

SchulteRoth&Zabel



Creative Resourcing For Your Information Governance Program

A Collection of Insights

Moderated by:

Bryn Bowen, CRM

Director of Information Services

Schulte Roth & Zabel

+1 212-610-7139 | bryn.bowen@srz.com

SchulteRoth&Zabel

New York | Washington DC | London

www.srz.com

April 20, 2017

Our Panel of Practitioners:



- **Nancy Beauchemin, Founder, InOutsource**
- **Lorrie DeCoursey, Office Administrator, Foley & Mansfield**
- **Diane Gates, Global Records Manager, Latham & Watkins LLP**
- **Edgar McDaniel, Regional Records Manager, Sidley Austin LLP**

Introduction & Definition



- **What is Information Governance (“IG”) in a law firm?**
- **What do decision-makers need to understand about IG in a law firm?**

How to get started?




- **How to start?**
- **Where to start? (Hint – solve a problem!)**
- **What are some of your problems?**
- **Solution should incorporate building momentum for other IG- related activities**
 - Moving from Reactive to Proactive!

People — Leveraging Skills for IG-Related Activities



- **Leadership & Strategic Thinking**
- **Project Management**
- **Subject Matter Expertise**
- **Communication**
- **Technical Skills**
- **RETOOLING existing staff is an art form!**

Technology & Processes



- **DMS Enhancement Tools**
- **Imaging Capabilities on MDFs**
- **Document Assembly**
- **Proofreading/Redaction Tools**
- **Collaboration Tools**
- **Technologies to Support Compliance (Docket/Calendaring, Encryption)**
- **Litigation Support**
- **Library Research Services**
- **Automated Workflow Tools**

Real Life



- **Email**
- **File Shares**
- **Other situations?**
 - PSTs
 - KM and IG Projects
 - Project management
 - Records software – adding files

Q&A

Disclaimer



This information and any presentation accompanying it (the “Content”) has been prepared by Schulte Roth & Zabel LLP (“SRZ”) for general informational purposes only. It is not intended as and should not be regarded or relied upon as legal advice or opinion, or as a substitute for the advice of counsel. You should not rely on, take any action or fail to take any action based upon the Content.

As between SRZ and you, SRZ at all times owns and retains all right, title and interest in and to the Content. You may only use and copy the Content, or portions of the Content, for your personal, non-commercial use, provided that you place all copyright and any other notices applicable to such Content in a form and place that you believe complies with the requirements of the United States’ Copyright and all other applicable law. Except as granted in the foregoing limited license with respect to the Content, you may not otherwise use, make available or disclose the Content, or portions of the Content, or mention SRZ in connection with the Content, or portions of the Content, in any review, report, public announcement, transmission, presentation, distribution, republication or other similar communication, whether in whole or in part, without the express prior written consent of SRZ in each instance.

This information or your use or reliance upon the Content does not establish a lawyer-client relationship between you and SRZ. If you would like more information or specific advice on matters of interest to you, please contact us directly.