

SHAREPOINT INFORMATION GOVERNANCE

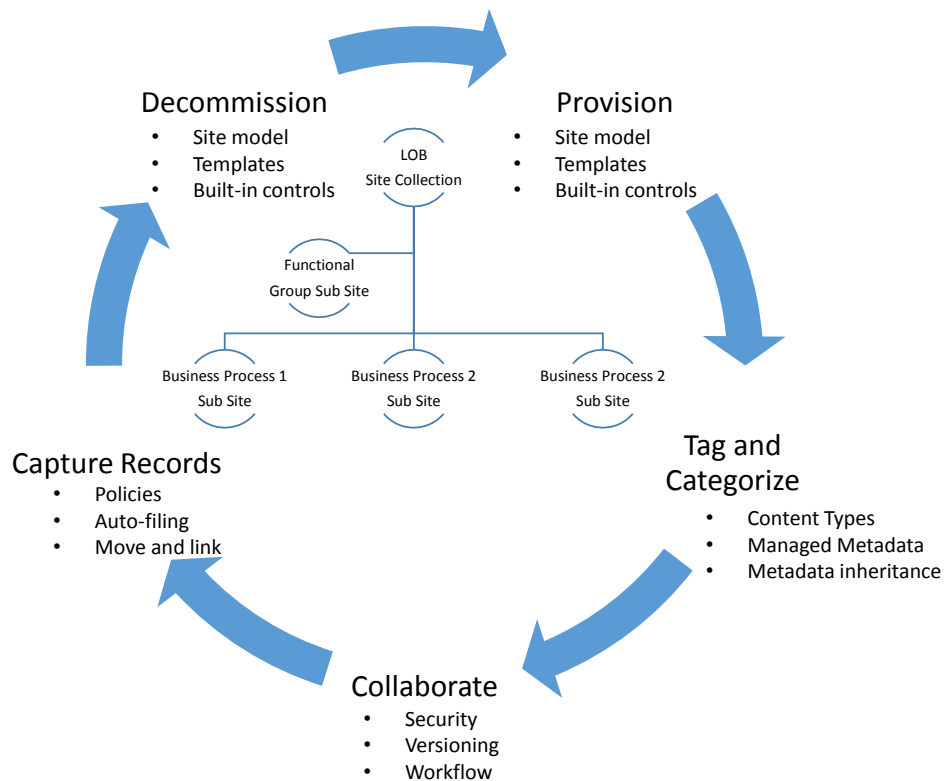
OVERVIEW

SharePoint Information Governance (IG) is the practice of ensuring all information residing in SharePoint follows a formal set of lifecycle and policy controls. IG helps maximize the value of data and minimize the risks of non-compliance. Millican's IG framework provides a better approach to information governance in SharePoint for improved productivity, control and data analytics.

INFORMATION LIFECYCLE MANAGEMENT IN SHAREPOINT

- **Auto-Classification** – Align SharePoint sites with business processes for auto-classification and tagging of content for improved search, reuse and analytics.
- **Auto-Lifecycle** – Create site templates for provisioning sites with built-in compliance rules that automatically capture valuable records in Record Centers and decommission expired sites with no end user intervention.

All content follows a lifecycle from creation through to disposition. The site model drives the auto-classification and tagging of content based on the line of business and function it supports. SharePoint sites are provisioned with built-in rules to manage the lifecycle of the content and site itself. As content and sites expire, the valuable content is kept securely in a Record Center and redundant, obsolete and trivial data is disposed in compliance with policy.



BENEFITS OF THE MILLICAN APPROACH

- Keep data up to date, relevant and secure
- Improve data compliance, regulatory and eDiscovery needs
- Improved the value of data analytics
- Prevent site sprawl and costly legacy data overhead

