

Examining the Crossover from RIM and IG Skills

Agenda

01

RIM Skills

02

IG Skills

03

Certifications

04

Resources

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Andrew Ysasi - VP, Advocacy @ Vital Records Control



Advocacy = MELV (Mentoring, Educating, Lobbying, Volunteering)

ICRM President-Elect 2021 and Parts 1-6 Mentor

Alan Andolsen Mentor of the Year Award 2020

Writer for ARMA's Information Governance Body of Knowledge (IGBOK)

Writer for Information Governance: Concepts, Strategies and Best Practices - Wiley

Instructor at San Jose State University - MARA Program

ICRM Exam Development Committee - 2012-2017

i-SIGMA (PRISM/NAID) International Board Member -2016-2019

Founder IG GURU: Information Governance News

Certificate Data Analytics the Wharton School of the University of Pennsylvania

Masters in Administration from Central Michigan University

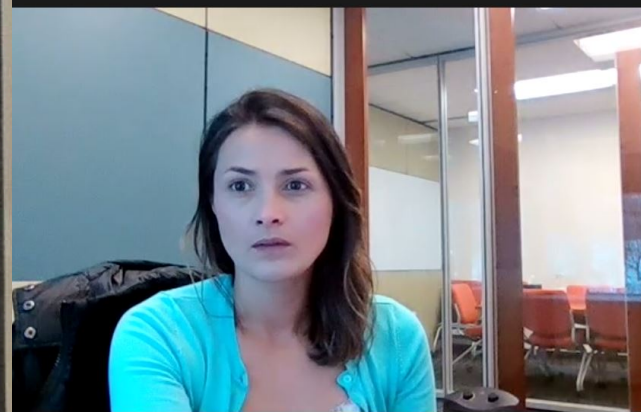


ICRM - Institute of Certified Records Managers

1,199 followers

3w • 🌐

Congratulations to Andrew Ysasi, CRM for being chosen for this year's Alan Andolsen Mentor of the Year Award!



About Vital Records Control

Vital Records Control (VRC) was founded in Memphis, Tennessee in 1988. Since then, it's grown to become a national leader in information management with more than 100 facilities nationwide.

VRC offers compliant solutions for document storage, digital imaging, release of information, and destruction.



1. RIM Skills

2. IG Skills

3. Certifications

4. Resources

A photograph of a city street intersection, likely in New York City, featuring a large yellow '01' overlaid on the crosswalk. The street is wet, and the buildings are tall and modern. A traffic light is visible on the left, and a pedestrian crossing sign is on the right. The sky is overcast.

01

RIM Skills

RIM Skills

- Retention Management
 - This is what you have to master
 - Auto-classification and Big Buckets
 - Audit and Updates
 - ROT Hunter!
- General Management
 - Operational/Tactical/Strategic
 - Hiring and Evaluation
- Accounting
 - Creating and managing a budget
 - Reading financial statements
 - Understanding critical revenue and expenses

RIM Skills

- Legal
 - Assisting with storage, retrieval, discovery, and indexing of records for matters and cases
- Basic Technology
 - Input/Output, Office Applications, and E-Mail Systems
- Audit
 - An inspection on current practices within your department that includes financial information and tied to a maturity model
- Archives
 - Physical and Digital knowledge

1. RIM Skills

2. IG Skills

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4. Resources

02

IG Skills



The ARMA Information Governance Implementation Model (IGIM)



IG Skills

- Information Privacy
 - Determine what information can be shared with third parties
 - Data impacted by privacy regulation
 - Managing and sharing of PII or PHI
- Cybersecurity
 - Defending information from unauthorized access, use, disclosure, disruption, modification, inspection, recording, or destruction
 - Log management (SIEM)
- Risk Management
 - Forecasting and evaluation of financial risks
 - Organizational risk associated with project types

IG Skills

- Project Management and Administration
 - Processes, methods, knowledge, and skills to start and end projects
 - Agile methodologies
 - Computing value of projects (NPV - Net Present Value and EVM - Earned Value Management)
 - Effective IG Policy writing
- Cloud Technology
 - Knowing how Cloud Technology differs from traditional client/server networks, and understand the pro's and con's
 - Understand the cost of storing and retrieving data
 - Knowing where risk temperature increases and decreases within a solution
- Change/Culture Management
 - Determining what change needs to occur and setting a plan to ensure that change is feasible and achieved
 - Identifying obstructions to change and creating a plan

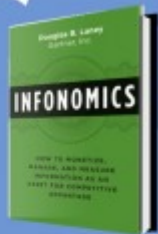
IG Skills

- Software Development
 - Developing applications in the cloud or applications on portable devices
 - Using command line to administer systems, view logs, or make changes
 - How can AI make auto-classification and search easier?
- Executive/Leadership/Mentoring
 - What is the best track for you to move up in the organization?
 - You are comfortable where you are at, how do you help your staff improve?
 - Advising or training young or new professionals to the RIM and IG space
- Blockchain
 - Applying Blockchain technology for immutability and manage accordingly
 - Blockchain Technology and Recordkeeping Report - <https://igguru.net/2019/11/12/blockchain-technology-and-recordkeeping-report-available-via-aief/>

IG Skills

- **Intrinsic** - Presumptive and broad comparison
- **Business** - Utility of information to actual business function(s)
- **Performance** - Estimated impact of asset to business objective(s)
- **Cost** - Expense only (create, capture, or collect)
- **Market** - Market value of information
- **Economic** - Net financial value of information asset by taking income less lifecycle expenses

Source: Laney, D. (2018) *Infonomics* chapter 11 p. 251-260



1. RIM Skills

2. IG Skills

3. **Certifications**

4. Resources

03

Certifications



Certified Records Manager (CRM) from Institute of Certified Records Managers



- Certifying record managers since 1975 and currently tests in six domains:
 - Part 1 - Management Principles
 - Part 2 - Creation and Use
 - Part 3 - Storage and Retrieval
 - Part 4 - Appraisal, Retention, Protection, and Disposition
 - Part 5 - Technology
 - Part 6 - Case Study - 4 hours
- Application and testing fees
- Annual membership fee and CE's required
- Exam study packs, workshops, and mentors
- Certified Records Analyst (CRA) - Parts 2-4 Only
- Academic Partners - Long Island University, Louisiana State University, San Jose State University, and the University of Toronto

Certified Information Governance Officer (CIGO) from the Certified Information Governance Officer Association



— Certifying in 12 fields:

