

RECORDS GOVERNANCE INITIATIVE UPDATE

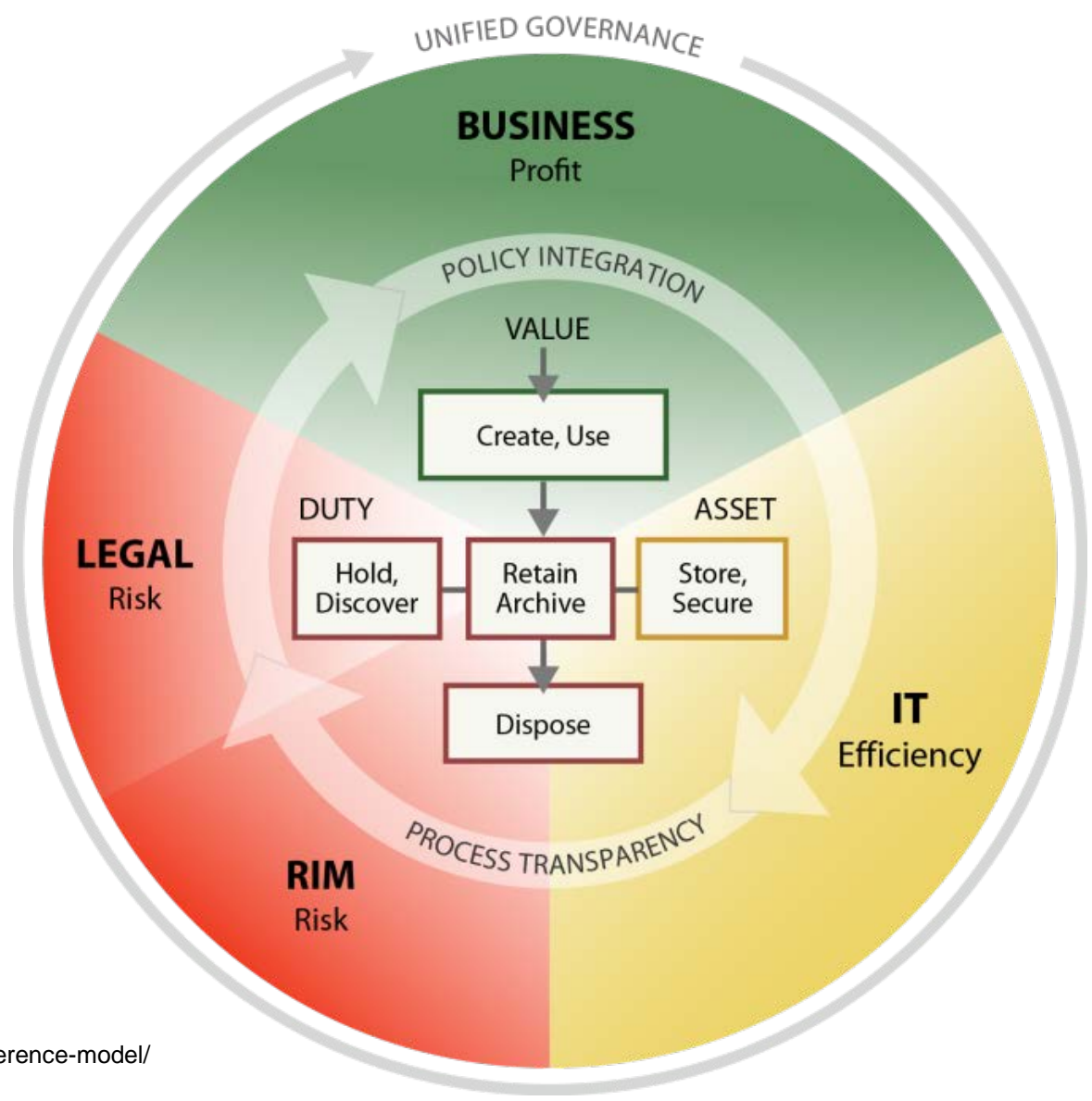
TriMet Board Briefing

February 28, 2018

Kimberlee Akimoto, Records Governance Manager
Donna-Mae Shyduik, ECM Project Manager/Consultant

