# 3 MUST-HAVES
## IN PUBLIC SECTOR INFORMATION GOVERNANCE

### EXECUTIVE SUMMARY

Information governance incorporates the policies, controls and information lifecycle management processes organizations and government agencies utilize to control cost and risk. With the explosive growth of data storage and retention requirements, every industry and enterprise is impacted. When the public sector fails to manage data governance effectively, the media — or worse, Congress — gets involved quickly.

Leveraging information governance as a strategic commitment enables organizations to take control over data growth, improving efficiency and cost controls.

This eBook will provide insight into the importance of proper information governance — and how organizations can achieve it in the federal public sector.
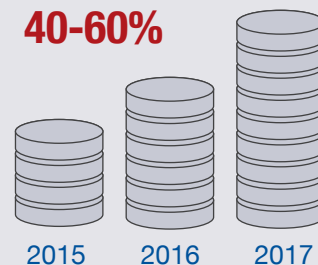
### DATA VS. INFORMATION

Data storage requirements have grown exponentially over the last few years. A Gartner survey IT infrastructure managers across eight countries reports that data capacity needs are growing 40 to 60 percent year over year. There are number of reasons for this, include big data being stored for analytical purposes, unstructured data, and regulatory requirements.

Gartner estimates the true cost of data storage to be $5 million per petabyte when the total associated costs of maintenance, administration, etc. are included.

DATA CAPACITY NEEDS GROWING

**40-60%**

2015  2016  2017

COST OF DATA STORAGE

**$5 MILLION**

PER PETABYTE

Unstructured data can present a significant problem for business: much of this data provides no readily available information due to the difficulty in extracting and analyzing it.

Storage for this information-less data is expensive. IDC estimates that over 62 percent of today's IT budgets are consumed by infrastructure expenditures. This diverts funds from other, critical projects.

PERCENT OF IT BUDGET

**62%**

CONSUMED BY INFRASTRUCTURE

## HOW UNSTRUCTURED DATA IMPACTS THE PUBLIC SECTOR

The National Archives Record Association (NARA) has developed the Capstone approach for email records management as an attempt to resolve the massive information governance problems at agencies like the ATF, FBI, IRS, and the State Department. These agencies, and particularly the State Department, have found that locating emails in the world of unstructured data is like searching for needles in a haystack.

Capstone requires federal agencies to improve archiving practices to reduce unstructured data. Adopting this approach simplifies management of email retention, implements controls of email deletion, and provides a more practical method for managing email accounts.

Risk is a significant concern when organizations store large volumes of unstructured data. This data may contain personally identifiable information (PII) or other sensitive content that could imply noncompliance with regulatory requirements and expose organizations to unauthorized access.
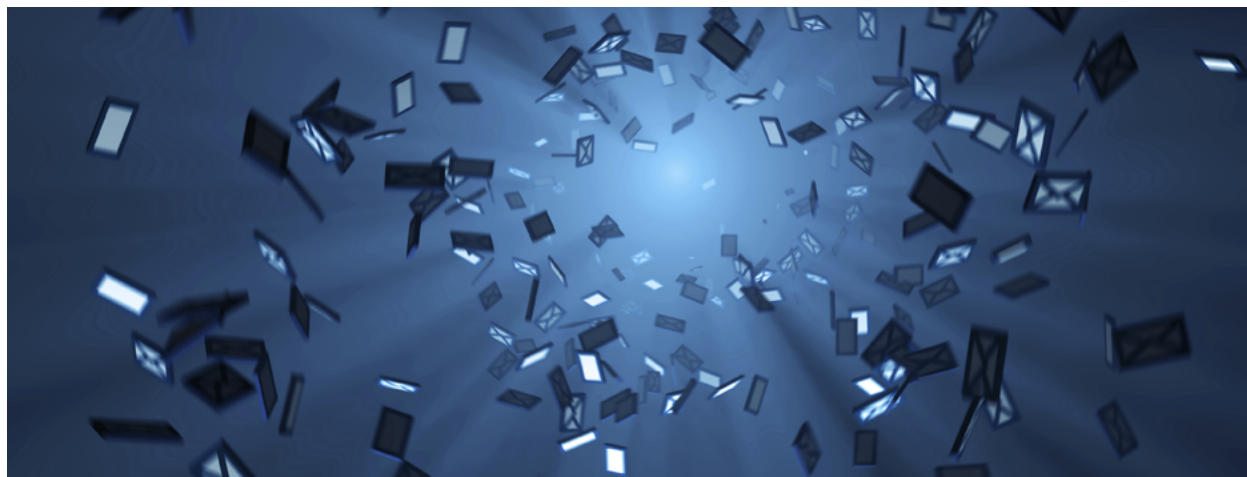
# Three Features Needed to Tackle Information Governance