- Information Governance Concepts, Definitions, and Principles
- Information Governance Principles
- Information Governance, IT Governance, Data Governance: What's the Difference?
- Information Risk Planning and Management
- Strategic Planning and Best Practices for Information Governance
- Business Considerations for a Successful IG Program
- Information Governance and Legal Functions
- Information Governance and Records and Information Management Functions
- Information Governance and Privacy and Security Functions
- Information Organization and Classification: Taxonomies and Metadata
- Content Services
- Maintaining an Information Governance Program and Culture of Compliance

- Application, testing fees, and membership with CE's

Information Governance Professional (IGP) from ARMA

- Certifying in six domains
 - Managing Information Risk and Compliance
 - Developing an IG Strategic Plan
 - Developing an IG Framework
 - Establishing the IG Framework
 - Establishing IG Business Integration and Oversight
 - Aligning IT with the IG Framework
- Bachelors and 3 years or 6 years experience
- Annual membership fee NOT required but CE's required
- Exam study packs
- New version expected in 2021 with alignment to the Information Governance Implementation Model (IGIM)



Certified Information Professional (CIP) from AIM



- Developed in accordance with ISO Standard 17024, and focuses on six domain areas:
 - Creating and Capturing
 - Organizing and Categorizing Information
 - Governing Information
 - Automating Information-Intensive Processes
 - Managing the Information Lifecycle
 - Implementing an Information Management Solution
- Application and testing fees
- Annual Membership fee - (not required)
- Exam study packs - Free Videos

Certified Information Privacy Professional (CIPP) from International Association of Privacy Professionals



- Foundation and CIPP/US (note Canadian, European, U.S. Government, Asia, and IT designations available):
 - Common principles and approaches to privacy
 - Jurisdictions and industries
 - Information security
 - Online privacy
 - The U.S. Privacy Environment
 - Limits on Privacy Sector Collection and Use of Data
 - Government and Court Access to Private-sector Information
 - Workplace Privacy
 - State Privacy Laws
- Application and testing fees
 - Retake fees discounted and annual fee and CE's required
- Other notable IAPP certs: CIPM

Certified E-Discovery Specialist (CEDS) from Association of Certified E-Discovery Specialists

- Certifying in 15 fields (not all listed):
 - Information Management and Litigation Readiness
 - Project Planning
 - Data Production
 - Project Management
 - Litigation Hold Implementation
 - Legal Framework and Obligation
 - Ethics
 - Data Culling
 - Technology
 - Budgeting
- Application, testing fees, and membership with CE's



1. RIM Skills
2. IG Skills
3. Certifications
4. Resources

04

Resources

Photo by [Alfons Morales](#) on [Unsplash](#)

Security is not a tradeoff to Privacy



Ann Cavoukian, Ph.D
Three-term Information & Privacy
Commissioner of Ontario, Canada
Creator of Privacy by Design

- We don't need to give up personal privacy for public safety.
- We don't need to sacrifice privacy for data analytics.
- We can have both. We must have both.

“There’s going to be so much work in this area and we want to ensure that it follows the model of privacy and security, privacy and data utility, win win, not win lose, not either or.”
— **Ann Cavoukian, Ph.D**, [Source](#)

The Law will still be chasing Technology

“A change in the law is infinitely more difficult to achieve than a change in a technological standard, and as long as legal innovation lags behind technological innovation institutions will seek to abuse that disparity in the furtherance of their interests.”

— Edward Snowden, [Permanent Record](#)

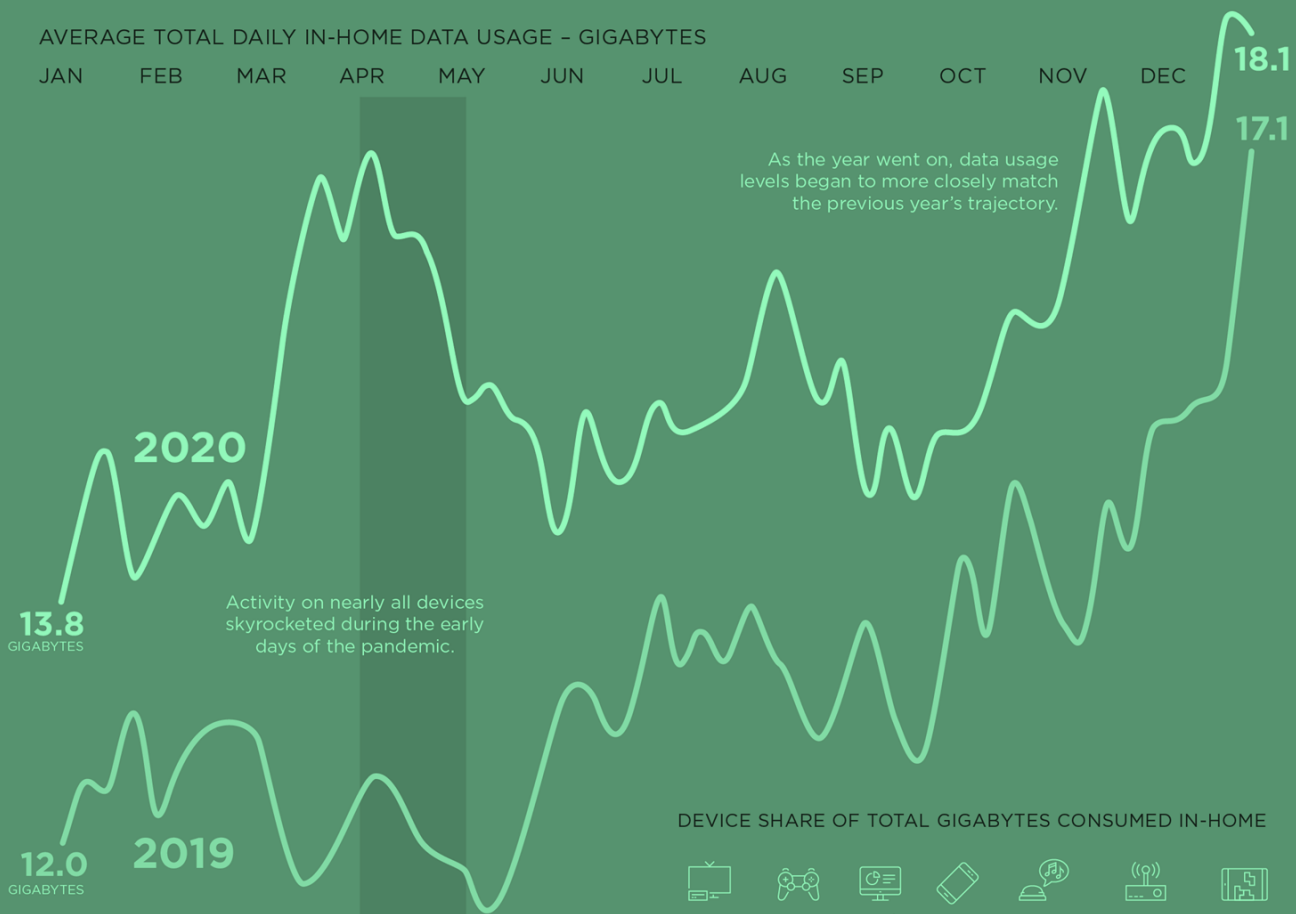


SURGING IN-HOME DATA USAGE DURING THE PANDEMIC

Data usage increased across the board, with pronounced increases during the Spring of 2020