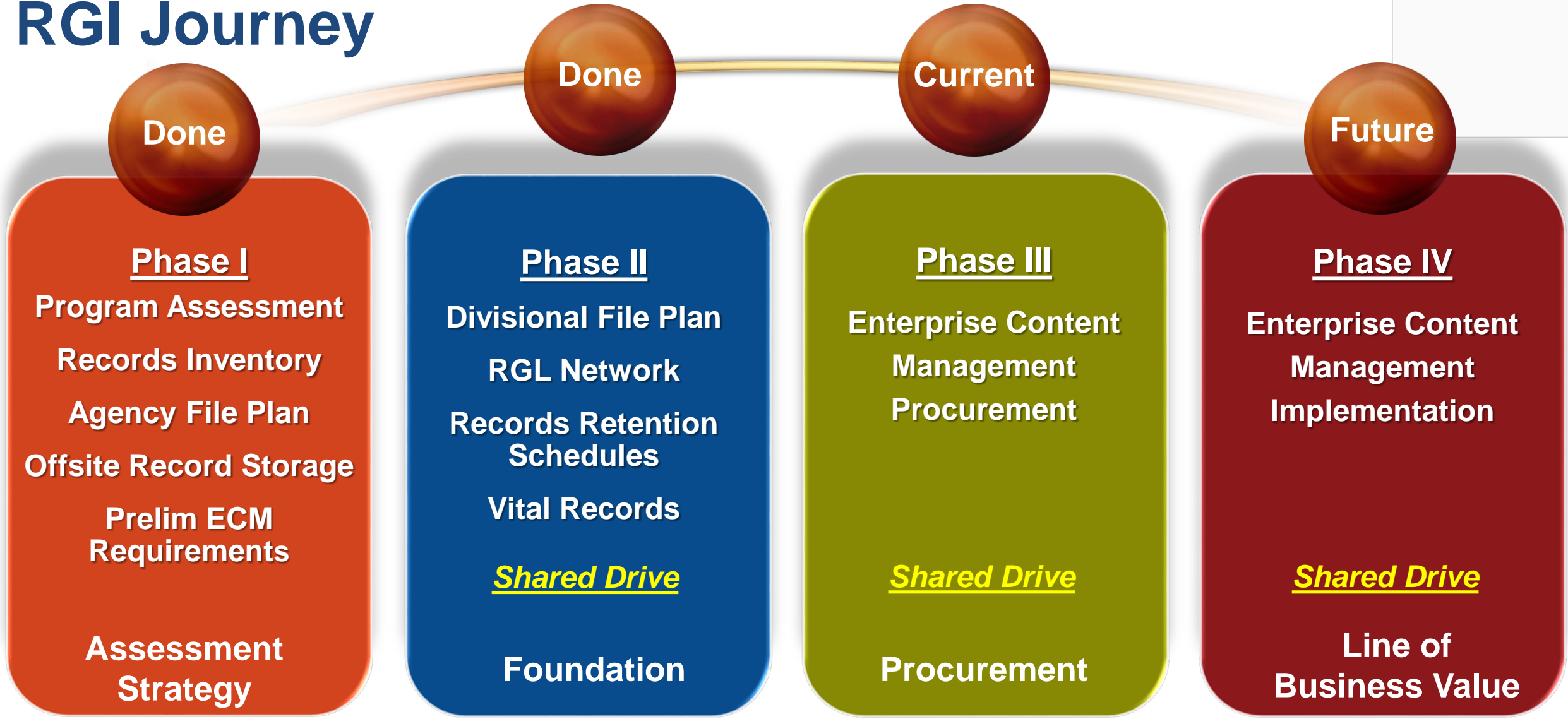


What is Records Governance?



Information Governance Reference Model (IGRM)
<http://www.edrm.net/frameworks-and-standards/information-governance-reference-model/>

RGI Journey



Is Content Really Such a BIG Deal?

YES!

