



Information Governance for Lawyers

Managing Information
as the Critical First Step
to **All Legal Matters**

RICOH
imagine. change.

What is InfoGov?

What Does Information Governance Have to do with Legal Teams?

Information governance (InfoGov) refers to a strategic framework for managing information at an organizational level.

An InfoGov program manages the security, control, retention, and disposal of information in a legally defensible manner to return tangible benefits to stakeholders — and stockholders.*

A clean data environment ensures business continuity while enabling cost savings through more efficient information search and recall.

Litigation readiness/preparedness involves information governance best practices and ensuring you are dealing with a clean data environment.

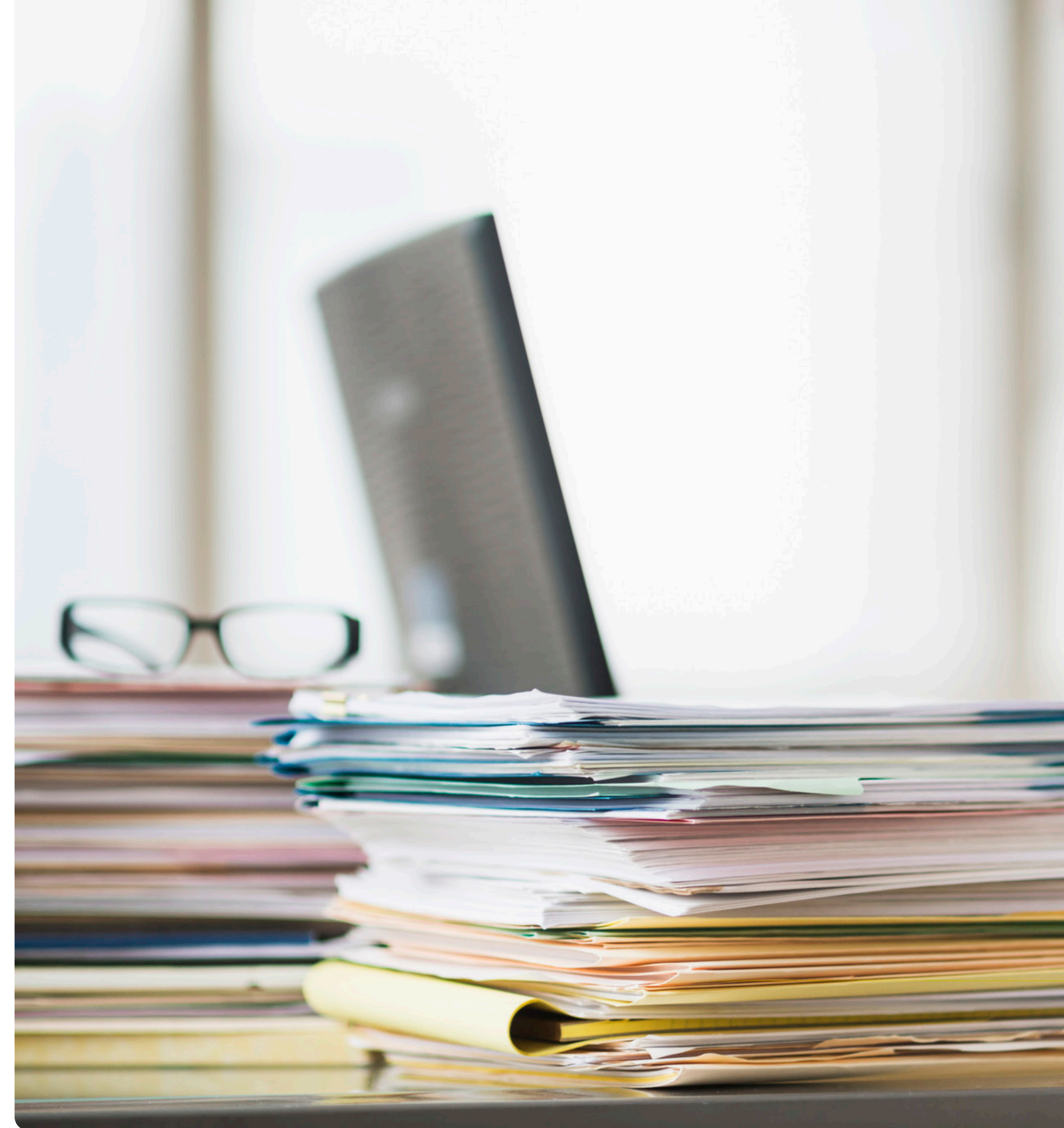


Early Case Assessment (ECA)

ECA is an immediate benefit of an InfoGov program.

Effective ECA emerges when end-point data is indexed and searchable, allowing counsel to identify who and what needs to go on legal hold, which data may be potentially relevant in response to anticipated discovery requests, and develop early theories on the case.

Sound ECA policies streamline litigation, and sets lawyers up to make strategic decisions earlier in the matter based on clean and readily accessible data.





ROT and File Analysis

Employing File analysis assists in cleaning an organization's information systems, and uncovers redundant, outdated, or trivial information (ROT is another element of an InfoGov program that allows for system clean-up). This means policies around information that has no business value anymore, like email, SharePoint information, and loose Word documents. If you eliminate this information, it's never discoverable. According to a recent Compliance, Governance and Oversight Counsel (CGOC) survey, 69% of information managed by organizations has no business, legal, or regulatory value.*

Identifying and defensibly disposing of ROT, whether in email, SharePoint sites, or loose Word documents, is a critical first step in system clean-up. And keep in mind, if you eliminate this information, it's never discoverable.

*"A Modern Governance Strategy for Data Disposal"
by Lorrie Luellig in CIO Insight Magazine



Here's How to Get Your InfoGov Program **Started**

First, identify your internal resources — colleagues who handle compliance, security, records management, and information technology. These stakeholders will provide guidance to achieve proactive data governance, risk management, and compliance efforts.

If those resources are limited, bring in an Information Governance Consultant who will design a program specifically for your organization with short, long-term, and evergreen steps and guidance.

Ricoh can help with this.

Our consultants kick off the relationship with a high-level executive meeting to help us understand your organization's specific information problems (and let the executives in on our process to assuage any concerns).

Then the real work begins — it often starts with a maturity assessment that details how information is being managed (or mismanaged) in your organization and sets a foundation to determine the best courses of action going forward.

Healthy InfoGov
practices will
**reduce cost and
mitigate risk**

How much does implementing an InfoGov program cost?

There is a misconception that the scope and breadth of an InfoGov program will cost millions of dollars when that is not the case.

In fact, your legal cost savings alone can fund an entire InfoGov program.

Sound InfoGov practices streamline your organization's information and make everything more efficient — and result in demonstrable ROI.



Get started today

Connect with us to get started on your Information Governance program!

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