Morgan's bio: Morgan Attias serves as Product Innovation Manager at Infotel. He is responsible for strategic planning and management of the digital archiving, data governance, and privacy product lines. In his role, Morgan defines new product development and innovation processes, working together with the marketing, technical, and sales teams to develop the strategic product roadmap. He is also responsible for providing regular analysis of new functionalities, technologies, standards, and tools to improve the products, and validating specifications for the products and following the features all the way to launch.

“I am always eager to connect with like-minded professionals, share knowledge and discuss opportunities to drive innovation and deliver exceptional customer experiences.”

Abstract:

Defensible Deletion - Empowering Record Managers in the Digital Age

In today's digital-intensive environment, record managers face the daunting task of managing an ever-growing volume of digital records. The concept of defensible deletion has emerged as a critical strategy to address this challenge, enabling organizations to systematically dispose of unnecessary data while retaining essential records for business operations, compliance, and historical purposes. This presentation aims to demystify the process of defensible deletion for record managers and demonstrate how it can be integrated effectively into their daily workflows.

The session will begin by defining defensible deletion and explaining its significance in the context of modern record management. We will explore the legal, regulatory, and business imperatives driving the need for defensible deletion, emphasizing the balance between data retention and disposal. Attendees will learn how to establish a defensible deletion policy that aligns with their organization's compliance requirements, risk profile, and operational needs.

Further, we will provide record managers with a step-by-step approach to implementing defensible deletion, including the development of retention schedules, the identification of redundant, obsolete, or trivial (ROT) information, and the execution of deletion protocols. Best practices for documenting the deletion process will be highlighted to ensure that actions are legally defensible and aligned with industry standards.

Critical challenges and common pitfalls in defensible deletion will be addressed, offering solutions and techniques to overcome these obstacles. The presentation will also touch upon the role of technology in supporting defensible deletion, including the use of automated tools for data classification, retention, and deletion.

By the end of this presentation, record managers will be equipped with the knowledge and tools necessary to implement defensible deletion practices within their organizations confidently. They will understand how to make informed decisions about what data to retain and delete, ensuring
that their record-keeping practices are efficient, compliant, and aligned with strategic business objectives.