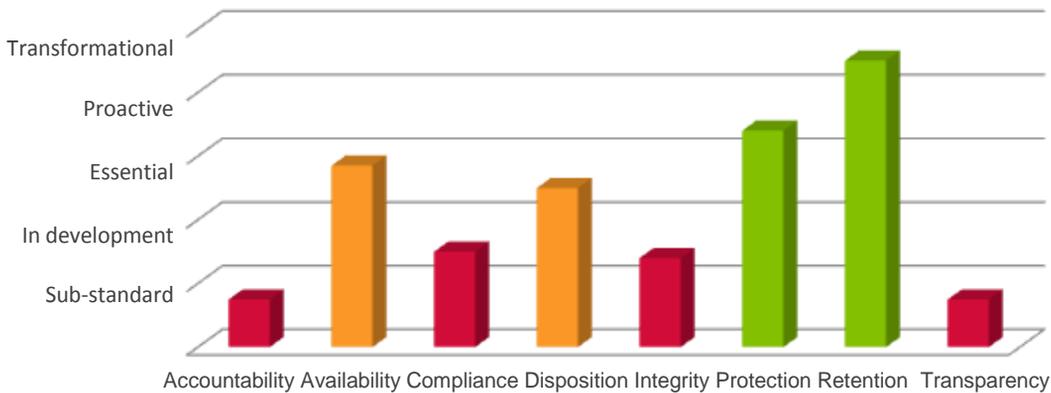


## Information and Records Management Health Check

### Generally accepted recordkeeping principles



### Get measured now

Information Matters™ can undertake a high level strategic review of your organisations Information and Records Management policies, processes and practices.

This can be conducted on individual business units or across the entire organisation, even on a national or international basis.

You will be measured against the 8 generally accepted recordkeeping principles (“the principles”) and industry best practices (i.e. ISO15489, ISO27001, ISO30300) and a report presented to you and your key stakeholders.

The principles are an internationally recognised method of measuring an organisations current maturity, and intended future plans, in all areas of Information and Records Management.

### Benefits

- Independent review of the current situation.
- Increased awareness of Information Management across the organisation.
- Acts as a catalyst for improved business processes.
- Identifies discrepancies between business units.
- Based on industry best practice.
- Covers physical and electronic records.
- Includes onsite and offsite storage provisions.
- **Identifies areas of non-compliance.**
- **Identifies areas of risk to the business.**
- **Identifies areas for cost reduction.**
- **Identifies “quick wins”.**

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## How it works

Information Matters™ will work with you to agree the scope of the health check in terms of which business units and locations (national and international) should be included, this also identifies the staff to be interviewed and other key stakeholders to be involved in the process.

The next step is to form a communication plan and inform the business that the review is taking place including the reasons behind the review.

Key stakeholders and staff are then interviewed and the results analysed and compiled into a final report and presentation which will contain:

- A high level overview, and identification of the maturity level of current Information and Records Management policies, processes and practices.
- Clear statements as to any issues, gaps and risks associated with the way that current information is stored and managed, both onsite and offsite.
- Advice and guidance on improving the management of information such as:
  - Information governance and security
  - Lifecycle management of information
  - Corporate file plans, classification schemes and taxonomies
  - Retention and disposal schedules
  - Policies, processes and procedures
  - Space planning and storage audits
- An implementation strategy and roadmap for quick wins.

## About Information Matters

Information Matters™ is the Information Management Consultancy Division of Tribal Group Plc.

Tribal has conducted over 1,000 Information and Records Management related projects for customers and has realised substantial benefits for them in terms of cost savings and efficiencies.

These organisations include those who operate in highly regulated market sectors such as financial services, pharmaceuticals, oil and gas exploration and production, legal services, and local and central government, although our experience and services cover all other industries and organisations.

Projects vary from a small records audit and review at a single location up to a complete global audit and strategy recommendation covering many countries and locations. No project is too big or too small.

Improved Information Management introduces:

- Reduction of complexity.
- Reduction of risk.
- Reduction of cost.
- Independent review of the current situation.
- Increased awareness of Information Management.
- Compliance with specific legislation.
- Consistent policy and processes.
- Management accountability.
- Employee adoption.
- Continual improvement.

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