AVERAGE TOTAL DAILY IN-HOME DATA USAGE - GIGABYTES

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC



DEVICE SHARE OF TOTAL GIGABYTES CONSUMED IN-HOME

	SMART TV	GAMING CONSOLE	PC / MAC	PHONE	SMART SPEAKER	STREAMING BOX / STICK	TABLET
2020	23%	23%	11%	6%	1%	32%	4%
2019	20%	26%	11%	6%	1%	32%	4%

Interestingly, the allocation of data usage across devices didn't change much.

Source: Comscore



Data Usage

- In 2020, average in-home data usage in the U.S. *increased by 18%* compared to 2019
- Activity reached its peak in the spring, during the initial stages of the pandemic
- While overall consumption grew in 2020, the share of use across devices remained fairly consistent

• [Source: VisualCapitalist.com](https://www.visualcapitalist.com)

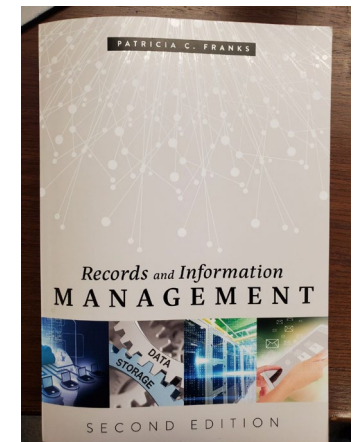
Information Lifecycle



RIMv2

Dr. Pat Franks is a well-known teacher and author throughout the Record and Information Management (RIM) profession. Her countless articles and publications have helped many of us run and manage our RIM programs. It is an honor to review her latest book, [Records and Information management: Second Edition](#). It is no secret that her contributions and writings have inspired many, and the wealth of knowledge in this book is essential for any RIM, IG, CIO, CTO, Privacy, Security, Audit, Accounting, and technologist to have on their shelf.

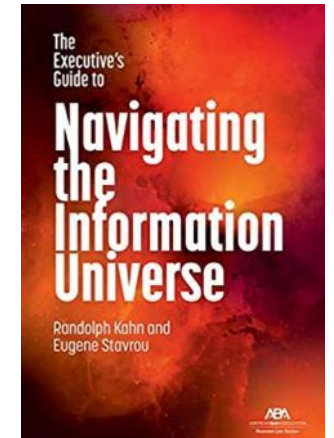
- The nearly 500-page book contains 14 chapters, illustrations, and a healthy appendix. Topics covered in her book are:
- The Origins and Development of RIM
- Building an IG Program on a solid RIM Foundation
- Information Creation, Capture, Classification, and File Plan Development
- Record Retention Strategies
- Access, Storage, and Retrieval
- Electronic Records Management



Navigating the Information Universe

In the latest [book](#) from well known RIM and IG writer, speaker, and author, Randolph Kahn, he hits home what executives need to know about the information universe. The book also benefits, lawyers, students, IG professionals, small business owners, non-profit entities, and anyone leading an organization.

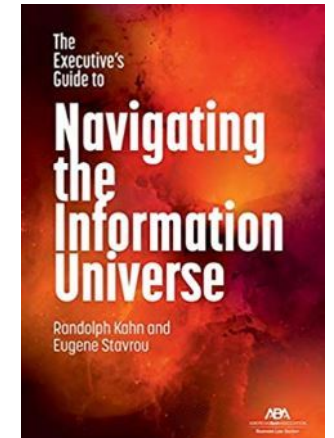
- Learn from Transformative Movers
- Be a Transformative Mover
- The Days of Companies “Controlling” Their Information Are Over
- Know the Building Blocks
- Your information Universe is Chaos
- Executives Must Create a Governance Culture to Protect Information
- Monetize Information
- Information Changes Over Time
- Storage is Not Cheap
- Know the Expanding Legal and Regulatory Landscape
- Bridge Worlds and Navigate Conflicts



Navigating the Information Universe

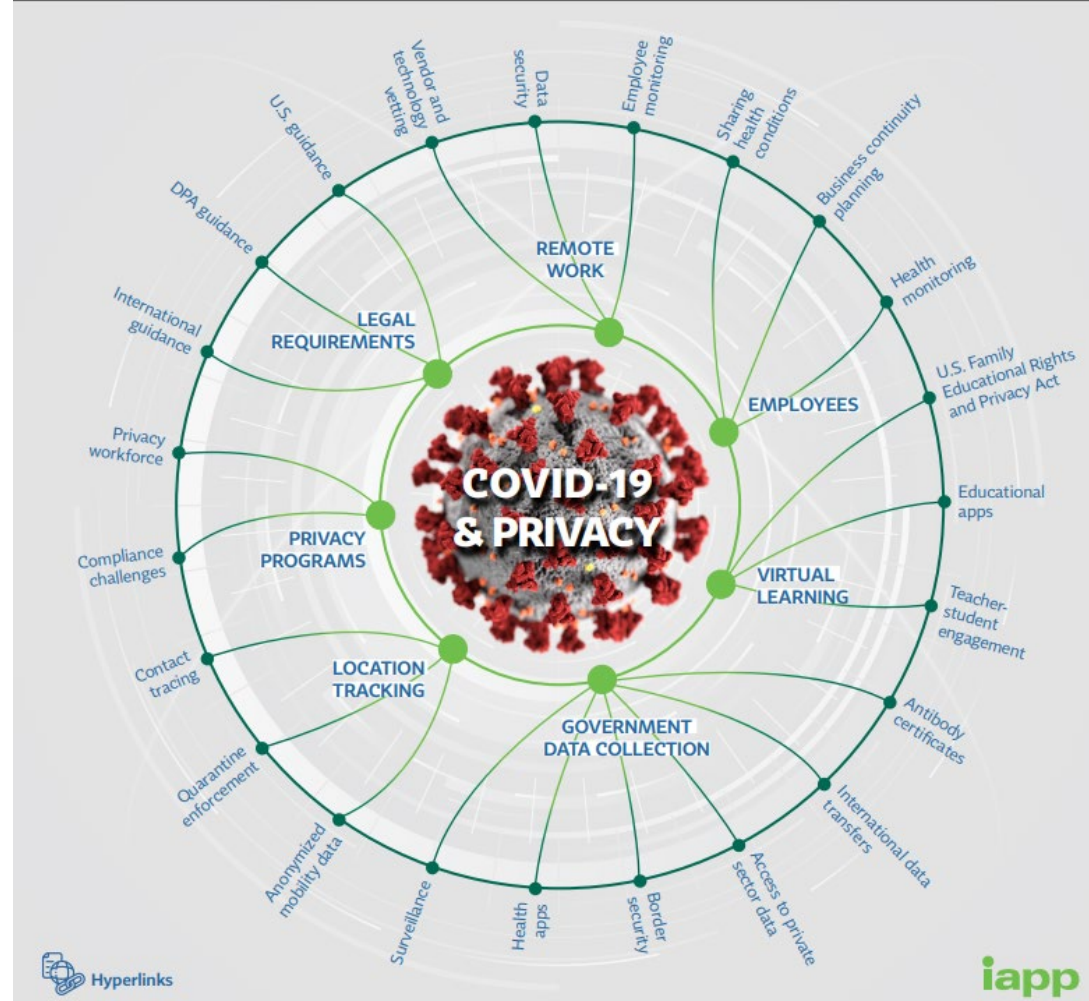
- Build and Support a Compliance Culture
- Empower Your Organization to Unlock Answers
- Treat Privacy Like Your Company's Reputation Depends on It
- Information Security: Protect the Crown Jewels
- Introduce Transparency into Your Information Sources
- Manage the Expanding IoT Data Universe
- The Rule of Yes
- Bring Your Own Device
- See the Challenge as Both Proactive and Reactive

