

# INFORMATION GOVERNANCE INITIATIVE

TriMet Board Update  
July 22, 2015

Phase I

Phase II

Phase III

## Primary Objectives

- Assess current state
- Develop a strategy for improvement
- Preliminary investigation into Enterprise Content Management (“ECM”)



## Primary Objectives

- Preparatory steps toward an ECM
- Lay the foundation for Information Governance

Phase I

Phase II

Phase III



Off-Site Records Storage



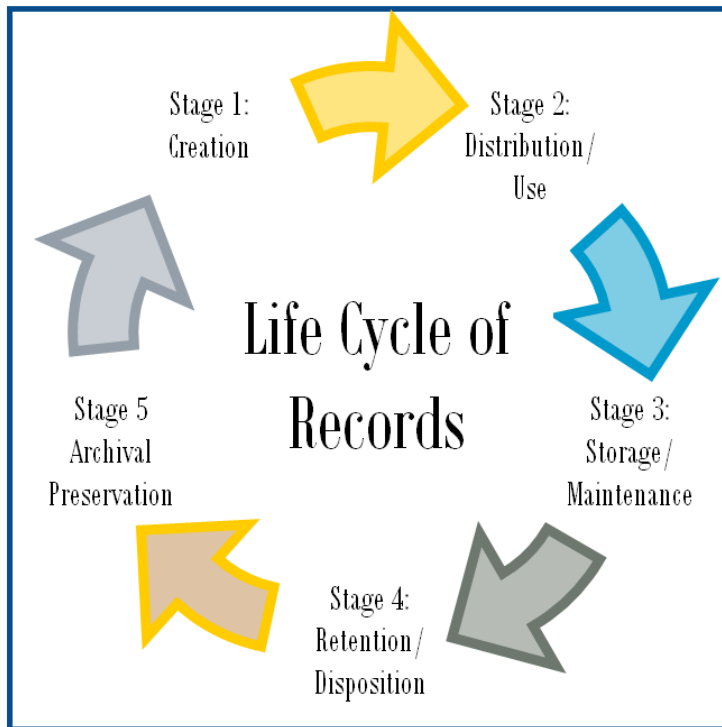
Divisional File Plan Development



Shared Drive Analysis/Cleanup



## Off-Site Records Storage



- Centralized tracking & inventory control
- Updated access rights and privileges
- Standardized Procedures

