

Top 5 Information Governance Challenges: Managing Data Remediation



“Twelve percent of respondents see themselves as Trailblazers – having above average capabilities correct metadata and eliminate redundancy in their content assets.”¹

Are you consistently cleaning your content?

Effectively managing data remediation should be at the heart of your information governance (IG) program. Employees are using shared and personal hard drives as well as other devices for data storage, making it more and more difficult to manage the massive amount of information being created and stored. Under these conditions, there is no redundant, outdated, or trivial content (ROT) elimination, no consistency in storage syntax and naming conventions, and no data cleansing.

When addressing data remediation, analytics helps identify what you have, classify that information and cleanse it to eliminate the ROT. Here are a few things you need to ask in relation to your remediation practices.

- What can I do to minimize redundancy?
- When is the best time to capture information?
- How can I best leverage capture and recognition technologies?

The most effective approach to data remediation is one that is proactive and forward thinking rather than reactive and short sighted.

1

What can I do to minimize redundancy?

Develop a strategy to leverage captured and analyzed information across multiple departments and for multiple purposes. Embrace the mindset of “repurpose versus recreate.”

2

When is the best time to capture information?

Capture information as early in the process and as close to the first touch point as possible. This information could be captured through mobile devices, as data through an electronic form, and even from an image scanned at a remote field office.

3

How can I best leverage capture and recognition technologies?

Ensure that technologies including OCR, data capture, analytics and auto-classification are integrated with core enterprise systems that include ERP, CRM, and content management systems.

Closing Thoughts

Data remediation can be a time consuming and costly effort but does not have to be with the proper IG program and tools in place. Using analytics aligned to support your IG policies and processes can expedite data remediation and deliver consistent results.

There are many resources available to help if you do not have the expertise available in-house. There are consultants, contractors, and even closer than you may think, your solutions providers. These are folks who work with their customers every day to ensure their business needs and requirements are met, and have been involved in many operations worldwide. Seek their advice as well. You can also

download the latest eBook on this topic titled “Minimize Business Risk – Top 5 Information Governance Obstacles You Must Tackle Now” to get some great insight on steps you can take today.



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1. Minimize Business Risk: Top 5 Information Governance Obstacles You Must Tackle Now

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Our mission is to help clients improve operational performance while reducing cost and risk. Canon Business Process Services has been named a Global Outsourcing 100 Leader by IAOP for the past eleven years and recognized in the Gartner Magic Quadrant for Managed Print and Content Services for five consecutive years. We have also been acknowledged by CIOReview magazine as a “20 Most Promising Legal Technology Solution Provider.”

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