1. What is Information Governance?

    a. A whole new idea for managing business records

    b. A multidisciplinary approach that bridges all information-related business functions.

    c. A specific technology that automatically classifies business records

    d. A specific technology that creates, classifies, protects and destroys business records.

2. Information-related business functions include:
    a. Records and Information Management
    b. Content Management
    c. Information Technology
    d. Information Security,
    e. Data Privacy
    f. Risk Management
    g. Litigation Readiness
    h. Regulatory Compliance
    i. Long-term Digital preservation
    j. Business Intelligence
    k. Information Governance

3. An Information Governance program will solve the email problem?

4. Information Governance allows businesses to keep everything for potential litigation and discovery requirements?

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A View of *Your* Tomorrow

For each information-related business function at your organization identify that a policy, procedure, standard and glossary exists. Then verify that these documents are compatible with those from other business functions   (i.e. do not conflict in direction, rules, or terminology). How can you help to bridge the differences?

Business Function	Policy	Procedures	Standards	Terminology/Glossary
Records and Information Management				
Content Management				
Information Technology				
Information Security				
Data Privacy				
Risk Management				
Litigation Readiness				
Regulatory Compliance				
Long-term Digital preservation				
Business Intelligence				
Other business functions at your organization				

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