





RM-Speedy [03]

From Records Management to Information Lifecycle Governance

Sven Hapke
IBM Deutschland GmbH

The Information Governance Problem

98%

Companies that cite defensible disposal as key result of governance programs

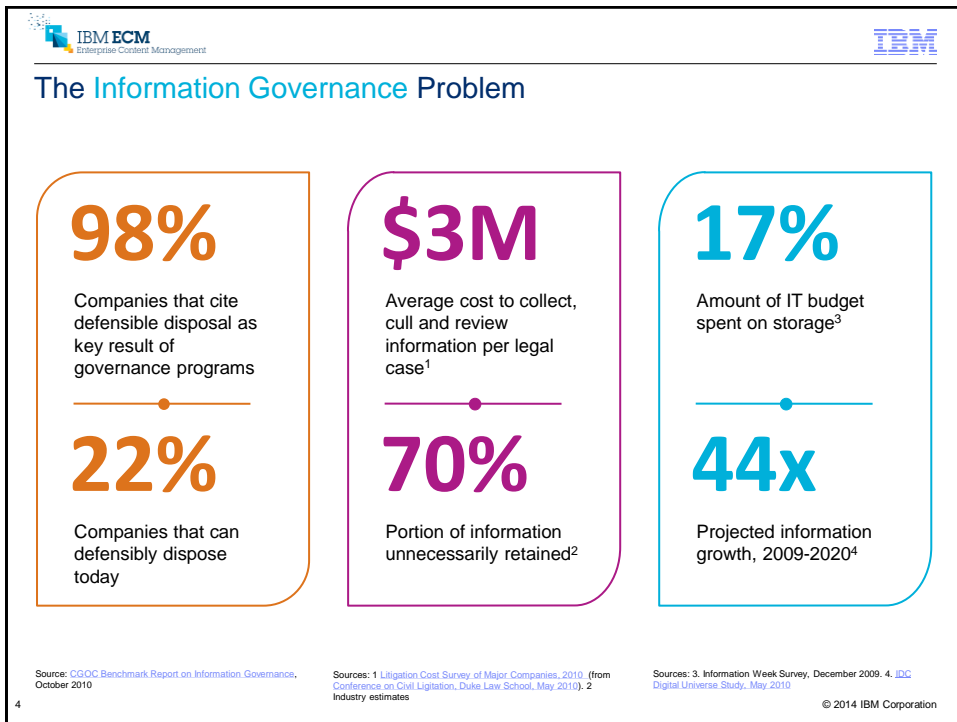
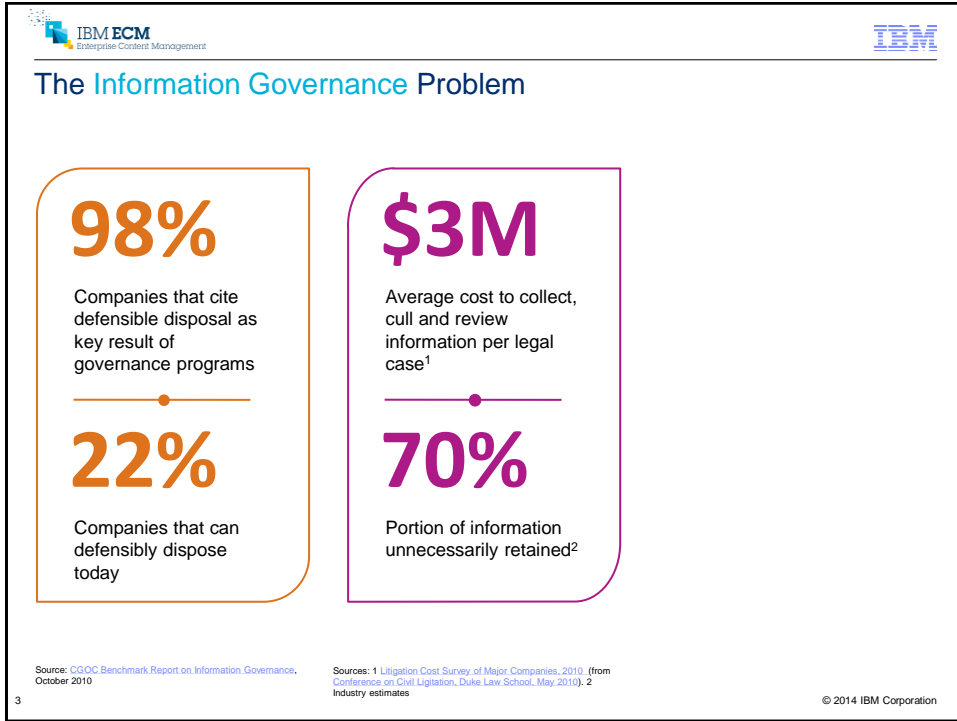
22%

