

ENTERPRISE CONTENT MANAGEMENT: BRIDGING THE GAP BETWEEN RECORDS AND IT

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AGENDA

- Introduction
- What are the Goals of ECM?
- What are the Types of Data to be Managed?
- Understanding the Goals of IT?
- Bridging the Gap
- Questions

WHAT ARE THE GOALS OF ECM?

- Enable the organization to leverage existing knowledge
- Consolidate all data repositories under one management system for purposes of applying records retention policies
- Provide a platform that facilitates collaboration
- Manage the flow of information for the entire lifecycle
- Consolidate data stores

WHAT ARE THE TYPES OF DATA TO BE MANAGED?

- Paper Documents
- Electronic Documents
- Email
- Video
- Audio
- Archived Email
- Web Content
- Instant Messages
- Blogs
- Tweets
- Extranets
- Data in the Cloud
- Data on Mobile Devices
- Data on USB Drives

UNDERSTANDING THE GOALS OF IT?

- Reduce volume of data to be Backed-up
- Respond to Litigation Holds
- Consolidate Data Stores

BRIDGING THE GAP

- Ensure IT is educated on the importance of Records Retention and Data Management
- Understand the types of data to be managed
- Understand the volume of data to be managed
- Research options for applications that assist with your goals
- Work with your organization to identify who owns the data

THANK YOU!