



Managing the Risks of Poor Information Governance

With the realities of impending litigation and fines for non-compliance, organizations are forced to become more aware of the business risks associated with poor information management and records keeping. Recent research* indicates that while 57 percent of responding organizations are more conscious of the risks, 45 percent do not have legal hold procedures for both electronic and paper records. Twenty-six percent also reported having undeleted records held beyond the retention period that impacted a court case.

Key questions organizations should ask in evaluating how adequately records are being managed include:

- What unknown content resides in our storage systems?
- Is the content appropriate? Is it searchable and secured? Is it sensitive or confidential?
- Can the organization comply with internal policies?
- What is the cost and risk of unmanaged content?
- What business records are unmanaged?
- Do we have an archive strategy for information?
- Can content without business value be safely deleted?
- What information needs to be retained and for how long?

*AIIM - State of the ECM Industry 2011

Paragon's Information Analytics and Remediation Solution

Information Analytics and Remediation (IAR) provides for the systematic analysis and categorization of unstructured information based upon inputs from corporate policies, records management, legal and best practice to enable organizations to understand information value, evaluate risk, and ensure compliance.

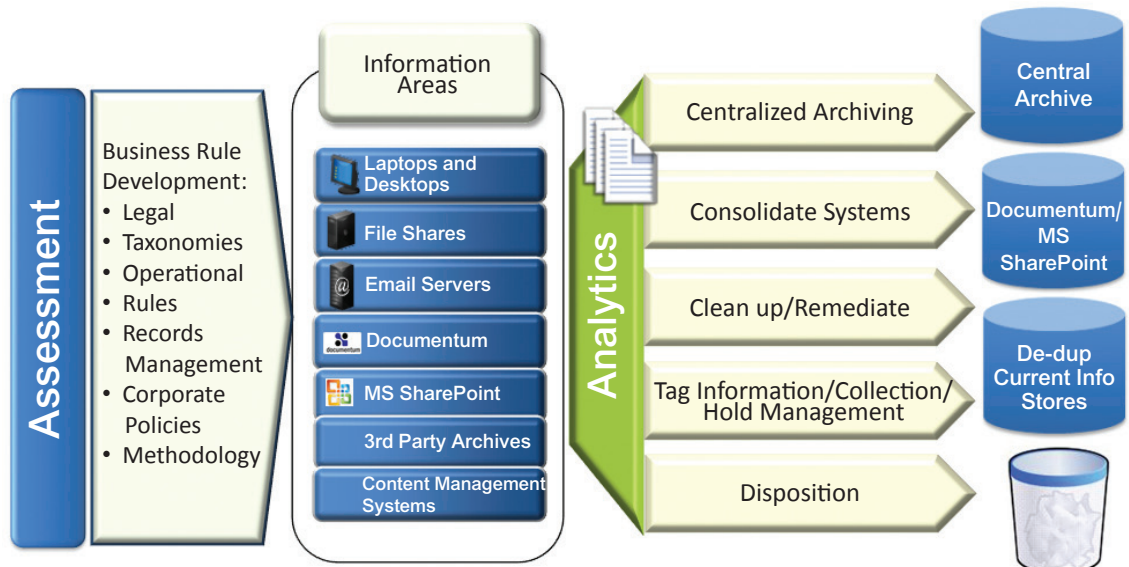
Paragon Solutions' Information Analytics and Remediation Solution allows organizations to gain insight into unmanaged file content and reduce overall risk by analyzing and remediating content to an archive for ongoing retention management or destruction.

The solution benefits organizations by enabling them to:

- ▶ **Increase Compliance** – identify unmanaged content that may not be in alignment with corporate records, legal or IT policies.
- ▶ **Decrease Litigation Costs** – understand where relevant information resides and identify legacy information past its value that should be destroyed. The length of time involved with discovery of responsive material is also reduced.
- ▶ **Improve IT Storage** – quickly understand how storage is being utilized to better manage storage environments.

IAR Process Flow

Paragon's IAR Solution enables educated decision-making and policy creation in support of Records Management (RM) and Information Governance and Compliance (IGC) program development.



IAR Solution Methodology



1. Assessment & Awareness

Assess current state business processes and information policies. Index content and gain intelligence as it is created; build indexes (metadata & full text).



2. Analyze

Business Rules Driven Analytics - Classify files based on meta-data, keyword content and pattern matching (age, owner, location, file type). Business Value, Legal, RM, Security Risk, Intellectual Property, PII, PCI



3. Reports

Data Mapping, Custodianship, Ownership, Risk, Corporate Policy, Social Security Number, Privacy, Custom Reporting



4. Action

Consolidate, Archive, Dispose, Manage, Tag, Litigation Hold

Paragon's IAR Solution Methodology can be successfully applied to many use cases. Some examples include:

- ▶ Enforce Corporate Policies
- ▶ Litigation Analysis
- ▶ Records Program Accelerator
- ▶ IT Storage Utilization
- ▶ Disposition of Legacy Information/Non-records
- ▶ Decommissioning of Legacy Unstructured Systems

Paragon's Information Governance and Compliance Competencies

Paragon invests in core competencies to create an integrated and client-focused organization that anticipates the evolving needs of our clients' business priorities. Our IAR Solution is part of a comprehensive Information Governance and Compliance strategy that includes:

- ▶ Records Management
 - Program Assessment and Maturity Model
 - Records Remediation Roadmap
 - Business Requirements Analysis
 - Business Case Development
 - Product Evaluation, Implementation and Integration
- ▶ Archiving
 - Platform Development
 - Transformation and Preservation
 - Data Migration and Consolidation
 - Decommissioning of Legacy Systems
 - Business Case Development
 - eLaboratory Notebook Archiving
- ▶ eDiscovery
 - ESI Strategy Development
 - eDiscovery Maturity Model
 - Early Case Assessment Risk
 - Litigation Preparedness
 - Process Design
 - Product Evaluation, Implementation and Integration

About Paragon

Paragon Solutions is a business and technology consulting firm that specializes in enterprise information management to help clients leverage information assets for better business results. The company does this through its industry practices, solution accelerators and specialized technology competencies that help clients achieve operational efficiency, business scalability and regulatory compliance.

Paragon works with businesses that are focused in a few key industries – communications, financial services, healthcare, insurance and life sciences. The industry-focused strategy consulting and systems integration teams work with Paragon's competency groups addressing today's technology concerns in Process Optimization, Information Management and Information Integration.

For more information, please visit the Paragon Web site at www.consultparagon.com, or call 1.800.462.5582, ext. 3043.

Paragon's Client Roster

Paragon's client roster includes industry leaders from the insurance, healthcare, life sciences, financial services and communications sectors such as:

Insurance/Healthcare

- ▶ Blue Cross of Idaho
- ▶ BCBS of North Carolina
- ▶ Emory Healthcare
- ▶ Wellstar

Life Sciences

- ▶ AstraZeneca
- ▶ Daiichi Sankyo
- ▶ Johnson & Johnson
- ▶ Merck

Financial Services

- ▶ BNY Mellon
- ▶ Citibank
- ▶ JPMorgan Chase

Communications

- ▶ AT&T
- ▶ Comcast
- ▶ Verizon



Improving the Way Work Gets Done™