# Unstructured Data

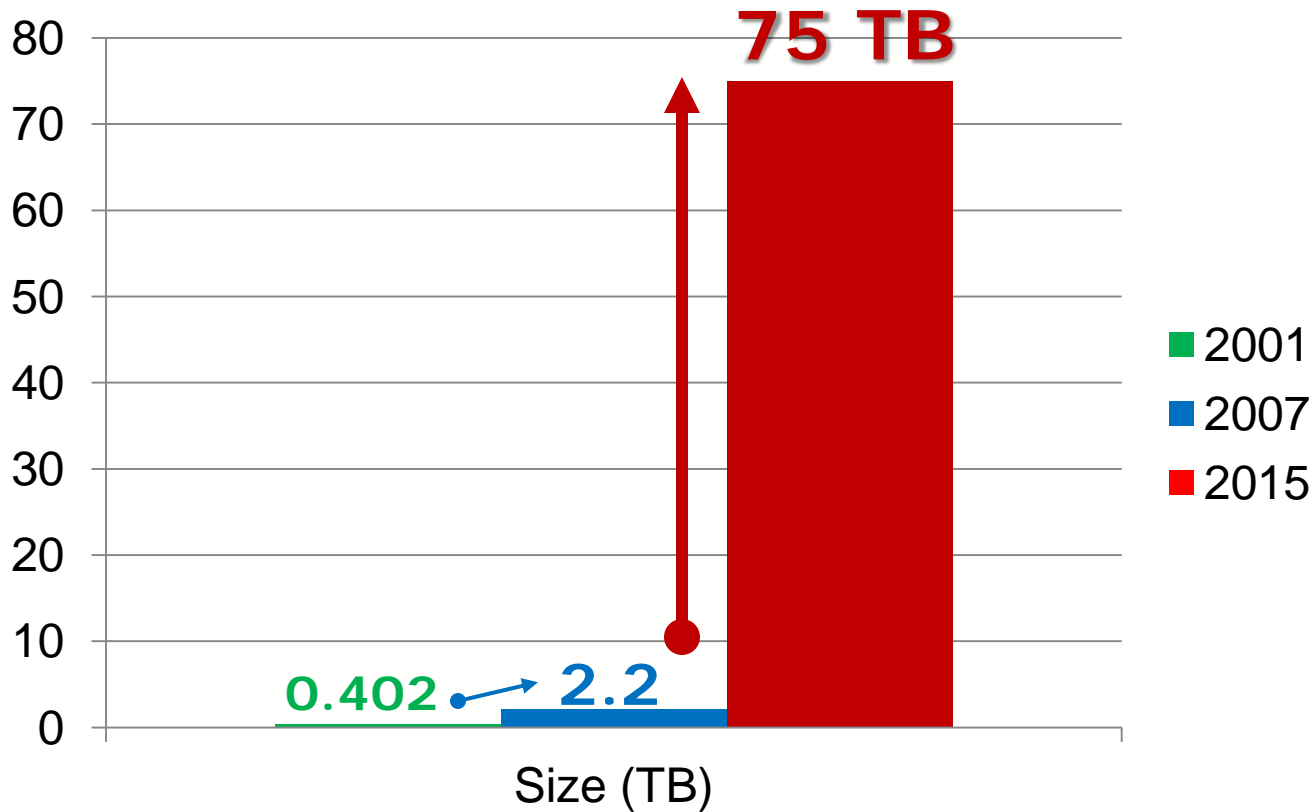


Divisional File Plan  
Development



Shared Drive  
Analysis/Cleanup

# Shared Drive Storage Growth



238-RIDE IVR Messaging	Agency Transit Tracker	Banks B	Board Meeting Presentations	Bus stop photos	Civic Drive Drawings and Specs
313 accident 6.10.11	AIM-2 Config & Testing	Barnard	Board Mtg Minutes	Bus Testing	Civic Drive Preconstruction Photos
704AccidentDamagePostVehicleInspectionInformation20130330	AJ	Barnhart 226	Bob Truhn	Buses	Civic Station AsBuilts April 2012
2000 Performance Management	alemanp	Bartels	BOCIT Gillig 2014	Buses Back On the Mall	CiviCRM
2007_Stats	Alignment Videos	base safety cert lists 2010 DC	Body Shop Rail Type I	Buses Off Mall	Clackamas
2008 Rodeo photos_All events	All Aboard for Safety	Batty	Bollier	Business Forum Presentations	Clackamas garage
2008-09 Bus Bridges	Allen Morgan - Dicks	<b>Anderson, Jared</b>	Boring Withdrawal - Line 84 Alternatives	BusWebMMIS-PC-Location	Claim Letters
2009 APTA Bus Roadeo Photos	Almanac 2005	BCC	Boris	CAB	Claims
2010 pot red	Altstadt	BCH	BOUNDS	CAD-AVL	Claims Footage
2010-2011 Winter Operations Plan	Amanda	BCH	bowmanc	CAD-AVL RBAFO	Claims Retention Files
2011 Closeout Binder Mock Up	Analysis	BCP	BPCP	CAD-AVL RFP	Claims doc
2011 Furniture Status	Anderson, Jared	BDSData	Bravo Event-2013	Call Stops Handbook	
2011 RE Insp Manual Update	Anna	Be Seen Be Safe	BRCP	Capital Projects Floppy D	<b>Carolyn</b>
2011-2012 Winter Operations Plan	APTA Contacts	Be Seen trial	Bridge naming campaign	Capital Projects Training	CMS
2013 Audit	APTA ITS 2015	Beane	Bridge_Pics	CapProj - Woojin	CMS_Docs
2014 agency outreach	APTA Rail	Beaverton_Work	B-Roll	CarLG	CNG CMAQ
2014-08-15 Derail at 13th-Holladay	APTA Standards	becklund	Brooks - Demmitt	Carolyn	CNG CMAQ 2014
122120 HS safety video contest	APTA Sustainability Conference	Bedford	BRT	Carpool	CNG Fueling Facility Consulting
387968 Mills	APTA_Photo_Invitational	Before and After Studies	BryanR	carroll	Codebooks
391075	ARRA Stimulus Grants	Bell	Bryon McNatt	CascadeandSchollsFerrybusstop	COG
400590	Art	Ben_Brady	Budget	CAT - Mall Project Background	Colton B
432994	Artics	Benefits Information re doc request	budget 2012 outreach	CAT Ad Hoc	Comm Assessment
437378 DH	ASA	BETC	Budget CAC	CAT Mailing List-Kathy Miller	Comments.other lines
465463 Loretta Kimbrough	ASA-MAX	Bicycle	Budget Challenges SIP Tracking	CAT photos	commun presentation
744100 Uncouple	TIS	Bike and ped	Budget Verbatims FY13 Initial Budget Proposal	CATS Nelson Photos	CBRD
775767	TP LIFT 2003	Bill Wegesen	Bull Pen monitors	CCTV	Communications
A&A	TP LIFT Clients	BioCNG	Bus Demos	CCTV Mobile	Communications Council
A_Morgan_Track_Access	TRUDY	bkgrp	Bus Fleet Management Plan	cdm_app	Community_Affairs
A-1	ATU-2015	Black_Rita	Bus Maintenance	CeciliaJ	Community_Newspaper_GMG_Insert_Photos
AAAA	Austin	Blazer kiosk	Bus Operator Email	Cedar Mill	commuter rail
AArgo	Automated Signup	blog_post	Bus Operator Gateway	Cell-pager Tracking	Commuter Rail As Builts
Accessibility Idea List	Automatic Voice Announcements	Blue Heron Paper Mill Tour	Bus Operator's Guide	Center Admin Remodel	Commuter rail event
ACID	Avery Templates-Lab	Blue Line Rider	Bus Operator's Guide	Center St Bus Lift Photos 2012	Commuter rail event 2
Acid 784721	Ayres-Palanuk		Bus photos	centerMaintenance SafetyCommittee	Commuter Rail marketing presentation
Admin	az		Bus relocation communication	Chemical Approvals	Commuter Rail PTC
Adopt-a-Station	BABs		Bus Relocation Onboard Outreach	Chiara	Commuter Rail Signals ICS
Adrianna	BAKER		Bus Relocation Tracking	CIS Department Report	Commuter Rail-Bus Ops
Agency outreach 2013	Baldwin				Compare