**What should agencies look for when implementing the Capstone initiative? There are three significant features required to provide an information governance solution.**
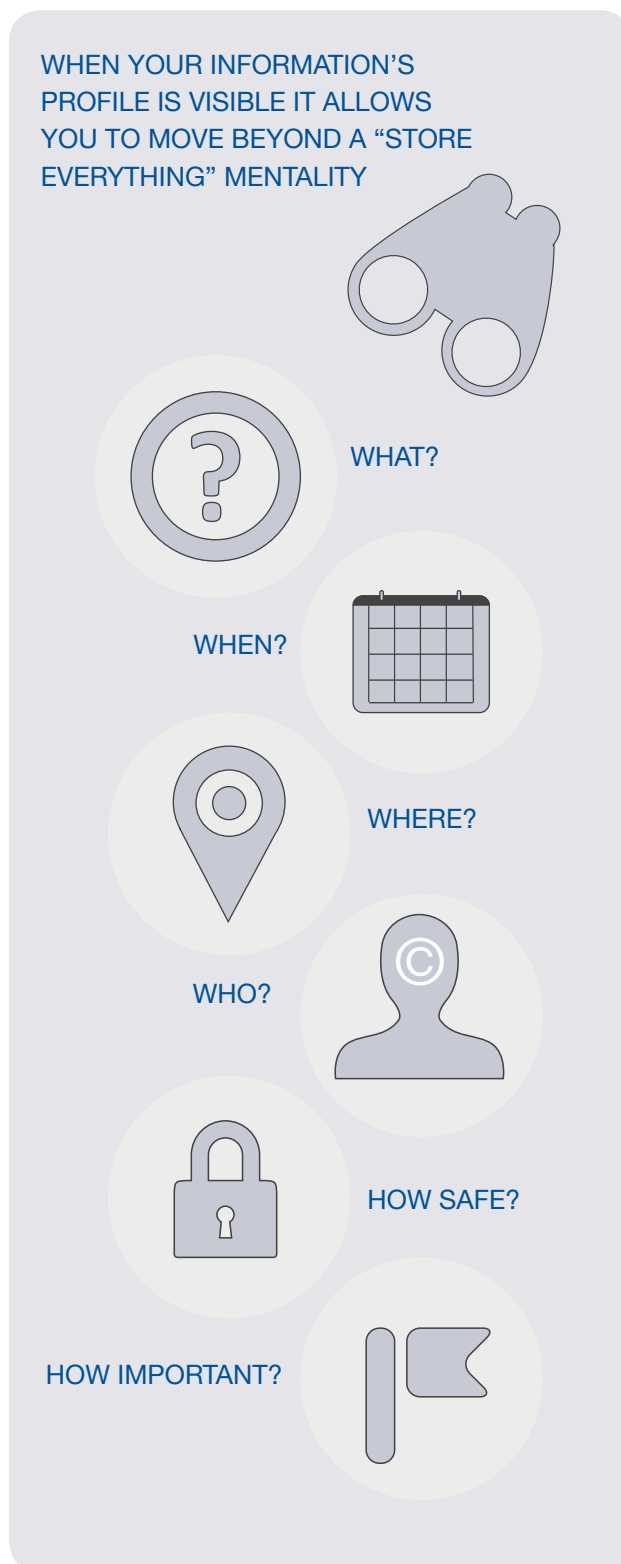
# 1 VISIBILITY

Information Maps and dynamic navigation technology provides organizations with a visual view of orphaned or stale data. It lets them see such attributes as:

- **What is the data?**
- **How old is it, and when was it last used?**
- **Where is it?**
- **Who owns the data?**
- **What access controls are in place to protect it?**
- **Is it important?**

Understanding the risk profile of your information through analysis of these characteristics allows you to move beyond a "store everything" mentality to an intelligent perspective based on information value.

Once you understand the footprint of your information, you will be empowered to move forward with the ability to classify data stored by your organization and initiate cleanup of data that has no pertinent value.

WHEN YOUR INFORMATION'S PROFILE IS VISIBLE IT ALLOWS YOU TO MOVE BEYOND A "STORE EVERYTHING" MENTALITY

WHAT?

WHEN?

WHERE?

WHO?

HOW SAFE?

HOW IMPORTANT?

# 2 ACTION

Once your organization has visibility of your data and your information ecosystem it's time to execute decisions and take action. As an example, archiving to a central repository helps your organization be more proactive and prepared for any requirements for search and eDiscovery.

