Records and information management

In today’s complex business environment, a comprehensive corporate records management program with processes that are consistent, repeatable and auditable is a crucial component to the overall success of any business. The Records and Information Management group of Deloitte understands this and offers a multidisciplinary approach to the governance and management of organizational records. We provide benefit to our clients by leveraging the broad, multidisciplinary skills and the extensive experience of our practice to create solutions configured to help meet specific goals of our clients.

We have familiarity with numerous types of records management solutions regardless of the medium. In addition to our extensive experience in establishing enterprise-wide records management programs, our Records and Information Management group has vast experience in electronic data storage systems, legal holds, discovery management and disaster recovery planning. Our background, as well as our familiarity with ISO 15489, IRS, SEC and other requirements, delivers a powerful blend of skills.

The strength of Deloitte’s records and information Management team is its people. The practice consists of professionals with extensive practical and consultative experience in the field of records management. Additionally, some of our professionals hold the Certified Records Manager (CRM) designation and are prominent national speakers on the topic of records management and records retention. Our ability to augment the practice with specific industry or functional knowledge provides our clients with true value-added service.

Services include:

• Records management needs assessment and GAP analysis
• Records management policy and procedures development
• Legal hold policy development and implementation
• Development of retention and destruction policies and procedures
• Implementation of imaging and document management systems
• Analysis and best practice advice regarding e-mail management
• Creation of training and communication plans and procedures
• Evaluation of enterprise content and hierarchical storage management systems

Helping clients meet the challenges of maintaining a compliant and defensible records management program

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## Deloitte’s strategic records information management methodology

### Deloitte Discovery can assist clients with:

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<tr>
<th>Policy, practices and staffing</th>
<th>Assessment</th>
<th>Policy and procedure development</th>
<th>Implementation</th>
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<tbody>
<tr>
<td>Assess existing Records Information Management (RIM) policies, practices and staffing</td>
<td>Define, document and gain approval for recommended leading practices</td>
<td>Implement effective RIM Program:</td>
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<td>• Assign program responsibilities and roles</td>
<td>Develop global information retention, security, destruction and hold policies</td>
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<td>• Apply policies and practices</td>
<td>Identify IT procedures for adherence to RIM policies</td>
<td>• Apply policies and practices</td>
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<td>• Roll out IT plan on electronic records</td>
<td>Create program communications plan, job aids and training resources</td>
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<td>• Begin program outreach and training activities</td>
<td>Evaluate and monitor program compliance</td>
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### Records review

- Assess existing documentation types, retention standards, processes and security
- Assess IT infrastructure and software; inventory IT data/records repositories
- Identify IT procedures for adherence to RIM policies
- Identify Key audience and messages; assess existing communications and training plans
- Create program communications plan, job aids and training resources

### Information management

- Analysis of effectiveness of current RIM Program
- Gap analysis and risk assessment from industry leading practices
- Strategy to implement effective program
- Implementation roadmap with prioritized list of actions

### Communication, training and enforcement

- Retention policy and procedures
- E-mail and e-record management plan
- Legal hold policy and procedures
- RIM Manual containing all related RIM policies and procedures

### Outcomes

- Sustainable, compliant and effective RIM program

For additional information, please contact

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