

# Bringing legacy and physical content under Governance

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## ABSTRACT

An organization has decided to trigger an Information Governance (IG) program, with its own weighting of three main performance indicators: “create value, mitigate risk, reduce cost of information”.

To be practical, the IG program committee (or steering committee) has set specific goals and milestones, generally in relation to business functions, that would be achievable in a certain timeframe, say 9 to 12 months.

For instance, it will start by applying well defined policies to newly created “financial” content, stored in a given repository, adding the proper metadata, within a certain file plan. This applies to electronic and physical content.

So going forward, step by step, all new content will be “governed”, with all the expected benefits, actually monitored via a proper dashboard.

However this leaves aside the huge amount of pre-existing content. So called legacy content.

Another element of the IG program will be dedicated to addressing that legacy, be it physical or electronic.

This presentation will elaborate on the problems, solutions, techniques and methods to clean up what is of no interest, categorize, and ultimately place under governance what is of interest, against the “value, risk, cost” indicators selected by the organization.

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