



How to Initiate an Information Governance Program in **5 Steps**

RICOH
imagine. change.

*All information is **not created equal.***

In your organization, are you aware of what information is truly critical to business continuity? Or what information is highly sensitive and would be damaging if leaked, stolen, or lost?

Mishandling this type of information — or worse yet — lack of processes around retention and disposition could result in a security breach or legal implications.

The long and short of it is:
most organizations suffer from information-related challenges.

Taking the time to build an Information Governance (InfoGov) program, while challenging, results in streamlining the organization's entire information platform and a demonstrable return on investment. And getting started is simple.

**Here's how you can initiate an InfoGov program
at your organization in just 5 steps.**



01

Identify your business drivers

First, begin to gather information and get a baseline for your organization.

Start by tapping into the risks (and legal implications) for different scenarios. For example: being unable to locate information when you're initiating a legal hold. Or worse, finding information that should have been disposed of, but wasn't.

Who's in charge of making these assertions and developing processes for information, from retention to disposition? Consider this: *every employee* has some level of responsibility with their information... whether they're aware of it or not.





02 Determine opportunities for cost savings and recovery

Work with internal resources or an InfoGov consultant to identify where you can eliminate ROT (Redundant, Obsolete, or Trivial information) or gain ROI out of reducing risk (i.e.: poor legal hold processes).

When you reduce “noise” and have clean, authentic data, you are monetizing information so staff can get to critical documents quicker, realize increased efficiencies, and have confidence in an authentic and current data set. Bottom line — these activities control hard costs and increase business intelligence.

The savings in legal costs alone can fund an entire InfoGov program.





03

Get executive buy-in

Like any cross-functional initiative, InfoGov success needs to have leader support for resources, budget, and overall sponsorship.

This means getting executive buy-in from relevant business units. The best way to tackle this is to take your learnings from steps 1 and 2 with various leadership teams. Once they understand the program value, they can help carry the torch to the rest of the organization.

A good InfoGov consultant can help with information-related KPIs.





04 Put someone in charge

An InfoGov program relies heavily on putting together a structure within the organization that brings key stakeholders together. By merely formalizing this structure, organizations can achieve some unbelievable results.

The person will push the initiatives and communicate for change management. This is the person that does the work and reports into the executive team.

One of the biggest hurdles is often simply getting everyone on the same page and socializing the new policies properly.





05

Start your InfoGov program with a maturity assessment

A maturity assessment examines, identifies, and measures information-related processes to assess where you are and how you're measuring in compliance and staff accountability.

It's a good idea to outsource this work. An InfoGov Consultant interviews teams of employees and conducts anonymous surveys to elicit the unbiased feedback that internal resources might not get.

The consultant will look at your organization holistically to pinpoint critical players, help develop structure, and create long-term goals and customized road-maps for your specific information management journey.





Get started with your InfoGov
program now and **schedule a
maturity assessment with Ricoh.**

Our experts will compliment your team, freeing them
to focus on critical business activities.

Contact us at [**sales@ricohlegal.com**](mailto:sales@ricohlegal.com)

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