

Does your information policy need a checkup?

Vigilance and health go hand in hand. Below are some steps you can take to improve how information is created, stored, and managed in your organization. With these guiding principles in mind, you can keep your organization's information more secure, more compliant, and more organized, all while minimizing risk and improving business processes.



Establish an ECRM program based on leading practices.

Apply strategies, projects, methods, techniques, and standards that have proven to be the most effective at delivering a particular outcome.

1. Apply an information lifecycle model to all content/information, including records, to guide information management role responsibilities, information management processes, and technology implementation
2. Establish consistent records and information management rules and practices companywide, but allow for 'localization' to meet country and/or process specific requirements
3. Define a policy framework for records management and retention, as well as legal holds, based on a Retention Schedule



Focus on end user acceptance and adoption.

Ensure that technology is successfully adopted by end users in order to realize the expected benefits of the technology implementation.

1. Provide access to information from all locations with the ability to search and find relevant and up to date information
2. Focus on ease of use and simplicity for end users in all business units and functions globally including collaboration and information sharing
3. Apply information security standards and guidelines to protect information from unauthorized access or use



Make sure technology supports the business controls and processes.

Follow a process-oriented model that breaks down the barriers of structural departments (functional silos) and fulfills your needs.

1. Evaluate how technology can be used to align content into the records and retention policy framework.
2. Automate management processes, which govern operations and high level systems, including corporate governance and strategic management (such as processes related to acquisitions and divestitures)
3. Streamline operational processes, which constitute your core business and create your primary value stream

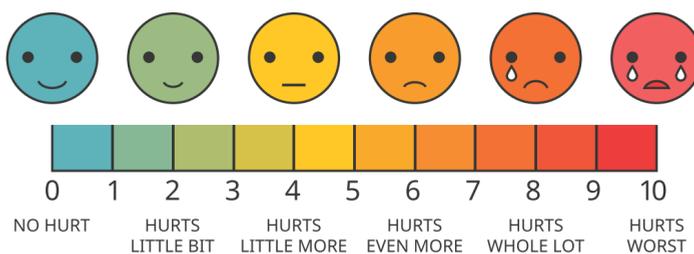


Ownership and accountability.

Establish clearly defined roles and responsibilities to ensure the ongoing sustainability of records and information management policies, processes, and technology.

1. Define roles and responsibilities for ECRM champions and end users in all business units and functions globally with regards to compliance to the ECRM framework
2. Define roles and responsibilities for supporting roles including Records Management, Legal, Audit/Compliance, and Information Technology
3. Define support and sustainability models and processes to ensure long term success

How are you feeling about your organization's information?



If you think your environment needs an appointment with a specialist, reach out to servicesteam@gimmel.com to schedule a consultation!