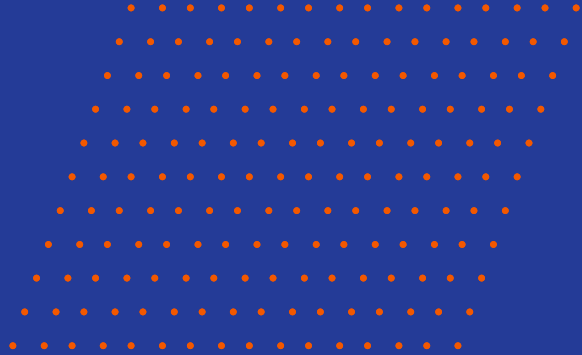




Beyond Storage:

A Checklist for Comprehensive
Information Management



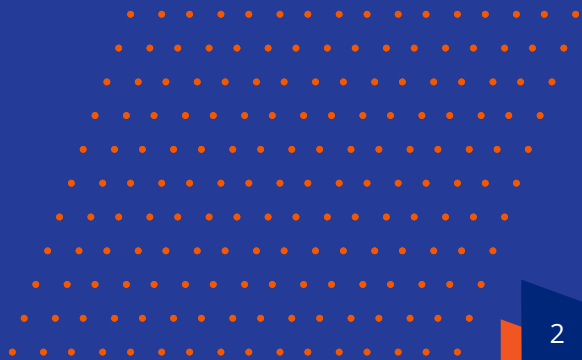


Introduction

Organizations of all kinds and sizes are finding themselves faced with an array of information management challenges. Some of these challenges, like the transformation of information technologies and the growth of data sets, have remained relatively unchanged for years. Other challenges, like the intense scrutiny of personal data privacy, are new. Combined, they force us to reimagine and reengineer our processes for the better.

If you've been putting off that reengineering process, now is the time to get it done. With the right approach, you can make significant strides in improving the management of your information assets and processes. Doing so will make your organization leaner, meaner, and more efficient.

We've created the following checklist to help you develop a strategic approach to prioritize and manage the vast landscape of your organization's data. We hope the following pages can serve as a compass to guide you, helping you assess and align your organization's information priorities.



IM Planning Checklist

Set your goals, and prioritize the most important next steps, together with your Access Representative:

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
High-level goal(s) of your IM project?					
What are the desired outcomes? (see examples in far-right column)					<i>ie. Faster document retrieval, Stronger privacy protection, Better regulatory compliance, Ease of use by employees, Fewer errors.</i>
CURRENT STATE					
What is the current state of your IM landscape?	<input type="checkbox"/> Paper only	<input type="checkbox"/> Both Paper and Digital	<input type="checkbox"/> Digital	<input type="checkbox"/> Unsure	
Paper workflow/process - Can they be improved/replaced?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partially	<input type="checkbox"/> Unsure	
Digital workflow/processes - Are they working sufficiently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Unsure	
Would you like your current landscape to change?	<input type="checkbox"/> We're satisfied with a paper-first model	<input type="checkbox"/> Moving towards a digital model	<input type="checkbox"/> We need a digital-first approach ASAP	<input type="checkbox"/> Unsure	
STATE OF INFORMATION					
If paper needs to be managed...					
How much paper do you have?				<input type="checkbox"/> Unsure	
Where is the paper located?				<input type="checkbox"/> Unsure	
If electronic data needs to be managed...					
How much electronic data do you have?				<input type="checkbox"/> Unsure	
Where is the electronic data stored?				<input type="checkbox"/> Unsure	
Processes					
Do we need to redesign some workflows?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Which workflows				<input type="checkbox"/> Unsure	
IT solutions					
Is a new enterprise-wide IT solution required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
INVESTMENT					
When do you need this project completed?	<input type="checkbox"/> 0-6 months	<input type="checkbox"/> Within one year	<input type="checkbox"/> Ongoing project	<input type="checkbox"/> Unsure	
What is the cost?	Quote 1:	Quote 2:	Quote 3:	<input type="checkbox"/> Unsure	
Is the project budgeted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partial	<input type="checkbox"/> Unsure	
Is there budget for ongoing maintenance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partial	<input type="checkbox"/> Unsure	
Are there other departments that can support the investment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Partial	<input type="checkbox"/> Unsure	
Who is on the Purchasing Team/ Buying Committee?	Name/Job Title:	Name/Job Title:	Name/Job Title:	Name/Job Title:	
Who needs to approve the final spend?	Name/Job Title:	Name/Job Title:	Name/Job Title:	Name/Job Title:	
RESOURCES/EXPERTISE					
Is there an information governance (IG) steering committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Who is on the IG steering committee?	Name/Job Title:	Name/Job Title:	Name/Job Title:	<input type="checkbox"/> Unsure	
Which team members are available to support the IIM initiative? <i>*Which project areas can they support?</i>	Name/Job Title:	Name/Job Title:	Name/Job Title:	<input type="checkbox"/> Unsure	
Which external experts can be hired to help with an IIM initiative?	Name/Company:	Name/Company:	Name/Company:	<input type="checkbox"/> Unsure	
Which project areas can external vendors/contractors manage?	External Vendor project area:	External Vendor project area:	External Vendor project area:	<input type="checkbox"/> Unsure	