Each section has an Executive Takeaway, Background, Business Implications, and Legal Implications allowing a reader to skip to a rule that may apply to them.



IAPP Resources for COVID-19

The COVID-19 pandemic is challenging the priorities of organizations around the world. Data protection authorities are handing down guidance, HR departments face new employee data challenges, teleworking increases data security risk, health care organizations need to quickly share sensitive data, and calls for location tracking grow louder by the day. This infographic breaks down the major topics related to COVID-19 and privacy, while connecting back to the IAPP Resource Center to help you locate tools, guidance and information to help you meet these complex challenges.



Source: IAPP - <https://iapp.org/resources/article/covid-19-and-privacy-infographic/>

New Privacy Regulations to Protect PII

Canada

- Minister of Information Science and Economic Development introduced legislation to replace Protection and Electronic Documents Act (PIPEDA) with the Consumer Privacy and Protection Act (CPPA) and Personal Information and Data Protection Tribunal Act (PIDPT).
 - Source: [JD Supra](#)

California

- California Consumer Privacy Act (CCPA) effective January 2020.
- California Privacy Rights Act (CPRA) passed in November 2020.

New York

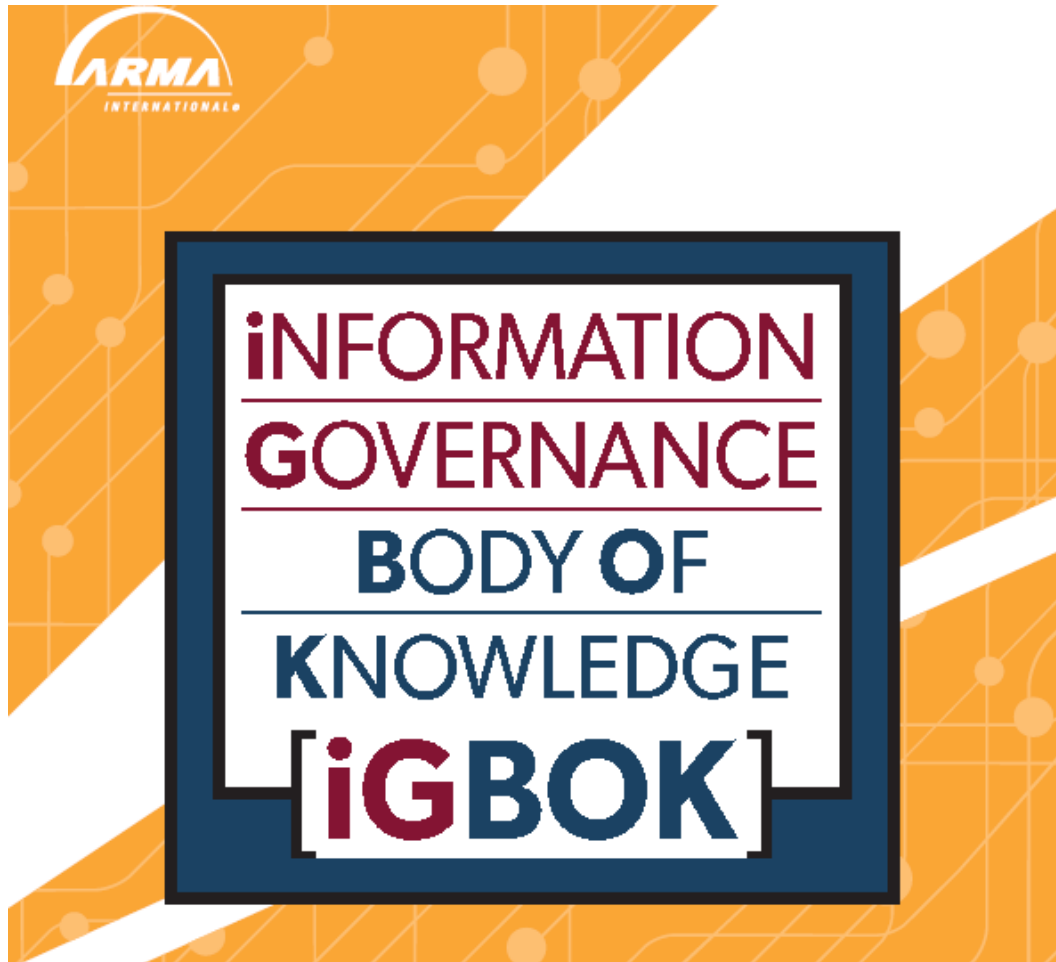
- Proposed amendments to NY Civil Rights Law to *create criminal liability for certain privacy violations*.
- New York Stop Hacks and Improve Electronic Data Security (SHEILD) Act effective March 2020.

Texas

- Texas Privacy Protection Advisory Council issued a report in September 2020 recommending Texans have the right to know how their personal information is being used.

United States

- DHHS proposed to modify the HIPAA Privacy Rule allowing for faster access to medical records.