Companies that can defensibly dispose today

Source: CGOC Benchmark Report on Information Governance, October 2010

Sources: 3. Information Week Survey, December 2009. 4. IDC Digital Universe Study, May 2010


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Each stakeholder has different challenges



General Counsel

- New 2006 legal rules expanded responsibilities to all information with net new risks and processes
- 10x rise in sanctions cases


5

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VP Records

- Often does not have a seat at the table – making change difficult
- Still challenged to meet legal and regulatory obligations for recordkeeping and retention for all information

6

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VP Records

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CIO

- 10-fold increase in information volume and diversity since '06 – very little disposed of
- Up to 50% YoY data growth, 1% budget growth

7

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Consider a comprehensive, unified approach



Legal

- Reduce high eDiscovery risks and high litigation costs with:
 - eDiscovery process management
 - eDiscovery case assessment and analytics


8

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Records

- Improve compliance and enable global retention and disposition with:
 - Global policy and schedule management
 - Enterprise records management

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IT

- Reduce IT costs and control data growth to invest more strategically with:
 - Disposal and governance management
 - A smarter approach to archiving and storage



Cross-Enterprise Coordination Lowers Risk and Cost Systemically

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IBM Information Lifecycle Governance

IBM Information Lifecycle Governance (ILG) is a solution portfolio that enables customers to more effectively retain, classify and archive information, efficiently meet eDiscovery obligations, and defensibly dispose of information, to lower both cost and risk.

The diagram illustrates the IBM Information Lifecycle Governance (ILG) process. It features a central cloud-like shape containing four interconnected circular icons: a magnifying glass for 'eDiscovery management', a padlock for 'Records and retention management', a factory for 'Defensible disposition', and a server rack for 'Archive and storage'. In the center of this cycle is a folder icon labeled 'Assess, classify and govern'. Below the cycle is a label 'ECM platform with repository of record'.

11

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For IT and RIM stakeholders

Smart Archive

- The IBM Smart Archive solution set helps control the explosive growth of multiple information types, including email, files, collaboration and SAP applications, to reduce costs and optimize infrastructure
- Highlights:
 - Archive for email, user and collaborative content
 - **Reduce storage costs**
 - **Improve production system and backup performance**
 - **Automatic classification further reduces cost**

12

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For Legal stakeholders

eDiscovery Management

- The IBM eDiscovery Management solution set provides more rigorous and more efficient eDiscovery processes to lower risk, and helps enable earlier case assessment to improve outcomes and lower cost
- Highlights:
 - eDiscovery Process Management:
 - **Helps legal meet growing obligations** by coordinating across records, IT and LOB
 - eDiscovery Case Assessment and Analytics:
 - **Offers insight** into evidence and cost for a full picture of the case
 - **Accelerate time-to-legal decision**

13

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For Records Management stakeholders

Records and Retention Management

- The IBM Records and Retention Management solution set helps organizations meet regulatory and legal obligations associated with records and establish retention periods for all information, to reduce risk and cost
- Highlights:
 - Global policy and schedule management
 - Launch and sustain a **global, value-based retention program** for all information
 - Records management
 - Ensure **authenticity, reliability, integrity and usability** of **business records** to proactively improve defensibility

