



## **Information Governance Analyst (IGA)**

### **Prep Course Syllabus**

#### **Information Governance Fundamentals**

- What is IG?
- Why IG?
- Who Should be part of an IG Program?
- How Do You Implement IG?
- Where Do You Start with an IG Program?
- Building the Business Case
- Overseeing the IG Program

#### **IG Issues & Insights**

- How IG Got Slanted, Distorted
- IG Education is the Key to Success
- RIM & Data Managers: A Fortuitous Alliance?
- The Soft Stuff is the Hard Stuff
- Anticipating Conflicts in Your IG Program
- IG & Brand Management: A Critical Link
- Lending Club's IG Failure
- Everyday Failures in IG

#### **Information Governance Principles**

- Sedona 11 IG Principles
- Generally Accepted Recordkeeping Principles®
- Assessment and Improvement Roadmap
- Cybersecurity Principles
- Privacy Principles



## **Information Governance, IT Governance, Data Governance: What's the Difference?**

- Data Governance
- IT Governance
- Information Governance
- Impact of a Successful IG Program
- Summing Up the Differences

## **IG for Email**

- Email risk
- Email Policies
- E-record Retention: A Legal Issue
- Preserve Email for Admissibility
- IM
- Best Practices for IM

## **Information Governance and Legal Functions**

- Introduction to e-Discovery: The Revised 2006 FRCP Changed Everything
- 2015 FRCP Revisions
- Big Data Impact
- More Details on the Revised FRCP Rules
- Landmark E-Discovery Case: Zubulake v. UBS Warburg
- E-Discovery Techniques
- E-Discovery Reference Model
- The Intersection of IG and E-Discovery
- Building on Legal Hold Programs to Launch Defensible Disposition
- Destructive Retention of E-Mail
- Newer Technologies that Can Assist in E-discovery
- Defensible Disposal: The Only Real Way to Manage Terabytes and Petabytes
- Retention Policies and Schedules

## **Information Governance and Records and Information Management Functions**

- Records Management Business Rationale
- Why Is Records Management So Challenging?
- Benefits of Electronic Records Management
- Additional Intangible Benefits
- Inventorying E-Records
- Generally Accepted Recordkeeping Principles®
- E-Records Inventory Challenges
- Records Inventory Purposes
- Records Inventorying Steps
- Ensuring Adoption and Compliance of RM Policy



- General Principles of a Retention Scheduling
- Developing a Records Retention Schedule
- Why Are Retention Schedules Needed?
- What Records Do You Have to Schedule? Inventory and Classification
- Rationale for Records Groupings
- Records Series Identification and Classification
- Retention of E-Mail Records
- How Long Should You Keep Old E-Mails?
- Destruction Retention of E-Mail
- Legal Requirements and Compliance Research
- Event-Based Retention Scheduling for Disposition of E-Records
- Prerequisites for Event-Based Disposition
- Final Disposition and Closure Criteria
- Retaining Transitory Records
- Implementation of the Retention Schedule and Disposal of Records
- Ongoing Maintenance of the Retention Schedule
- Audit to Manage Compliance with the Retention Schedule

### **Information Organization and Classification: Taxonomies and Metadata**

- Importance of Navigation and Classification
- When Is a New Taxonomy Needed?
- Taxonomies Improve Search Results
- Metadata and Taxonomy
- Metadata Governance, Standards, and Strategies
- Types of Metadata
- Core Metadata Issues
- International Metadata Standards and Guidance
- Records Grouping Rationale
- Business Classification Scheme, File Plans, and Taxonomy
- Classification and Taxonomy
- Prebuilt versus Custom Taxonomies
- Thesaurus Use in Taxonomies
- Taxonomy Types
- Business Process Analysis
- Taxonomy Testing: A Necessary Step
- Taxonomy Maintenance
- Social Tagging and Folksonomies