

Mattern has partnered with PilotLegis to develop the following 7 custom modules for Pilot members in areas that can improve efficiency, reduce expenses, and ensure compliance with industry best practices for risk management.

### ✓ **MODULE 1: DRAFT INFORMATION GOVERNANCE POLICY**

- Create a comprehensive Information Governance plan with retention schedules and workflows.
- Interview project team members (e.g., project sponsor, records, IT).
- Deliver a report with best practices, draft policy, and standard retention schedules.
- Present findings and implementation roadmap.

### ✓ **MODULE 2: OFF-SITE RECORDS STORAGE CONTRACT PLAN**

- Analyze up to three off-site storage contracts for costs, terms, and service levels.
- Benchmark pricing and conditions against industry best practices.
- Discuss firm strategy, workflows, and destruction plans.
- Deliver a report with findings, comparisons, and best practice recommendations.

### ✓ **MODULE 3: INFORMATION GOVERNANCE SURVEY**

- Provide the 2024 Mattern Information Governance Survey.
- Review survey results with the firm's IG team to benchmark against industry standards.
- Deliver a summary highlighting improvement areas and best practice recommendations for records management, digital conversion, and file maintenance.

### ✓ **MODULE 4: CLEARING OUT HISTORICAL PAPER RECORDS**

- Analyze costs and risks of retaining outdated off-site records.
- Outline compliance risks tied to exceeding retention periods.
- Provide a practical Roadmap to Completion for records destruction, including timelines, staffing, and cost savings.
- Offer ongoing strategic support to ensure long-term compliance.

### ✓ **MODULE 5: ELECTRONIC RECORDS MANAGEMENT POLICY**

- Evaluate current records policies, procedures, and technology.
- Compare costs of paper vs. electronic records management.
- Recommend best practices and technologies for electronic records.
- Draft a tailored Electronic Records Management Policy and guide firm-wide implementation.

### ✓ **MODULE 6: REVIEWING IG TECHNOLOGY SOLUTIONS**

- Assess current and potential technology available to assist with Information Governance initiatives.
- Review solutions for DMS, RMS, compliance tracking, secure file sharing, electronic formatting, and staff training.
- Provide recommendations to optimize IG and risk management technology.

### ✓ **MODULE 7: EMAIL AUTO-DELETION POLICY**

- Evaluate current email retention and storage practices with leadership and IT.
- Identify obstacles and provide solutions for implementing auto-deletion.
- Draft and guide firm-wide communication of a tailored Email Auto-Deletion Policy.
- Deliver a Roadmap to Implementation, including training, historical cleanup, and follow-up communications.