EDiscovery is a valuable tool for search and discovery of email archives that provides for quick and flexible searches of email repositories based on multiple criteria. These searches can be as simple or complex as circumstances warrant and may be saved for future use. EDiscovery processes also benefit from an effective data governance program in multiple ways:

- Effective information governance polices facilitate appropriate identification and classification of critical items and eliminate the retention of no-value data.

- Organizations are enabled to readily identify data relevant to specific eDiscovery queries for review. Accuracy of discovery results means less time spent by critical personnel reviewing information that adds no value to a specific case under investigation.

- Development of an information ecosystem and the combination of personnel, technology, and business processes integrates information governance into the very fabric of the organization.

Combining technologies that automate the workflow of information governance policies ensures adherence, reduces manual on-going costs, and mitigates risk to the organization.
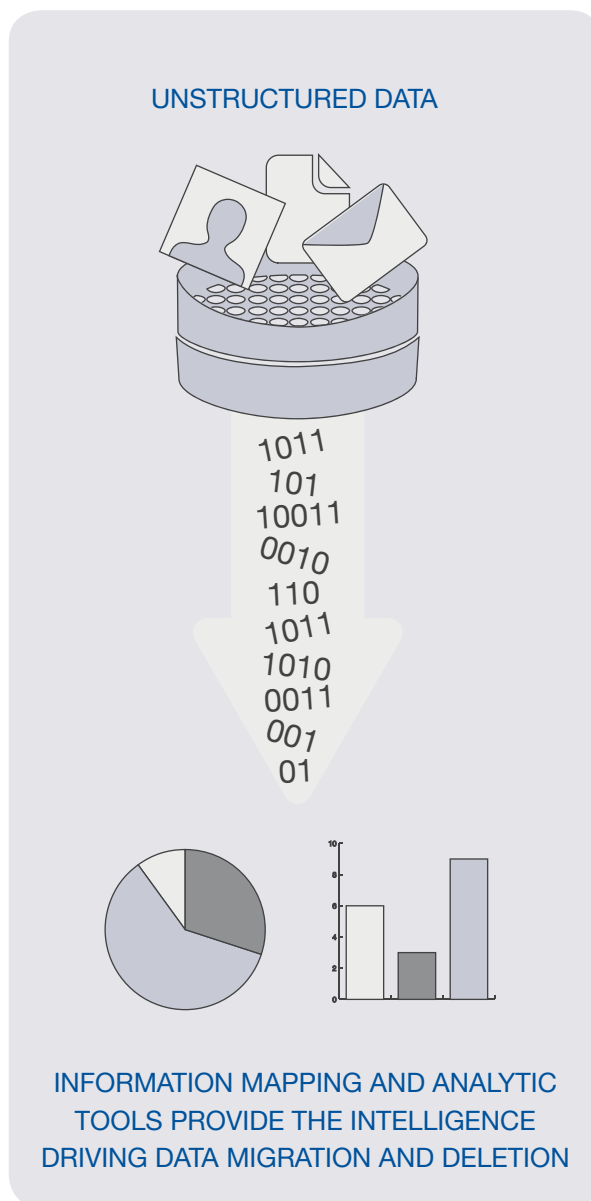
# 3 CONTROL

Use of Information Map technology provides a visual representation of unstructured data and guides the organization toward fact-based, unbiased decisions for action tied to the organization's information governance policies.

Analytical tools available to organizations that implement integrated information governance programs can provide an accurate picture of data to help create retention policies and implement enforcement practices. Humans by nature save information as spreadsheets, databases, and even picture files. Most of these eventually lose relevance for the organization.

Powerful analytics can be an integral element of an effective information governance solution by providing intelligence that drives decisions for data migration and deletion.

Information governance aids businesses and government agencies in formulating, executing, and enforcing information policies.

UNSTRUCTURED DATA

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101
10011
0010
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01

INFORMATION MAPPING AND ANALYTIC TOOLS PROVIDE THE INTELLIGENCE DRIVING DATA MIGRATION AND DELETION

## How Your Agency Can Benefit from Information Governance

Transforming your data into useable information enables organizations to better understand the costs they incur from storage and so much more:

Are the costs necessary? Much of the data being retained is duplicated in multiple locations in various states of content and ownership.

What risk does this unstructured data pose to the organization? Data that is not appropriately identified and categorized presents a risk of data loss, misuse, corruption, and viewing or theft by unauthorized parties.

Information governance practices not only bring insight to federal agencies, but also enable compliance with Capstone. The result is knowledge that allows your organization to make better decisions about your information.

**Take charge of your organization's approach to information governance and learn how it can benefit your agency by contacting DLT and Veritas today.**

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