

Government Records Assessment & Strategic Planning

A program from MicroLink that develops a 21st century framework for the management of government records

Helping Federal Agencies meet the Presidential mandate for Records Management

On November 28, 2011, President Obama released a memorandum directing an executive branch-wide initiative to reform records management policies and practices. Improving records management will improve performance, promote openness and increase accountability by better documenting agency actions and decisions.

To meet the requirements of the President's memorandum, each agency head is required to submit a report to the Archivist and the Director of the Office of Management and Budget (OMB) within 120 days. This report must detail the agency's plan for improving its records management program, identify challenges impacting its ability to meet current guidance, regulation and recommend changes to policy that would improve the agency's records management efforts.

MicroLink's Government Records Assessment & Strategic Planning (GRASP) offering focuses on assisting federal agencies to meet this Presidential mandate.

Advantages of the MicroLink Information Governance Assessment Process

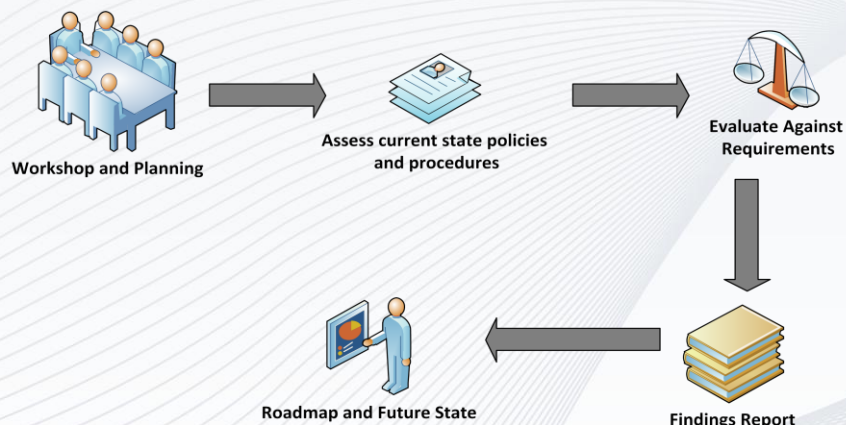
- Identifies existing governance policies and procedures
- Evaluates against current requirements and best practices
- Identifies gaps and conflicts
- Identifies future state based on GARP® maturity model

Information Governance Compliance using GARP®

Compliant records management and information governance begins with a clear set of policies and procedures. From general areas such as: compliance, litigation, human resources, information technology, security and records management to department/agency specific policies, organizations need a current set of policies and procedures to follow to assure compliant recordkeeping practices.

MicroLink's GRASP is an objective analysis which is based on Generally Accepted Recordkeeping Principles® as well as general requirements and guidelines such as: NARA, FRCP, DoD, HIPPA, FOIA, SEC, FINRA, ISO 15485, and industry specific best practices.

Information Governance Assessment Process



Assessment includes:

- Policy assessment and gap analysis
- Roadmap to improved information governance
- Documentation and knowledge transfer to support teams

MicroLink consultants have extensive experience in developing Records Management and Information Governance programs that will align the needs of your agency to your environment. GRASP is ideal for:

- Better cost estimation and justification for full Records Management Program development
- Mitigating compliance risks
- Avoiding Fines

Common Scenarios

- Impending litigation, audit, examination or regulatory review
- Merger, acquisition or re-organization
- Compliance readiness and improved organizational efficiency

Precision, Repeatability and Predictability

MicroLink delivers Government Records Assessment & Strategic Planning with confidence built from our experience with records management, eDiscovery, supervision and surveillance. We have developed clear and measurable processes through successful deployments.

This experience has taught us that most key Information Governance activities such as baseline assessment, adherence to requirements, customized template configuration and deployment can be managed with accuracy, predictability and repeatability.

MicroLink: A partner you can count on

Using best practices developed over years of experience, we are confident that we can deliver solutions that will meet your agency's needs.

For more information, please contact MicroLink at 703-556-4440 or visit our website at <http://www.microlinkllc.com>.

About ARMA International and the Generally Accepted Recordkeeping Principles[®]

ARMA International (www.arma.org) is a not-for-profit professional association and the authority on managing records and information. Formed in 1955, ARMA International is the oldest and largest association for the information management profession with a current international membership of more than 10,000. It provides education, publications, and information on the efficient maintenance, retrieval, and preservation of vital information created in public and private organizations in all sectors of the economy. It also publishes Information Management magazine, and the Generally Accepted Recordkeeping Principles[®] (GARP[®]). More information about GARP[®] can be found at www.arma.org/garp.