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