Publication	22 detainees, most Bulgarians in operat...	Public Relations	7/8/2016	7/8/2021	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	7 ON YOUR SIDE: COUNTERFEIT GOOD...	Public Relations	5/15/2015	5/15/2020	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	7 ways to identify fake Samsung smart...	Public Relations	6/14/2016	6/14/2021	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	7 ways to identify fake Samsung smart...	Public Relations	6/14/2016	6/14/2021	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Redundant: Identical Dupl...
<input type="checkbox"/>		Mktg L Drive	Publication	9 nabbed in NC to NY cigarette scam, w...	Public Relations	12/3/2016	12/3/2021	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	A new unit has to tackle the contraband...	Public Relations	2/16/2016	2/16/2021	Issue Date + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Legal	Court Document	APPEALS DIVISION BOARD HEARING S...	Legal	7/13/2012	7/13/2017	Executed + 5 Years	Approval Required for Deletion	No		
<input type="checkbox"/>		RnD	Form	APPLICATION TO MARKET A NEW OR A...	Correspondence...	1/5/2024	3/31/2026	Issue Date + 5 Years	Approval Required for Deletion	No		
<input type="checkbox"/>		Mktg L Drive	Report	ARREST SUMMARY REPORT - January ...	Miscellaneous	3/1/2014	6/17/2021	Last Modified + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Form	Airman Certificate and/or Rating Applic...	Miscellaneous	9/18/2003	10/7/2021	Last Modified + 5 Years	Automatic Deletion	Yes	Obsolete	Obsolete: Past Retention
<input type="checkbox"/>		Mktg L Drive	Publication	Amazon to face trial over knockoff pill...	Public Relations	7/21/2015	7/21/2020	Issue Date + 5 Years	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

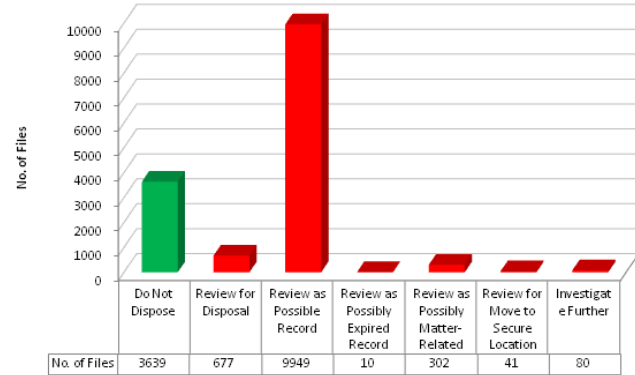


NON-RECORD DISPOSAL REPORT

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

Total File Counts:
14350

Breakdown of Recommended Actions



Files Found	What to Do For Each File	Where the File is Located	Click to Perform Recommended Action		
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 Pivot	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	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper Potts OneDrive - Stark.zip/OneDrive - Stark	+
Due: 9/27/19					
project glic.xlsx	Amount Claimed Against Stark \$332,045,063 \$166,602,984 Amount Claimed Ru Stark \$101 734 647	Protected: Do Not Dispose	Last Modified < 3 Years	C:/Stark-NRD-ODB/Pepper Potts OneDrive - Stark.zip/OneDrive - Stark	+

Agenda

AutoClassification 101

AutoClassifying ROT

AutoClassifying Records

AutoClassifying Retention

How to Get Started

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



Cool. How long is that going to take?



Complexity

Of your data environment: cloud, on-prem, structured, unstructured data environments



Goals & Requirements

Input from stakeholders for enterprise-wide approach to data governance.



Amount of Data

Smaller organizations with less data will be faster to process than large enterprise.

Weeks

Months

Phased Implementation



Planning

Prioritize data environments, align stakeholders, set KPIs



Proof of Concept

Limited data set to benchmark and forecast scope/scale



Implementation

Implement scale to process all enterprise content



Delta Monitoring

Continuously look for and process new & edited content

Weeks

Months



— WEBINAR SERIES —

Q&A / Thank you!



Sandra Serkes
Co-Founder & CEO

sserkes@valoratech.com



Jennifer Nelson
VP Strategic Solutions

jnelson@valoratech.com



www.ValoraTech.com



Book a Demo



Webinar Series



[/valora-technologies](https://www.linkedin.com/company/valora-technologies)