**Most critical decisions and
processes involve or revolve
around some form of
unstructured data**

~20% of Enterprise Content
Structured Content



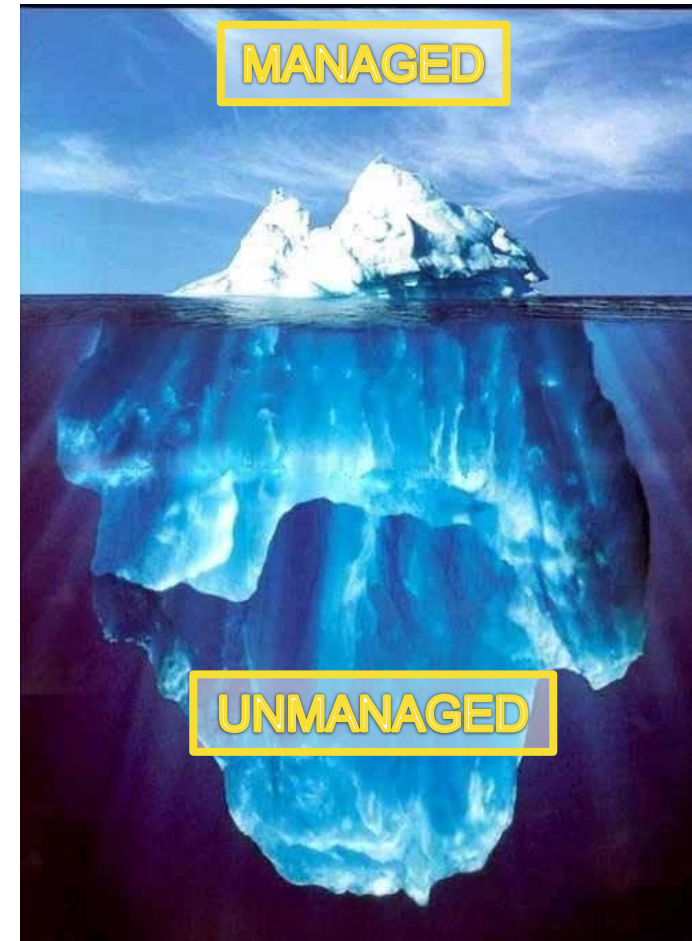
~80%+ of Enterprise Content
Unstructured Content

Is Content Really Such a BIG Deal?

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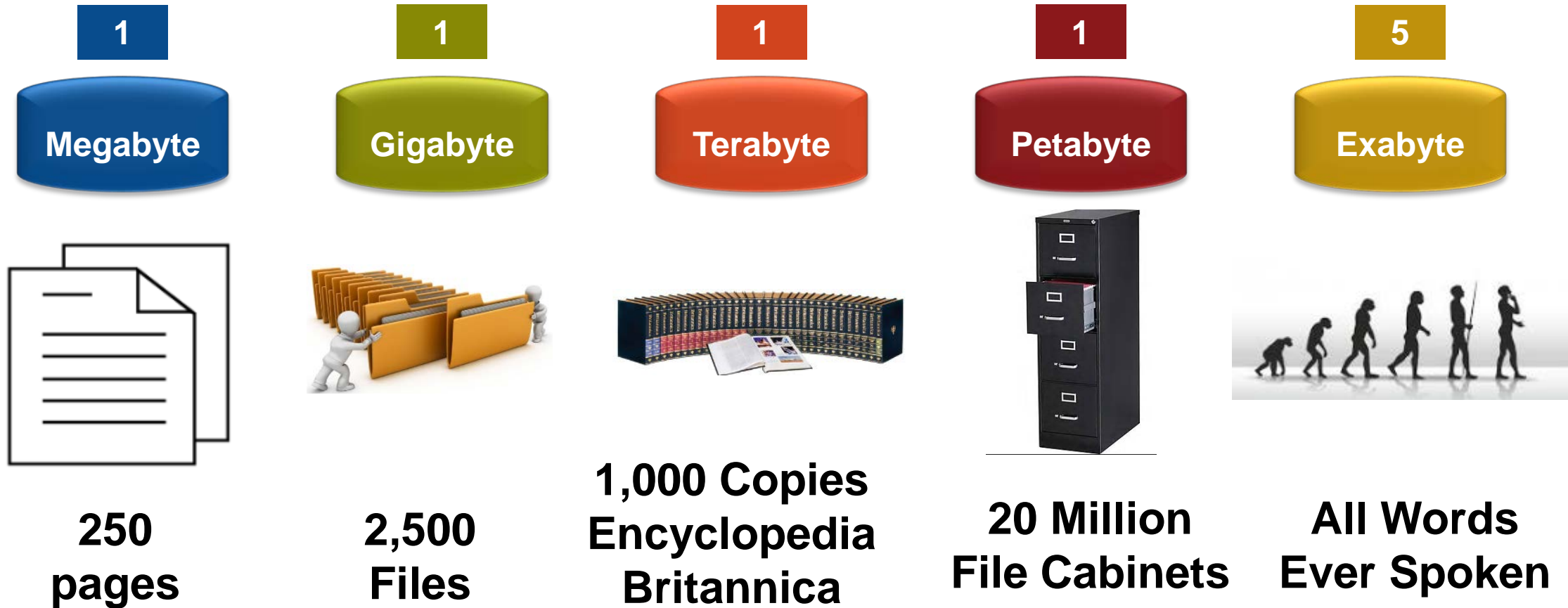
TriMet has a Board **mandated** initiative to get the unmanaged content *managed*.

