



Memo

To: Information Governance Network Leadership
 From: Max Colby, Manager of Practice Networks
 Date: December 6, 2023
 Re: 2024 Annual Meeting Call for Programs Data

In anticipation of the 2024 Annual Meeting Call for Programs, below you will find data to aid the Information Governance Network in developing its program submissions. All data provided is representative of activity from October 1, 2020 through September 30, 2023.

2020 – 2023 ANNUAL MEETING INFORMATION GOVERNANCE NETWORK SESSION SUBMISSIONS

Session	Attendees/Status
2023	
Creating a Data Retention Policy for Privacy that Avoids Conflicts	227
Handling Mobile Phone and Messaging Application Data in eDiscovery and Investigations	Declined
IT Bootcamp for In-house Counsel	Declined
2022	
This Message Will Self Destruct In 5... 4... 3... Recordkeeping Requirements and Best Practices for Messaging Applications in the Remote Work and BYOD Environment	Declined
How to Delete a Lot of Email and Files Quickly and Defensibly	107
Making Your Governance Initiative Stick in Times of Disruptive Change	38
2021	
Modern Records Management 101	133
The Ever-Changing Landscape of Messaging Apps: How Best to Balance	139

Acceptable Use With Information Governance Best Practices	
2020	
Using What You Have: Leveraging Information Governance Tools to Manage Internal Investigations and Litigation	119
Getting Agreement Across Legal, IT and Everyone Else on What Electronic Information to Save and Not Save	354
Future Proofing Your Privacy Program: Complying with CCPA, NYPA and a Seemingly Endless Patchwork of New Laws	454
Working Together for the Greater Good, the IG Saga	Declined
A Year in the Life of an In-house Information Governance Attorney: Lessons Learned	Declined

2022-2023 INFORMATION GOVERNANCE NETWORK MEMBER SURVEY SUGGESTED TOPICS

- SEC requirements for cybersecurity and working with IT to be compliant
- Data breach response checklist
- Info Gov 101 - what is in the bucket and what does it mean
- How to segregate and keep protected certain data from AI learning modules
- Info Gov - Broad issues: How do you start? privacy, non-lawyer conversations
- Technical training - what does IT need to do
- How to educate your marketing/IT people/vendors
- Negotiating data use/storage/deidentification terms
- How to figure out what data cookies to capture
- Translate IT for in-house counsel to understand
- How cookies, data scripting work
- Entity governance
- Records Retention globally, device wiping/content clearing,
- Litigation Support
- Managing the tension between different time periods to retain information - I know it's discussed quite often, but the views are always changing.
- How to put together components of a program from the ground up and get client buy-in. Materials to help guide what the program looks like in writing. Roles of in-house counsel and others in the organization. Tools to manage IG. Data on risk reduction with IG, or insurance premium reduction.
- What do in-house counsel need to put in commercial contracts to comply with CPRA? One for GDPR might be nice too.
- Record retention best practices to "catch up" with a mountain of electronic data
- International approaches to information governance, changes/developments in record retention policies, best practices for information governance processes
- International approaches to data governance, recent enforcement actions that implicate data governance, best practices for *maintaining* a data governance plan once one is in place
- Managing all the different timeframes for data, especially as some of the standards are changing and then we have to flow the changes both internally and to our external vendors.

- Client buy-in and client education. Lack of tools to manage IG
- Consultants/Contractors' access to platform data collected through analytics
- Getting hands around the acquisition and implementation of multiple new software applications
- Implementing a company-wide information governance policy
- Getting our data governance policy and structure in place by end of 2022 and maturing it in 2023

2020-2023 INFORMATION GOVERNANCE ONLINE EVENT ATTENDANCE NUMBERS

APAC Call (APAC) – One-hour live presentations on the latest legal trends affecting organizations in the Asia-Pacific region and multinational companies. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

EMEA Call (EMEA) – Thirty-minute-one hour live presentations on the latest legal trends affecting organizations in Europe, Africa, and/or the Middle East and multinational companies. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Legal Update (LU) – Short (20 to 45-minute) presentations on the latest legal trends made on the monthly Network Teleconference calls. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Roundtable Discussion (R) – Thirty-minute-one hour live presentations on the latest legal trends featuring an interactive discussion between two or more industry or topic area experts. Available live or on-demand through the ACC Education Archive. No CLE/CPD credit available.

Webcast (W) – One-hour live presentations on the latest legal trends. Available live or on-demand through the ACC Education Archive. CLE/CPD credit available for a fee.

Date	Event Title	Event Type	Attendees
12/15/2022	The What, Where, Why, When and How of Cloud-Based eDiscovery	LU	14
1/19/2023	Who Should Own Records Management?	LU	53
2/13/2023	Advanced Information Governance Masterclass	LU	76
2/23/2023	Thinking “Smart,” How Smart Home Technology and Other Internet-Connected Tools Create Legal Issues	LU	34
3/16/2023	Information Governance Master Class Series: Creating Compliant and Executable Policies and Getting Consensus with the Business	LU	74
3/13/2023	Seven Stages of Privacy Program Development from Denial Through Frustration and Getting to Compliant	LU	78

