



Tech Law Advisor



**Tech Law
Advisor**

Information Management
Consulting Services

Information Management Consulting Services

- Improve Corporate Information Management
 - Analyze current practices, processes and policies, as well as existing technological capabilities
 - Develop a detailed written assessment and evaluate it against industry best practices
 - Provide recommendations and a project roadmap for addressing areas of concern
 - Increase cooperation among Records Management, IT & Legal teams through the process

Project Types

- Records Management Assessment & Plan
- Email File Plan and Archive Policy Settings
- Record Retention Policy and Schedule
- Records Management Training and Audit

Project Types: Assessments

- **Information Management Assessment & Plan**
 - An independent assessment of current records retention policies and schedules, current practices for retention and disposition of paper and electronic records, litigation readiness and legal hold processes, and information security practices.
 - This service produces a set of actionable project recommendations and a prioritized implementation roadmap and timelines.

Project Types: File Plans

- **File Plan Development for ESI & Email Records**

- File plans provide guidance for organizations deploying email / file archiving system and document repositories.
- Conduct interviews and surveys to define filing categories, tools and processes for classifying messages, retaining documents and disposition in accordance with the records retention schedule and policy
- File plans are designed to optimize user compliance while leveraging available technology capabilities. These projects typically include workshops to build consensus among internal stakeholders, and may specifically address the client's selected archiving technology solutions.

Project Types: Policy & Schedule

- **Record Retention Policy & Schedule Development**
 - Create a draft records retention policy or recommended updates to current policy.
 - This project typically follows and extends a records management assessment.
 - Update or create a table of record types and corresponding retention periods covering business records maintained in paper and electronic.
 - This deliverable may contain examples from a Record Types Inventory that is developed during this project or preceding assessment phase.

Project Types: Training & Audit

- **Records Management Training and Audit**

- Define and develop the appropriate education and training programs required to ensure effective implementation of records management policies, procedures and tools.
- Build a communications plan and develop appropriate training content for initial rollout and ongoing reinforcement.
- Establish procedures for updating the Records Retention Policy and Schedule periodically in response to changes in business operations or regulations.
- Incorporate records management requirements into established audit processes and procedures.

Project Experience

- Paper and Electronic Records Management Assessment & Recommendations
- ESI/Email File Plans & Archiving Requirements
- Drafting Email and Record Retention Policies, Record Retention Schedules, SOPs for Inventory & Disposition of Paper Records
- Training Plans and Materials for Email Archiving and Retention
- Prepare and deliver presentations on records management best practices

Project Experience: Assessment & Recommendations

International Clinical Research Corporation

- Conducted interviews and surveys with all departments to increase employee acceptance and awareness.
- Developed electronic records management assessment detailing records management policies & processes, ESI security, and litigation readiness and 3 year project implementation plan and recommendations.
- Prepared email usage guidelines, training materials and implementation plan to address lack of formal records management policies and practices.

Project Experience: Records Management

International Biomedical Corporation

- Conducted interviews and surveys with departments across the globe to determine retention periods for the US, Americas, EMEA and Pacific Rim.
- Conducted research regarding global retention requirements to harmonize world-wide retention periods with US in order to create overall corporate records retention policy and schedule.
- Developed procedures for organization and disposition of electronic and paper records.

Project Experience: Email File Plans

Major Communication System Corporation, Retail Corporations, International Pharma Corp.

- Conducted interviews & surveys to prepare assessment and recommendations regarding electronic records retention.
- Conducted workshop presentations with core functional participants to help build consensus regarding recommendations and determine final policy outcomes.
- Drafted email retention policies, archive functional and technical guidelines, and audit and maintenance plans for monitoring employee compliance with email policies.

Tech Law Advisor

Kevin Heller, Esq.

- Office: 856-448-4355
- Email: kheller@techlawadvisor.com
- <http://techlawadvisor.com>
- Locale: New York City Metro area -- available to travel to your locations in the U.S., Canada or globally