ARMA IGBOK

- Core concepts
- Business Value
- Records Management
- Developing and Managing a Program
- Policy Integration
- Information Lifecycle
- Change Management
- Information Risk/Compliance
- Legal Processes
- Privacy
- IT and Security
- Certifications

Records and Information Management **Core Competencies**

2nd Edition



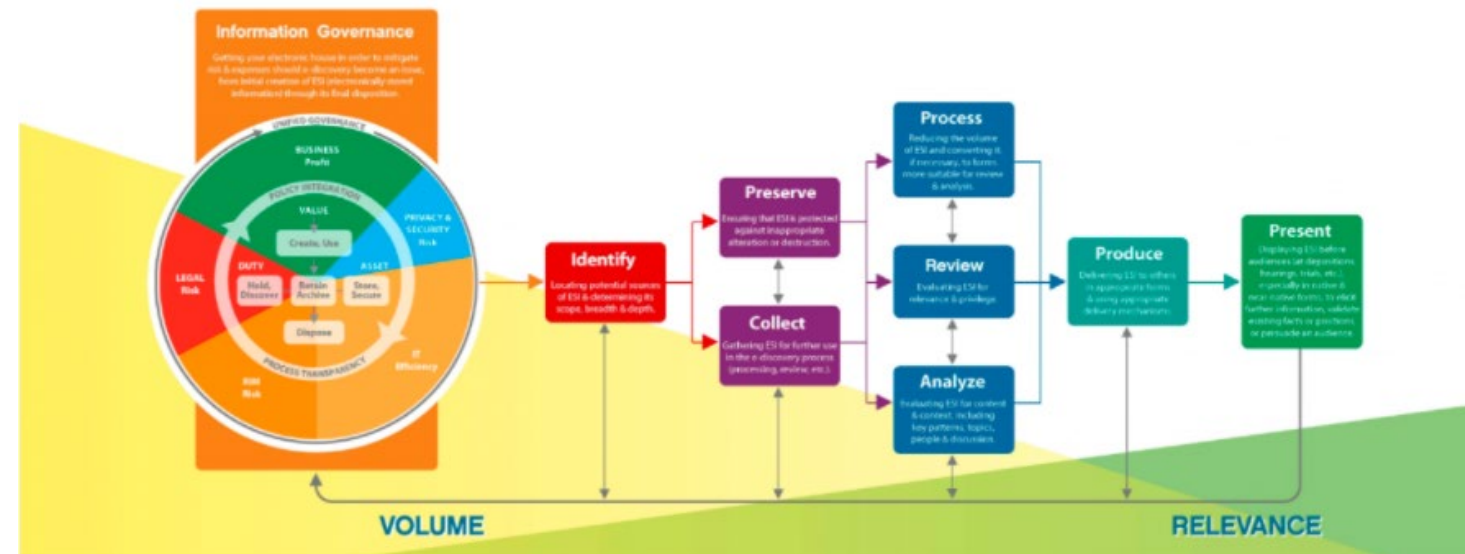
- What are Competencies?
- Why Evaluate One's Competencies
- Competencies Level 1-4
 - Business Functions
 - RIM/IG Practices
 - Communication and Marketing
 - IT
 - Leadership

The Information Governance Reference Model (IGRM) project started from a groundswell of interest in having a model that will frame the discussion of information management, in the same way the Electronic Discovery Reference Model has shaped our view of e-discovery. It was clear that this required much more than simply a better description of the Information Management node of the EDRM. The Information Management node deserved a reference model for itself. EDRM.net <https://edrm.net/resources/frameworks-and-standards/information-governance-reference-model/>

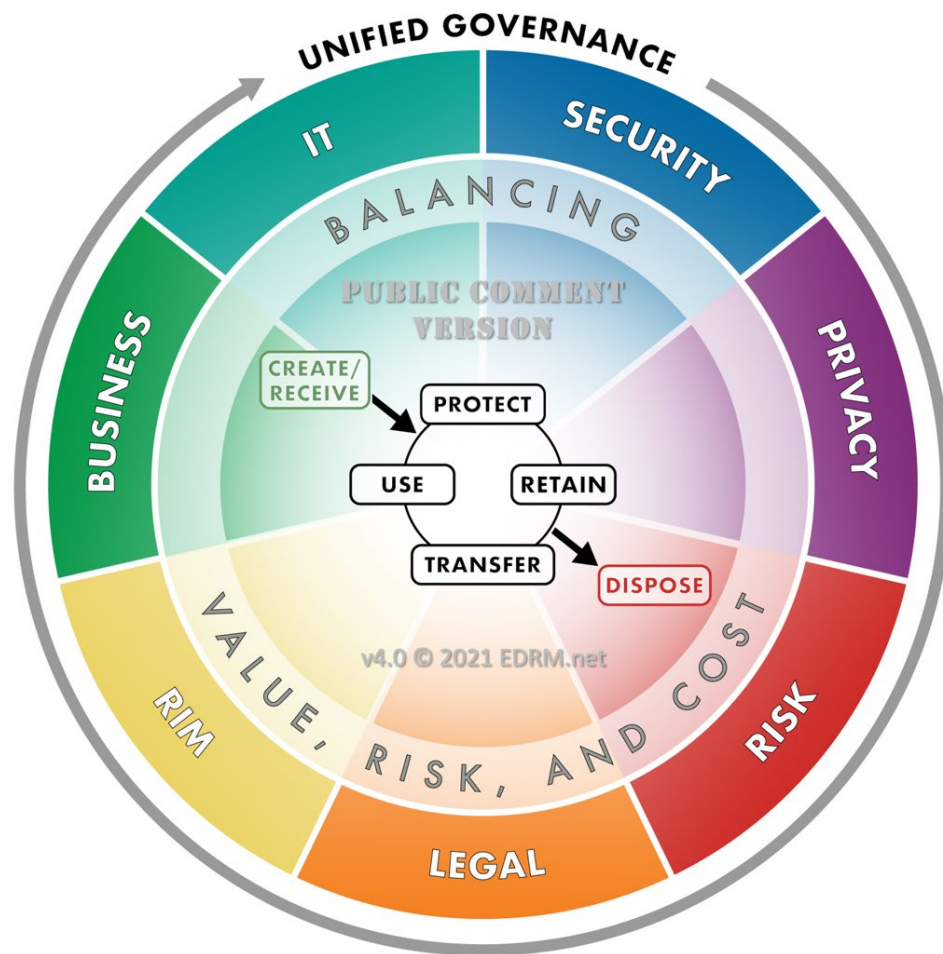


Electronic Discovery Reference Model

Standards, Guidelines, and Practical Resources for Legal Professionals and E-Discovery Practitioners



Information Governance Reference Model (IGRM)



v4.0 © 2021 EDRM.net

The Sedona Conference Journal

Volume 22

Forthcoming 2021

The Sedona Conference Commentary on ESI Evidence & Admissibility, Second Edition

The Sedona Conference

October 2020

Final Post-Public-Comment Version



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Compliance **PRESS RELEASE**

PRESS RELEASE: FOUNDATION PUBLISHES NEW RESEARCH REPORT – Retention of Accounting Records

July 8, 2021

Palmyra, NJ (July 1, 2021) – “Global Requirements for Personnel Records: A Survey of Laws and Regulations” by William Saffady, Ph.D, FAI This report is...