**AAAA**

**Anderson, Jared**

**Black\_Rita**

**BAKER**

**Carolyn**



## Current Structure

- |                          |                            |
|--------------------------|----------------------------|
| Adobe                    | KATE                       |
| ANDREW                   | Keith                      |
| Board                    | KIM                        |
| BOLI and EEOC Complaints | LIFT appeals               |
| BRIAN                    | Litigation                 |
| BRITNEY                  | LIZ                        |
| CHELSEA                  | Management Receipt Reports |
| DFI                      | Monique                    |
| EEOC update              |                            |
| FORMS                    |                            |
| GREG                     |                            |
| GRIEVANCES               |                            |
| Helen                    |                            |
| Jana                     |                            |
| JENNIFER                 |                            |
| Joanna                   |                            |
|                          | SHELLEY                    |
|                          | Time Matters 12            |
|                          | TINA                       |
|                          | TITLE VI REPORT            |
|                          | Training Presentations     |



## New Structure

- General Counsel
  - Administration
    - Committee and Meetings
    - General
  - Finance and Accounting
    - Budgets and Estimating
  - Governance and Compliance
    - Board
    - Policy and Procedure
  - Human Resources
    - Employee Development
    - Staffing and Recruiting
  - Legal
    - Advice and Counsel
    - Contracts
    - Hearings and Appeals
    - Litigation
    - Records Management
    - Risk Safety and Security

# Timeline

	Spring 2014	Summer 2014	Fall 2014	Winter 14/15	Spring 2015	Summer 2015	Fall 2015	Winter 15/16
<b>General Counsel</b>	Done							
<b>Labor Relations &amp; HR</b>		Done						
<b>SSES</b>			Done					
<b>General Manager</b>				Done				
<b>Finance</b>					Finalizing			
<b>IT</b>						Scheduling		
<b>Public Affairs</b>								TBD
<b>Capital Projects</b>								TBD
<b>Operations</b>								TBD



## Shared Drive Analysis & Cleanup

### Objectives:

1. Identify and dispose of “ROT”
2. Implement the new file plan
3. Review/update access rights and privileges

# File Analysis Software Demo

Analyze

Cleanse

Classify

Analyze Data

Cleanse Data

Classify Data



- Litigation & Legal Holds
- Stale Data
- Space Hogs
- Duplication

Analyze Data

Cleanse Data

Classify Data



- Excluded Litigation & Legal Hold records
- Projecting 37% reduction in volume

Analyze Data

Cleanse Data

Classify Data

1. Build & test classification “rules”
2. Migrate content into the new file structure



## Next steps:

- Shared Drive Analysis & Clean-up
  - General Counsel Pilot Project
- Divisional File Plan Development
- Other Phase II Projects TBD
- Next Board update: early 2016



# Questions?

**Kimberlee Akimoto**  
**Records Governance Manager**  
**TriMet Legal Department**

