Information Management: Article Proposal Outline Examples

Example 1:

Abstract:

Most companies use the retention policy to define what is and what is not a "record" of the company and then take the "manage everything," "dispose of everything," or "keep what you need" approach to manage records.

Those on the leading edge reject all three of these antiquated approaches initially developed to manage paper records in favor of an approach that uses RIM to bridge the widening gap between the business, legal, and IT stakeholders. They bridge this gap by modernizing the retention schedule to reflect how the business values the information, how legal obligations impact the information and how IT stores and secures the information.

This article offers a strategy for how to bring together the necessary stakeholders across RIM, legal and IT, to create a retention policy and schedule that works. It highlights the findings from a recently published survey conducted by the Compliance, Governance and Oversight Council (CGOC), the first study to combine legal, IT, and RIM stakeholder perspectives.

Outline:

1. Introduction

2. Brief overview of Compliance, Governance, and Oversight Council (CGOC)

3. Define Information Governance ownership roles

4. Brief overview of CGOC Study, including perspectives on information governance, e-discovery and records management from RIM Managers in Global 1000 companies. (A link to a downloadable copy of the report will be included.) The study results indicate that many retention policies and schedules are not operational in the business or in IT and that very few companies are able to achieve defensible disposal of information.

5. The three traditional ways used to identify and classify records

6. Drawbacks to these three approaches and why they are not operational

7. Leading edge approach that uses RIM to bridge the widening gap between business, legal, and IT stakeholders.

    a. Explanation of approach that uses a modernized retention schedule to bridge the gap by incorporating how the business values the information, how legal obligations impact the information, and how IT stores and secures the information.

    b. How to use the retention schedule to define records so that users can actually classify their records and IT can actually implement the schedule to dispose of information

8. Strategy for how to bring together the necessary stakeholders across RIM, legal and IT, to create a retention policy and schedule that works.

    a. Building strong bridges across functions to get the right stakeholders in place,

    b. Addressing the structural and organizational barriers

    c. Galvanizing executive sponsorship and process change to systemically reduce risk and cost

9. Actionable advice – based on direct experience in providing guidance to companies across diverse business sectors – for establishing IG vision and leadership, and executing on an IG strategy given today's globally complex business environments

    An actionable retention schedule requires that it:

    a. Deal with information, not just records

    b. Incorporate business value of the information

    c. Include transparent legal retention obligations (not merely a list of citations)

    d. Incorporate and make transparent the privacy obligations that impact the security and handling of information

    e. Identify where information is created and stored

    f. Be published and communicated with clear direction to local data users and local data stewards

g. Integrate a local feedback loop to ensure compliance with local laws, obligations or technological capabilities and limitations

h. Integrate with the legal holds process

i. Be updated continuously as business lines come and go, as business moves from one location to another, as laws and obligations change, as information is moved in and out of systems and as new systems are brought online – a unified organizational feedback loop.

10. Conclusion

Example 2:

Abstract:

Long-term preservation of digital information presents a challenge, especially in healthcare, insurance, government, banking, and energy/utilities. Storage media degrade; hardware, operating systems and application software go obsolete; decryption software and passwords get lost; and media migration loses metadata and encumbers the future. There is no universal solution, but this article will provide information with which to make intelligent choices amongst the necessary compromises. Readers will better: identify persistent records at risk of obsolescence; evaluate the values and risks of long-term preservation strategies; and implement long-term preservation strategies into their organizations' Information Governance programs

Outline:

1. Some records require persistent storage

   a. Example 1

   b. Example 2

   c. Example 3

2. Limitations of current technology/strategies

   a. Hardware obsolescence

   b. Software obsolescence

   c. Ephemeral nature of decryption and passwords

   d. Encumbering future RIM programs

3. Currently available strategies and their limitations

   a. Emulation

   b. Tech museum

   c. Conversion/migration

   d. Standardized formats (TIFF, JPEG, XML, etc.)

4. Reliable alternatives and their uses

   a. Microfilm/fiche

   b. Paper

   c. High technology

   d. 10,000 year storage

5. Matching strategy to need

   a. Taking a hard look at the needs

   b. Balancing dynamics including cost and risk

   c. Making choices

6. Conclusion/encouragement