Book Recommendation: Records and Information Management – Fundamentals of Professional Practice 4th Edition (William Saffady)

July 6, 2021



Education

Flow: How to improve your Agile and Project Management

July 7, 2021

by Andrew Ysasi July 7th, 2021 Those who chose the life of a project manager are no strangers to challenges, opportunities, success, and learning...



Classified Ministry of Defence (UK) documents found at bus stop via BBC News

July 2, 2021

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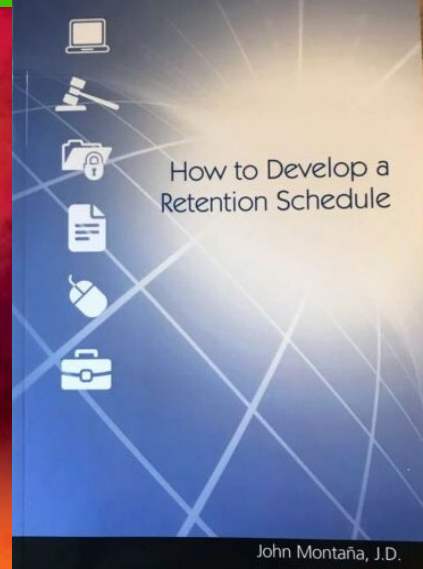
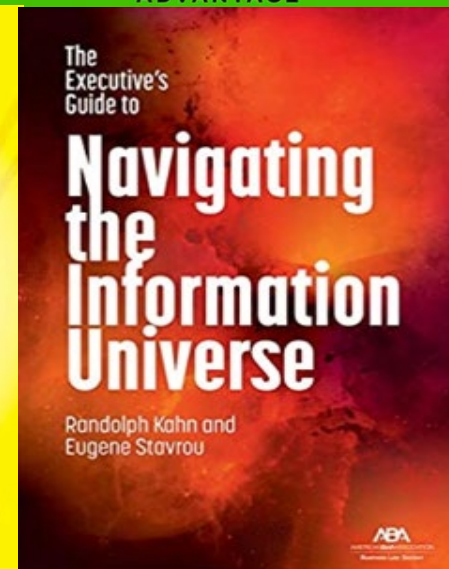
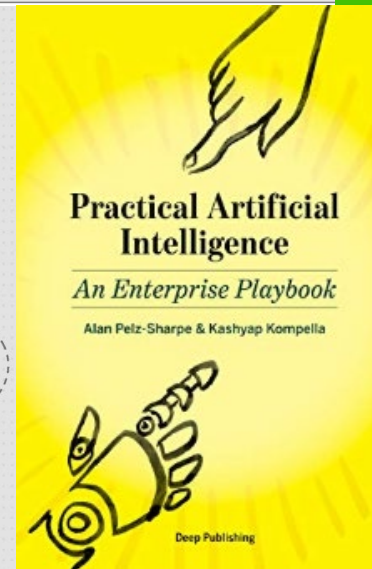
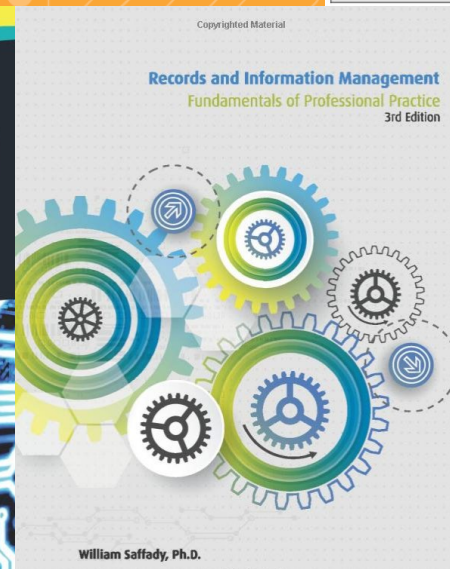
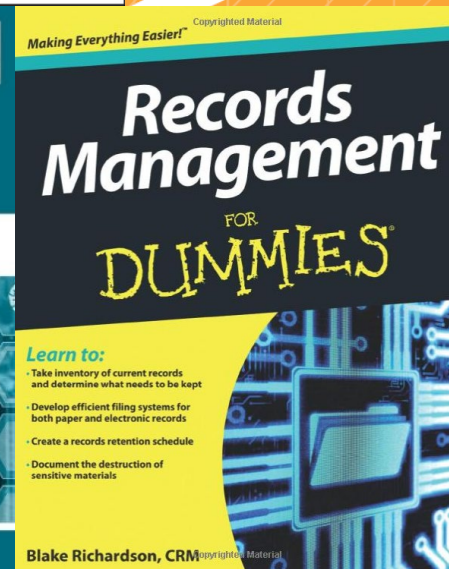
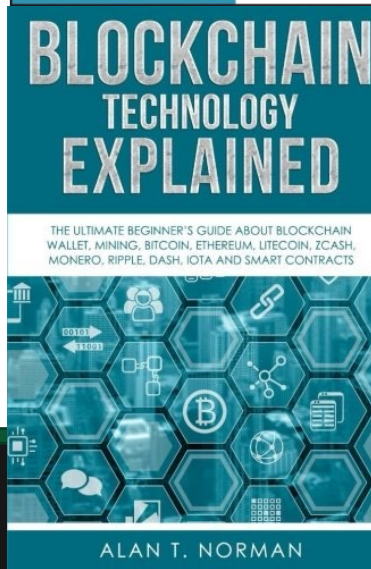
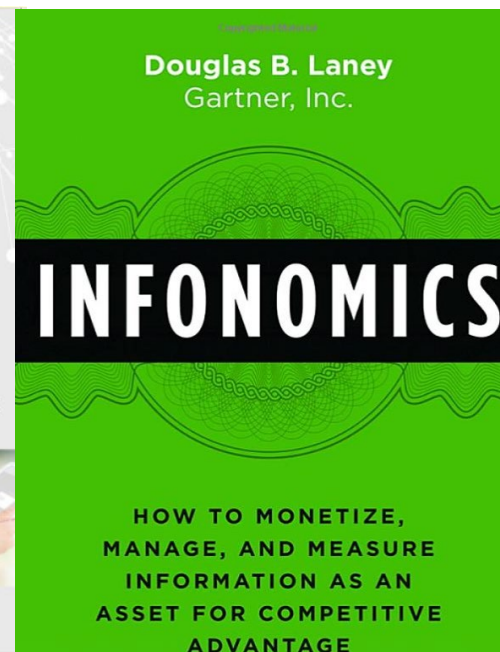
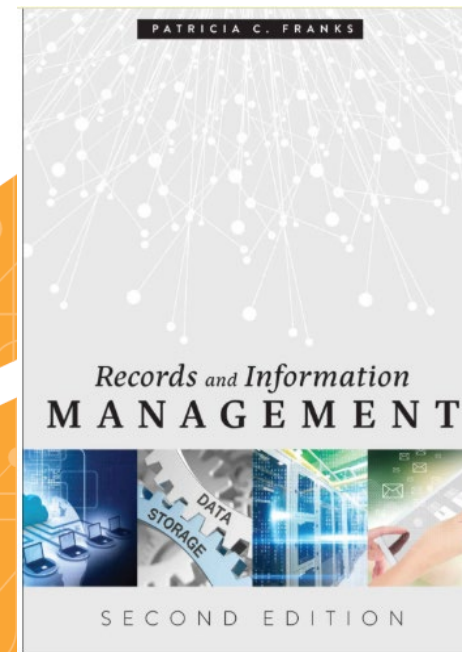
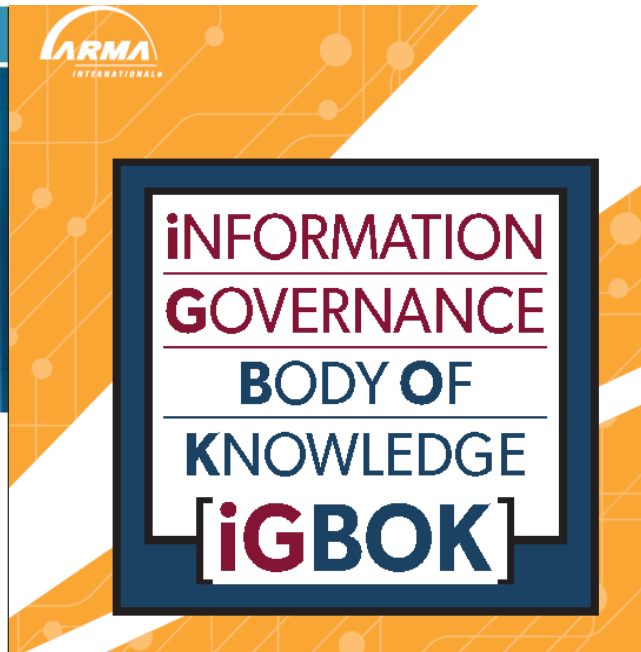
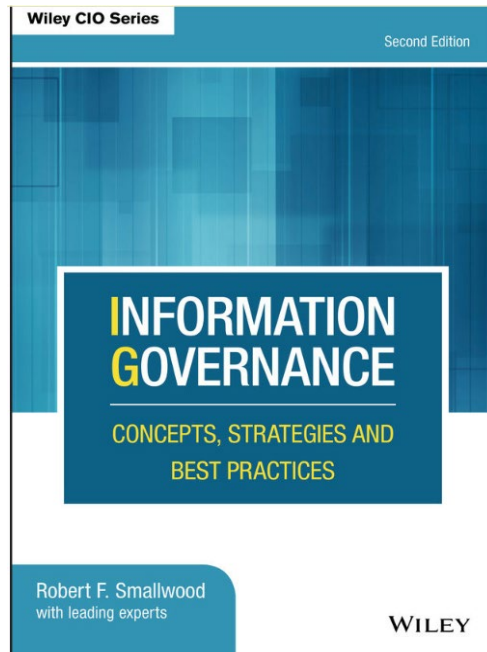


