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Nota di contenuto	INFORMATION GOVERNANCE; CONTENTS; PREFACE; ACKNOWLEDGMENTS; PART ONE-Information Governance Concepts, Definitions, and Principles; CHAPTER 1 The Onslaught of Big Data and the Information Governance Imperative; Defining Information Governance; IG Is Not a Project, But an Ongoing Program; Why IG Is Good Business; Failures in Information Governance; Form IG Policies, Then Apply Technology for Enforcement; Notes; CHAPTER 2 Information Governance, IT Governance, Data Governance: What's the Difference?; Data Governance; Data Governance Strategy Tips; IT Governance; IT Governance Frameworks Information Governancelmpact of a Successful IG Program; Summing Up the Differences; Notes; CHAPTER 3 Information Governance Principles; Accountability Is Key; Generally Accepted Recordkeeping Principles®; The Principles; Assessment and Improvement Roadmap; Who Should Determine IG Policies?; Notes; PART TWO-Information Governance Risk Assessment and Strategic Planning; CHAPTER 4 Information Risk Planning and Management; Step 1: Survey and Determine Legal and Regulatory Applicability and Requirements; Step 2:

Specify IG Requirements to Achieve Compliance; Step 3: Create a Risk Profile

Step 4: Perform Risk Analysis and Assessment Step 5: Develop an Information Risk Mitigation Plan; Step 6: Develop Metrics and Measure Results; Step 7: Execute Your Risk Mitigation Plan; Step 8: Audit the Information Risk Mitigation Program; Notes; CHAPTER 5 Strategic Planning and Best Practices for Information Governance; Crucial Executive Sponsor Role; Evolving Role of the Executive Sponsor; Building Your IG Team; Assigning IG Team Roles and Responsibilities; Align Your IG Plan with Organizational Strategic Plans; Survey and Evaluate External Factors; Analyze IT Trends

Survey Business Conditions and the Economic Environment Analyze Relevant Legal, Regulatory, and Political Factors; Survey and Determine Industry Best Practices; Formulating the IG Strategic Plan; Synthesize Gathered Information and Fuse It into IG Strategy; Develop Actionable Plans to Support Organizational Goals and Objectives; Create New IG Driving Programs to Support Business Goals and Objectives; Draft the IG Strategic Plan and Gain Input from a Broader Group of Stakeholders; Get Buy-in and Sign-off and Execute the Plan; Notes; CHAPTER 6 Information Governance Policy Development

A Brief Review of Generally Accepted Recordkeeping Principles® IG Reference Model; Interpreting the IGRM Diagram; Center; How the IGRM Complements the Generally Accepted Recordkeeping Principles; Best Practices Considerations; Standards Considerations; Benefits and Risks of Standards; Key Standards Relevant to IG Efforts; Risk Management; Information Security and Governance; Records and E-Records Management; Major National and Regional ERM Standards; United States E-Records Standard; Canadian Standards and Legal Considerations for Electronic Records Management; U.K. and European Standards

Australian ERM and Records Management Standards

Sommario/riassunto

Proven and emerging strategies for addressing document and records management risk within the framework of information governance principles and best practices Information Governance (IG) is a rapidly emerging "super discipline" and is now being applied to electronic document and records management, email, social media, cloud computing, mobile computing, and, in fact, the management and output of information organization-wide. IG leverages information technologies to enforce policies, procedures and controls to manage information risk in compliance with legal and litigation demands,