14

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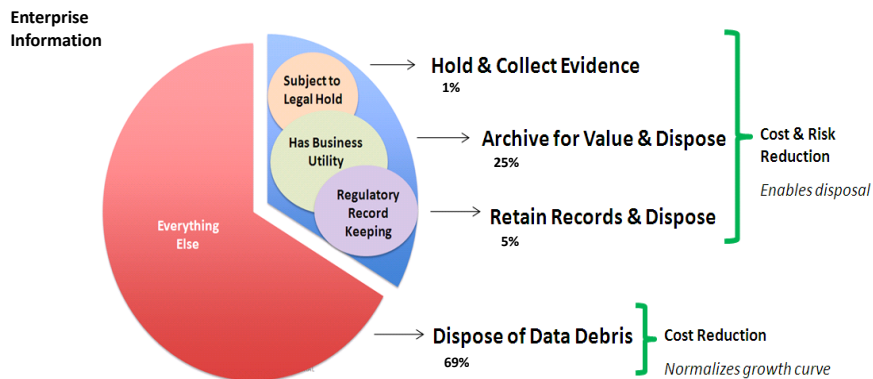
For the CIO stakeholder

Disposal and Governance Management

- The IBM Disposal and Governance Management solution set enables IT to consistently, defensibly dispose of unnecessary information, retire systems and reclaim infrastructure to stem the rising information tide and dramatically lower operating costs
- Highlights:
 - **Disposition Enablement and Content Decommissioning**
 - Assess enterprise content to decommission what's unnecessary and govern what matters
 - Classify and clean up legacy data
 - Governance and Risk Management
 - **Reduce risk** by identifying legal duty and business value for each information asset



Fist Step: Dispose of Unnecessary Data



%s based on CGOC Summit 2012 Survey



For Immediate Cost and Risk Reduction: Get rid of ROT information



Phase 1: Delete trivial files

Data, that never had any value for the company

- Privately used network shares
- Multimedia files that has no business context
- temporary files



Phase 2: Manage old data for a defined period of time

- Files with no ownership (e.g. creator left the company)
- Log files
- Files, which already passed the retention date



Phase 3: remove duplikates

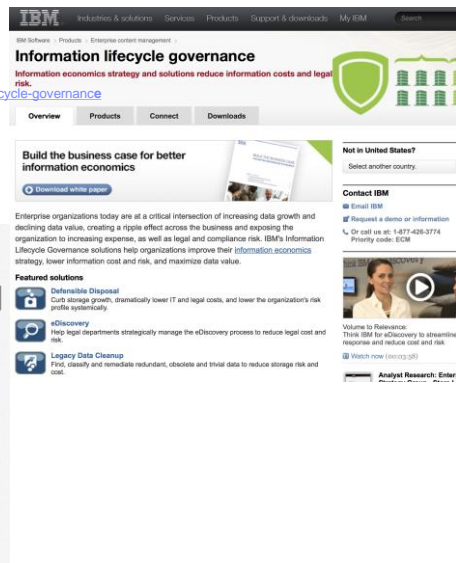
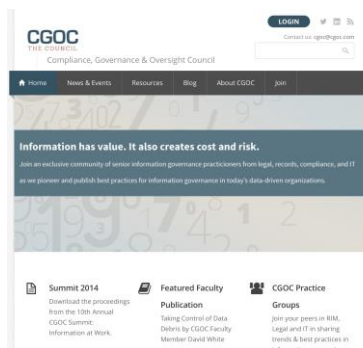
- Define a major version of all documents
- Define, which documents must be kept and how long.
- Remove all remaining duplicates

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Resources for further Information:

- IBM Information Lifecycle Governance:
 - <http://www.ibm.com/software/products/en/.../information-lifecycle-governance>
- CGOC Compliance, Governance & Oversight Council:
 - <http://www.cgoc.com>



18

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19

Sven Hapke

eMail svh@de.ibm.com

mobile +49.172.7350088

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20



Schluss!