InfoGov World

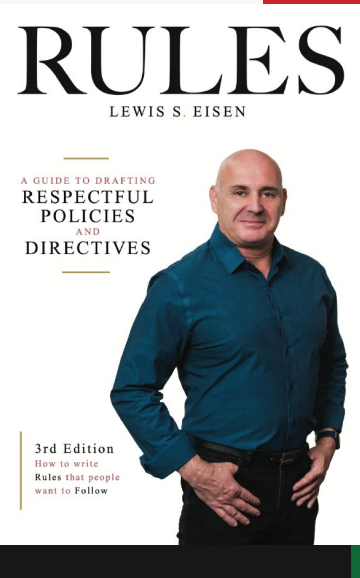
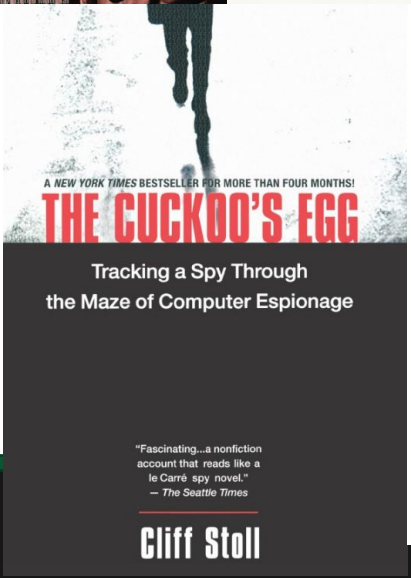
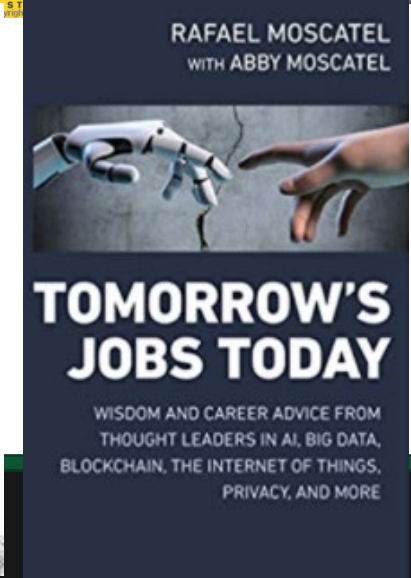
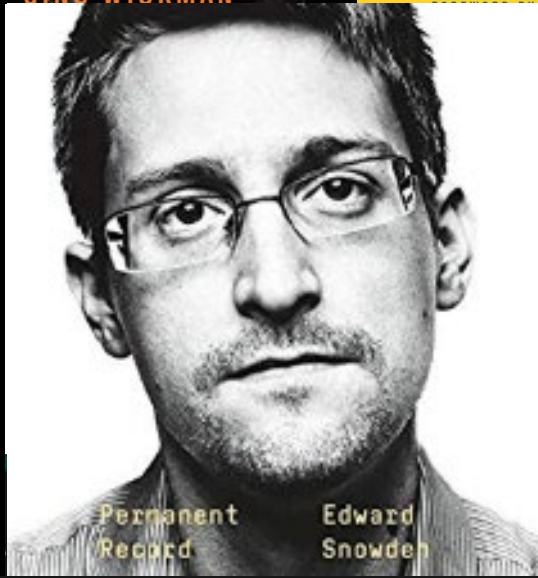
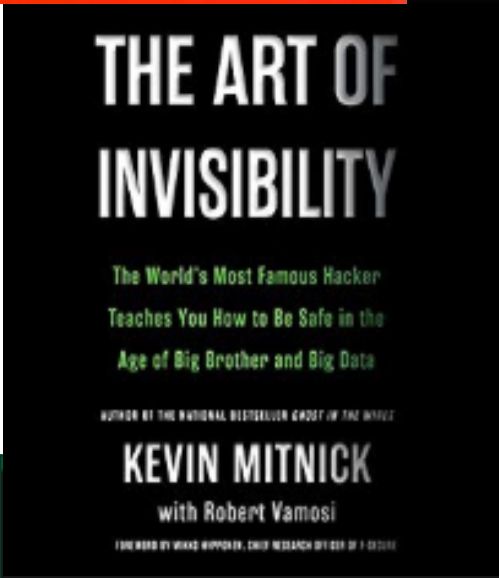
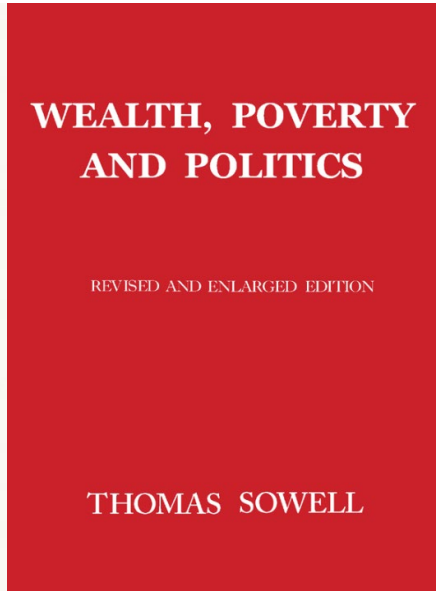
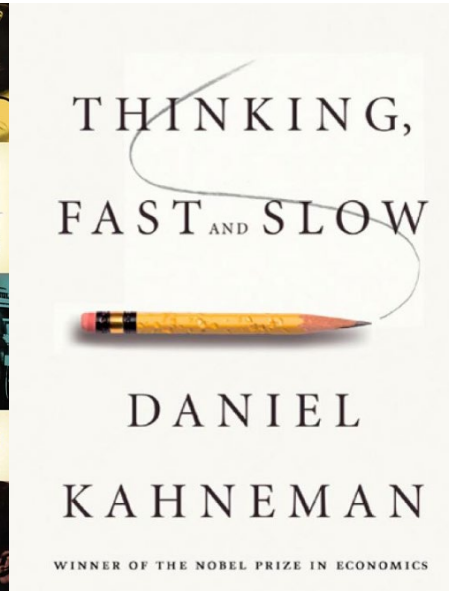
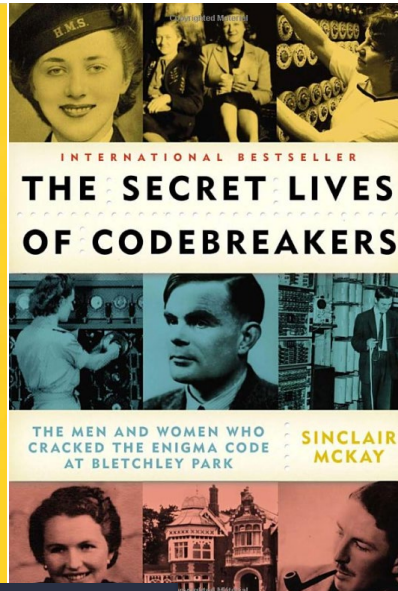
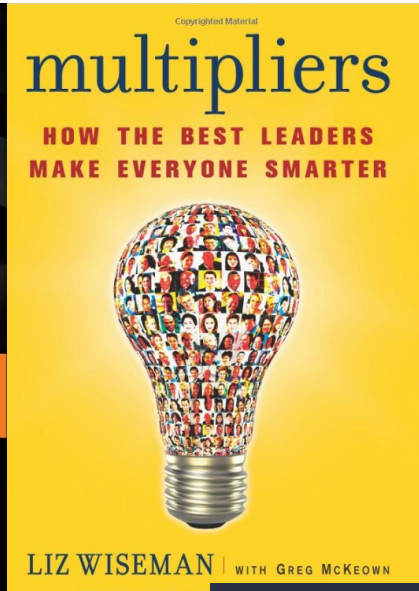
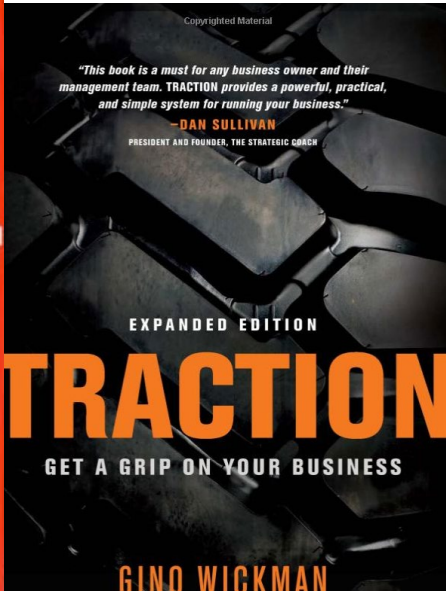
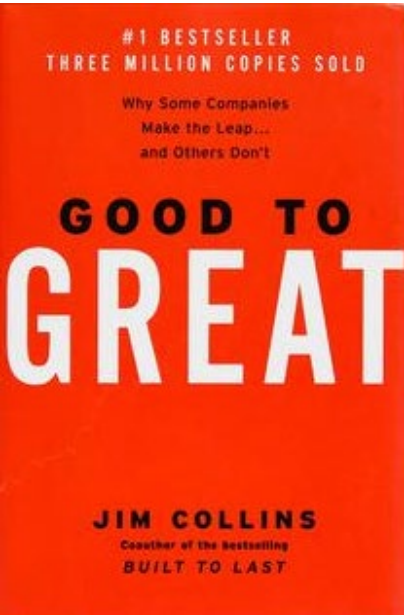
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- Infogovworld.com



RIM/IG Library



Personal Library





Vital Records Control

Questions? Reach out to us!

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