Assessment for Records Risks™ | SAP Edition

Objective Information for Defensible Retention & Deletion

GENERAL

Fixed fee. Over 75,000 client-specific insights. Completed in 45 days.

DESCRIPTION

Every corporation faces information overload. The truth is that most structured ERP data, email and unstructured content is retained far longer than necessary to meet legal or business requirements.

Over-retention is expensive and exposes companies to serious legal and financial risks. But deleting data selectively or without defensible rules, processes and documentation can be devastating.

The powerful Assessment for Records Risks provides you with the critical insights and steps needed for the appropriate retention and deletion of data. We provide the retention best practices, deletion processes and related documentation standards –all mapped back to the actual business practices and day-to-day needs of the corporation.

Our work is delivered cost-effectively through a structured and proven web-based process. Every project is completed in just 30 to 45 days, at 1/10 the cost and with 10X the value.

DEEP INSIGHTS

We leverage our industry-specific benchmarks to reach deeply into your current practices and needs.

SUBJECT MATTER EXPERTS. We profile Subject Matter Experts at your company who are responsible for ongoing involvement in records, data and information management.

DEPARTMENTAL REPRESENTATIVES. We provide the standards and processes that enable Departmental Representatives to identify all record types and applications they use in their day-to-day work. In a typical assessment, over 75,000 unique data points are collected covering over 75 valuation and sensitivity elements (such as media usage, information sources, movement, retention, regulatory needs and storage).

We map all SME and departmental information against best practices to prepare the Highlights and Statistical Reports, Datamaps and other deliverables. The results are accurate and comprehensive. Predictable. For every project.

KEY BENEFITS

RETENTION STANDARDS THAT WORK. You'll know all the record types and applications used within your company, current retention practices and how current practices map against industry-proven best practices. Defensible deletion STARTS with defensible rules.

VOLUME CORRECTION OPPORTUNITIES. You'll see where opportunities exist to appropriately delete unnecessary records, email, structured and unstructured content.

SENSITIVE INFORMATION MOVEMENT. You'll see where and how information is moving inside and outside your company, so that safeguards can be established and enforced.

INSIGHTFUL AND ACTIONABLE REPORTS. You'll have dozens of reports and data files so that you can take immediate action on properly retaining needed records and defensibly disposing of the rest. You'll also receive our renowned Discovery Datamap, Personal Data Inventory and Retention Variance reports.

If you're ready to reduce risks and defensibly deleting piles of legacy information, this service is for you. Contact us for more information.