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
MANAGING EACH PART OF YOUR IM PLAN					
Physical Information Storage					
Where are you currently storing paper?	<input type="checkbox"/> Onsite	<input type="checkbox"/> Offsite	<input type="checkbox"/> Both	<input type="checkbox"/> Unsure	
What types of original information do you need to store?	<input type="checkbox"/> Paper	<input type="checkbox"/> Media (hard drives, discs, etc.)	<input type="checkbox"/> Bio samples	<input type="checkbox"/> Unsure	
	<input type="checkbox"/> Mirco fiche and/or film	<input type="checkbox"/> Prototypes and other IP	<input type="checkbox"/> X-rays	<input type="checkbox"/> Other	
Need to save \$ on office real estate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Need to save office space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Open to offsite storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Need offsite storage to maintain compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Need offsite storage for business continuity/disaster recovery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Scan on Demand Capabilities					
Are you open to storing files offsite and receiving files digitally as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do the records require password-protected access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will the original hard copies be securely destroyed or returned to storage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
MANAGING EACH PART OF YOUR IM PLAN					
Digitization					
Is this part of a large-scale digitization project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will you scan in-house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will metadata and indexing be applied in-house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do you have an in-house QA process for digitized documents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
How much paper do you have/# of boxes?	<input type="checkbox"/> 0-100 boxes	<input type="checkbox"/> 101-500 boxes	<input type="checkbox"/> 501+ boxes	<input type="checkbox"/> Unsure	
Do you have a need for day-forward scanning	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
ERP/Plenary Structured Environment Solution					
Do you need a single unified data system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Need to establish an overarching set of rules for RM?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	<i>Consider that there are more limitations to what is possible in a governed ERP with an in-flexible set of rules built in.</i>
Have international laws to factor in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do you have the budget for this platform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
MANAGING EACH PART OF YOUR IM PLAN					
Document Management Solutions					
Have you identified the types of documents that will be stored in this system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
If yes, please list. (Common files include HR, contracts, accreditation records and invoices.)					
Do you have an IT resource to guide and determine if the solution meets company best practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Are there deal breaker features or capabilities you require? Please describe.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do you have resources to clean up, configure and move your data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do you have the budget to purchase/lease this platform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Metadata and Indexing					
What is the current state of your metadata?	<input type="checkbox"/> Incomplete metadata	<input type="checkbox"/> Metadata is badly managed	<input type="checkbox"/> Metadata is well managed	<input type="checkbox"/> We do not have metadata	
Is having metadata important to your IM goals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat	<input type="checkbox"/> Unsure	
If metadata is incomplete/badly managed, can you:	<input type="checkbox"/> Clean up the existing data	<input type="checkbox"/> Configure the new system to accommodate existing metadata schemas	<input type="checkbox"/> Massage existing metadata to match the new system	<input type="checkbox"/> Unsure	
At what level of control is needed?	<input type="checkbox"/> Department level	<input type="checkbox"/> Record level		<input type="checkbox"/> Unsure	
Will the taxonomy, metadata and indexing be designed in-house?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	

	Answer 1	Answer 2	Answer 3	Answer 4	Notes/Other Considerations
MANAGING EACH PART OF YOUR IM PLAN					
Information Governance					
Will these documents require tracking of related jurisdictional laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will these documents require tracking of related industry requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will these documents require tracking of retention policies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Will these documents require tracking of legal holds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	
Do you have a legal resource that will decide which policies will supercede when in conflict?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Unsure	

Conclusion

If you were not able to complete the checklists above, do not worry. Remember, Rome wasn't built in a day, but a steady approach will get you over the finish line. If you need help to get on the right track, we recommend working with your Access Representative who can advise you about the pros and cons of each solution available to you. And, if you don't have a dedicated Access Representative yet, get [in touch with us today](#) to get started on your journey towards efficient and effective information management.

About Access

Access is the largest privately held records and information management services provider worldwide, with operations across the United States, Canada, Central and South America. Access provides transformative services, expertise, and technologies to make organizations more efficient and more compliant. Access helps companies manage and activate their critical business information through offsite storage and information governance services, scanning and digital transformation solutions, document management software, and secure destruction services. Access has been named twelve times to the Inc. 5000, the ranking of fastest-growing private companies in the U.S.

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