~20% of Enterprise Content
Structured Content



~80%+ of Enterprise Content
Unstructured Content

How Is Content Measured?



How Much Unstructured Content Does TriMet Have?



26.12 Million Files
43.01 Million Emails

OR



36,000 Encyclopedia
Britannica's

Today's Environment



Silo Culture



**Manual &
Redundant**



**Institutional
Knowledge**

And our Unstructured Content Growth Projections?



2027



**1
Petabyte
20 Million
Cabinets**



**2
Petabytes
40 Million
Cabinets**



**3
Petabytes
60 Million
Cabinets**

Source:
Content Growth @ 39% per year by Veritas
Content Growth @ 60% per year by IDG



*What are we going to do
about these records?*

Enterprise Content Management...



**Google-like Search on
TriMet's Content**

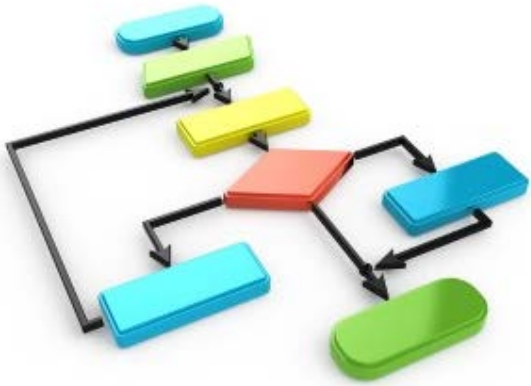
Enterprise Content Management...



DOCUMENT MANAGEMENT

- Check-In/Check Out
- Version Control
- Audit Control
- Security

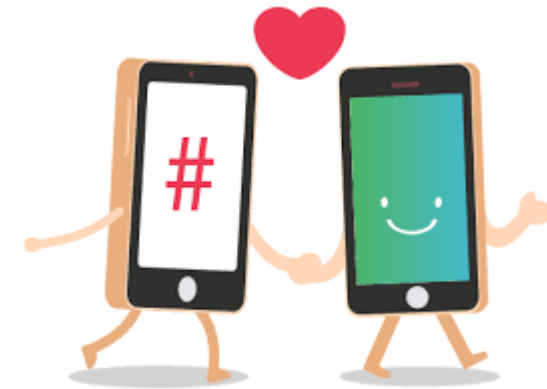
Enterprise Content Management...



**Automated
Workflows**



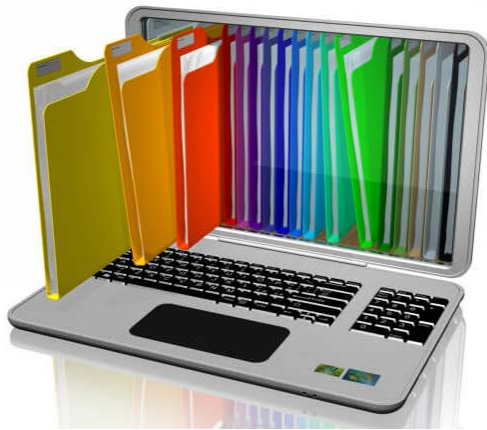
Collaboration



**Mobile
Access**

Enterprise Content Management...

Records Disposition



Archive



Destroy

ECM Procurement...



Nov
'17



Dec '17 -
Feb '18

NEEDS ASSESSMENT



Dec '17 -
May '18

REQUIREMENTS



May
'18



Jun
'18

ECM Procurement...



**Jul
2018**



**Sep
2018**



Oct 4, 2018



**Oct 24, 2018
Board Approval**

