



FEDERAL
RESERVE
BANK
of ATLANTA

A 'One & Done' Approach to Mapping & Tackling Unstructured Records

The views expressed are mine, and not necessarily those of the Atlanta Fed or the Federal Reserve System.

Telling Our Story:

Goalsetting.

Executive Buy-in.

End-User Support.

Data Mapping.

Defining Success.

- Identity an Opportunity for Improvement
- Define the Scope
- Outline the Objectives
- Specify the Goals

Goalsetting.

Realistic. Attainable. Incremental.

- Inform Executive Leadership
 - SRRM Compliance – Per Bank Policy
 - Internal Audit Preparation
 - Future Technology Adoption

Executive Buy-in.

Appeal. WIIFD. Value.

- The “Right” People
- Simplicity & Clarity
- Accountability - Executive Leadership Involvement
- Small & Immediate Success
- Flexibility & Availability

End User Support.

Impact. WIIFM. Enhancement.

- Ensure Knowledge Transfer
- Use a Phased Approach
- Create a Record Mapping Portal
- Track Digital Footprints - Collect Metrics
- Calculate Risk Ratings (Before & After)

Data Mapping.

Unstructured. Enterprise-wide. Transparent.

Phase I: Identification

Department

Specify your own value:

SRRM Category

Select from list.

Format or Location Options

- Do not have
- Shared Drive
- FedShare/SharePoint
- My Documents
- Video/Tape
- Home (G: Drive)
- Paper
- Personal Email
- Shared Department Inbox
- Structured Application
- Internal Website
- External Website
- Stored in a format or location not listed? Contact RIM

Notes (Optional)

RIM Liaison

(None)

Co-Contact

Enter additional points of contact or SME's here.

PACS Code *

Enter your PACS number (Dept Number). Type n/a if unknown.

RIM Consultant (FOR RIM USE ONLY)

Enter a name or email address...

Guide Type Used (FOR RIM USE ONLY)




Phase II: Action Plan

Phase II Action Plan

- 1) Review baseline metrics (Attached)
- 2) Review completed records map (Attached)
 - a. 13 new SRRM retention category-based folders required; will be added to shared drive (based on records map)
 - b. 10 current folders will be renamed on shared drive folders to include SRRM retention categories
- 3) Address requirements
 - a. Update or remove personally named folders
 - b. Remove duplicate folders
 - c. Remove folders named miscellaneous, historical, etc.

Phase III: Drive Enhancement

Example of SRRM retention category based folder structure

-  Administrative Support (##### - 3 Years)
-  Budget (##### - 5 Years)
-  Business Analysis (##### - 5 Years)

Metrics & Risk Rating.

Sample Department

	Metrics (before)	Metrics (after)	Final Stats & RIM Notes
Tier #1 Dept Folders	72	15	78% Tier1 folder consolidation
Tier #1 Total Folders	1,534	878	43% Total folder consolidation
Tier #1 Total Size GB	33.4 GB	29.9 GB	10% Data storage reduction
Tier #1 Total Files	33,587	10,991	67% Total file reduction
Retention Before?	No		
Retention After?	Yes		
Personal folders renamed/removed?	13+		
Hours spent	18+ Prep-work		
Officer Review & Input	Yes		
Officer Sign-Off	Yes		
Action Plan Developed	Yes		
Department Review of Action Plan	Yes		
Risk Rating (\$) - BEFORE	\$83,968.00		
Risk Rating (\$) - AFTER	\$27,578.00		67% risk reduction

Unstructured Risk Rating.

- Costs associated with eDiscovery (Litigation, etc.)
- \$160/hour to review electronic files
- 3 Month Pilot Scenario
 - Starting Risk Rating: \$2.0M
 - Ending Risk Rating: \$1.34M
 - 33% Reduction; Δ \$703K
 - 53 participants; Avg 6 Hours
- \$13K Risk Reduction/person (for 6 hours of cleanup per person)
- \$2,211 Risk Reduction/hour/person

Defining Success.

Progress - not perfection.

Acknowledge incremental progress towards a long term goal.

Be flexible & present.

People - the most valuable asset.

Senior/Executive Level Support & Visibility is key.

Selecting the “Right” people is too.

Don't Squander Success.

Build on momentum to tackle the next larger goal.

Set clear goals & plans of execution.