The Sedona Conference
Commentary on Information Governance, Second Edition
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Information is one of modern businesses' most important assets and with the proliferation of data it has become very challenging to balance the use of data against privacy and security concerns. In addition, there is no generally accepted framework or methodology to help organizations make decisions about information for the benefit of the organization as an organization rather than an individual department or function.

In 2014, The Sedona Conference published its first edition of the *Commentary on Information Governance* which recommended a top-down, overarching framework guided by the requirements and goals of all stakeholders that enables an organization to make decisions about information for the good of the overall organization and consistent with senior management's strategic directions. This Second Edition of the *Commentary on Information Governance* ("Second Edition") accounts for the changes and advances in technology and law over the past four years; underscores the role of IG as part of and complimentary to the business, rather than something separate that adds overhead; and emphasizes the costs of eDiscovery which should drive organizations to focus on IG on the front end, resulting in eDiscovery that is more efficient, less painful, and which allows the organization to reap additional benefits from a business perspective. Additionally, this Second Edition also incorporates the knowledge and guidance embodied in the new and updated Sedona commentaries since 2014 such as *The Sedona Principles*, *Third Edition* and The Sedona Conference *Principles and Commentary on Defensible Disposition*.

Download the Commentary for an expanded discussion of the following 11 Principles of Information Governance:

1. Organizations should consider implementing an Information Governance program to make coordinated, proactive decisions about information for the benefit of the overall organization that address information-related requirements and manage risks while optimizing value.

2. An Information Governance program should maintain sufficient independence from any particular department or division to ensure that decisions are made for the benefit of the overall organization.

3. All stakeholders' views/needs should be represented in an organization's Information Governance program.

4. The strategic objectives of an organization's Information Governance program should be based upon a comprehensive assessment of information-related practices, requirements, risks, and opportunities.

5. An Information Governance program should be established with the structure, direction, resources, and accountability to provide reasonable assurance that the program's objectives will be achieved.

6. The effective, timely, and consistent disposal of physical and electronic information that no longer needs to be retained should be a core component of any Information Governance program.

7. When Information Governance decisions require an organization to reconcile conflicting laws or obligations, the organization should act in good faith and give due respect to considerations such as data privacy, data protection, data security, records and information management (RIM), risk management, and sound business practices.

8. If an organization has acted in good faith in its attempt to reconcile conflicting laws and obligations, a court or other authority reviewing the organization's actions should do so under a standard of reasonableness according to the circumstances at the time such actions were taken.

9. An organization should consider reasonable measures to maintain the integrity and availability of long-term information assets throughout their intended useful life.

10. An organization should consider leveraging the power of new technologies in its Information Governance program.

11. An organization should periodically review and update its Information Governance program to ensure that it continues to meet the organization's needs as they evolve.

The full text of *The Sedona Conference Commentary on Information Governance, Second Edition* is available free for individual download from The Sedona Conference website at https://thesedonaconference.org/publication/Commentary_on_Information_Governance.