

## Value to you

- *Speeds up search and retrieval for business users*
- *Reduces exposure and costs*
- *Leverages information*

## CONTACT US

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# Records and Information Governance

As a key resource in the operation of any organization, records and information must be created, maintained, and used in a way that effectively supports the organization's activities, including facilitating and sustaining the day-to-day operations, supporting predictive activities such as budgeting and planning, assisting in answering questions about past decisions and activities, and demonstrating and documenting compliance with applicable laws and legal standards.

## The Challenge

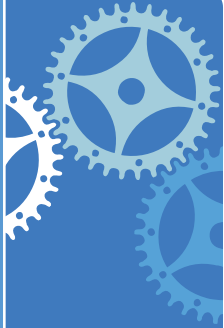
Organizations are being affected increased scrutiny on resources and compliance of regulations. Internal environments are changing due to mergers, acquisitions, and restructuring. These changes require effective and efficient management of the records and information resource that starts with a corporate culture of responsibility that recognizes:

- Records and Information are assets.
- Records and Information have a lifecycle.
- Everyone is accountable.

## The Gimmel Approach

Gimmel understands that records and information governance is about policy, process, people, and technology. Gimmel offers the following services that help our clients achieve these goals more quickly and cost effectively.

- **Phase 1 - Assess** - Conducting a high-level maturity assessment provides recommended future state and prioritized transitions to get there.
- **Phase 2 - Transition** - Derived from a maturity assessment, a customized program plan provides the basis for investment and migration towards the future state and a more consistent and effective recordkeeping environment.
- **Phase 3 - Implementation** - Implements the program and includes:
  - Governance structure and processes consistent with policies as well as business goals and objectives.
  - Big bucket enterprise retention schedule consolidates retention categories into fewer bigger "buckets" and considers many factors including an organization's risk tolerance, litigation history, and resourcing constraints.
  - Enterprise information lifecycle applies management control including retention to all information from creation to final disposition.
  - Communication and training for new hires and for all information workers as part of regular compliance training activities.
- **Phase 4 – Sustain** - Focuses on continuous improvement of records and information management processes, practices, and competencies.



### Select Gimmel Clients

AEI Energy  
Anadarko  
BHP Billiton  
BP  
Calpine  
Chevron  
City of Houston  
Conoco Phillips  
Dominion Resources  
DR Horton  
DuPont  
Fannie Mae  
Hess  
Home Depot Supply  
Kimberly-Clark  
Marathon Oil  
McDermott  
McGraw Hill  
MD Anderson  
Nations Petroleum  
Northrup Grumman Corporation  
Oceaneering  
Pepsico  
Pfizer  
PriceWaterHouseCoopers  
Reliant Energy  
Sallie Mae  
Shea Homes  
Solvay Pharmaceuticals  
Southwest Securities  
Standard & Poor's  
Swiss Reinsurance  
TIAA Cref  
Transocean  
US Department of the Interior –  
Minerals Management Services  
US Govt Accountability Office  
University of Texas Health Science  
Center  
Watson Wyatt

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## The Solution

An initiative to develop (or renew) an organization's vision and implementation plan for a records and information governance program encompasses strategy and planning, technology direction, design, implementation, and ongoing support of a set of recordkeeping practices and solutions to satisfy legal, compliance, and operational needs. Our experts work with your internal stakeholders to meet these key objectives:

- Develop a business case for the overall investment and implementation of the program plan.
- Establish a comprehensive and actionable program plan.
- Use technologies that support records and information governance on an enterprise scale.
- Create awareness and understanding of the policies and practices to manage the full lifecycle of business records and information.

## Gimmel Differentiators

Gimmel has expertise in implementing records programs that are tightly integrated with Enterprise Content and Records Management (ECRM) systems and manage content regardless of whether it is stored as paper files, electronic documents, electronic mail messages, or digital images. Working with Gimmel provides:

- Understanding that records and information management is ultimately about governance and people.
- Best practices on the "big bucket approach", which simplifies records retention schedules by consolidating record types related to the same business function or process having similar retention requirements into bigger retention categories/buckets.
- Records and information governance program projects with the right mix of business and technology analysts, strategists, and project managers.
- Understanding the importance of an enterprise information lifecycle to apply management control to all records and information.
- Seminal research on the big bucket approach to retention schedules.

## For More Information

For more information regarding this solution, contact Gimmel Sales at 713-586-6500 or [sales@gimmel.com](mailto:sales@gimmel.com).

## About Gimmel Group

Gimmel Group is a nationally recognized consulting, professional services and solutions firm that helps the world's leading organizations improve business performance and compliance through the effective planning, implementation and integration of: Enterprise Content Management & Records Management (ECM/RM), Geographic Information Systems (GIS), and Web Design & User Experience.