4/10/2023	Information Governance Master Class Series: Automating Compliance Policies with Technology	LU	58
4/20/2023	Information Governance Caselaw Update	LU	30
5/18/2023	How to Finally Get Your Company to Care About Over Retention	LU	34
5/8/2023	Information Governance Master Class Series: Behavior Change Management for Creating a Compliant Culture	LU	52
6/22/2023	The Wild West of Generative AI: What It Is, How It Works, and Getting Ahead of Information Governance	LU	59
7/20/2023	How to Protect Data Under Legal Hold from Automatic Disposition	LU	24
8/15/2023	<i>Co-sponsored w/ WITH, HLN, ITPEC, IGN</i> General State Consumer Privacy Laws	LU	90
8/22/2023	<i>Co-sponsored w/ WITH, HLN, ITPEC, IGN</i> Health Data	LU	27
9/21/2023	Building Your Information Governance Steering Committee	LU	23
11/16/2022	Creating a Compliant Privacy Data Retention Policy That Avoids Conflicts	W	212
9/27/2022	Records Program Execution	W	97
9/21/2022	Introduction to Modern Records Management: Creating a Records Policy and Schedule	W	103
9/15/2022	<i>Co-sponsored w/ Information Governance, ITPEC Networks</i> Creating a Data Retention Policy to Meet Privacy Requirements	LU	144
7/12/2022	<i>Co-sponsored w/ Real Estate, Information Governance, Women in the House Networks</i> The Maze of Remote Work and Tax Implications	LU	98
7/21/2022	Implications of California S.B. 1149 (the “Public Right to Know Act of 2022”)	LU	18
6/16/2022	Cadillac, Chevy or Golf Cart – Targeting the Right Maturity for Your Records Program	LU	41
5/19/2022	The NIST Privacy Framework: Principle to Practice	LU	72
5/10/2022	<i>Co-sponsored w/ Financial Services, Women in the House, IT, Privacy, & eCommerce, & Real Estate Networks</i> CyberTech in Plain English: Walking Through a Cyber	LU	109

	Risk Assessment		
4/21/2022	Modern Day Attachments: The Good, the Bad and the Ugly	LU	22
4/12/2022	<i>Co-sponsored w/ Women in the House, Financial Services, IT, Privacy, & eCommerce, and Real Estate Networks</i> Cyber Threats Intelligence	LU	81
3/17/2022	Information Governance Caselaw Update	LU	46
2/17/2022	Why You Need a Privacy-Specific Incident Response Plan	LU	74
1/20/2022	How to Make your Governance Initiative Stick in Times of Disruptive Change	LU	21
12/16/2021	<i>Co-sponsored w/ Women in the House, Corporate & Securities Law, Sports & Entertainment, Real Estate, and IT, Privacy, & eCommerce Networks</i> Discover the Power of Your Brand and Connections: Networking and Entrepreneurship Skills for In-house Counsel	LU	95
11/18/2021	Looking Forward to 2022: Creating More Inclusive Environments with the Help of New Tools and Applications	LU	13
4/21/2021	<i>Co-sponsored with New to In House, Sports and Entertainment & Women in the House</i> Trivia Night!	NW	42
7/21/2021	Foreign and State Data Privacy Considerations	W	136
6/23/2021	Preparing a Records and Information Management Witness for Deposition	W	34
1/20/2021	Introduction to Modern Records Management	W	99
12/16/2020	Autonomous Vehicles: Mitigating Data Privacy and Third-Party Liability Risks	W	27
12/9/2020	Document Collection During a Pandemic	W	16
9/16/2021	Nine Ways Companies' Records Programs Sabotage Compliance, Raise Risks, Increase Costs and Lower Productivity	LU	53
8/19/2021	Leveraging Data Legally	LU	36

8/10/2021	Co-sponsored w/ Compliance & Ethics, Corporate & Securities Law, and Women in the House Networks Unveiling the Wizard Behind the Curtain	LU	52
7/15/2021	The Impact of the Schrems II Decision	LU	31
6/17/2021	Summer School 101: An Introduction Modern Records Management	LU	22
5/20/2021	Remaining Flexible While Balancing Security and Legal Compliance Concerns With BYOD Policies	LU	52
4/15/2021	Information Governance – System and Data Management Beyond E-mail	LU	15
3/18/2021	Transient Records: Right-Setting Retention Policies in Microsoft Teams at the End of Life with Skype for Business	LU	20
2/18/2021	The Regulations Are Coming: Preparing Your Records Program to Handle the New Regulatory Environment	LU	25
1/21/2021	<i>Co-Sponsored with Real Estate, Women in the House, & Law Department Management</i> Session 2: What Every GC, Board, and Corporation Needs to Know About Diversity, Inclusion and Equity	LU	141
1/21/2021	<i>Co-Sponsored with IT, Privacy, & eCommerce</i> Privacy Ramifications of Migrating your Data to the Cloud	LU	37
12/17/2020	Collaboration and the Impact on Enterprise Data Risk Management: The Rise of Teams, Slack and other Collaborative Apps	LU	29
11/19/2020	How to Prevent Employees From Saving All Documents Forever	LU	17
9/17/2020	How In-House Counsel Can Ensure Their Law Firms Have The Right Level of Information Security	LU	34
7/16/2020	Reevaluating Corporate Compliance Programs in the World of Cloud-Based Platforms, BYOD, and Ephemeral Data	LU	38
6/18/2020	Using Native Office 365 to Manage, Publish, and Automatically Enforce Your Records Retention Schedule	LU	51

5/21/2020	Can Computers Really Classify Records by Themselves?	LU	21
4/16/2020	A Fireside Chat with Michelle Kirk: Ordering the Information Chaos	LU	25
3/19/2020	Data Protection Beyond the Corporation's Walls	LU	32
2/20/2020	<i>Co-sponsored LU with Small Law Department</i> Beyond Policy: What's the Minimum You Need to Do Be Compliant with CCPA (and Quickly)?	LU	78
1/16/2020	No IG, No Success, Know IG, Know Success: How IG Brings Value to Your Organization	LU	28

POPULAR INFORMATION GOVERNANCE LEGAL RESOURCES

Resource Title	Views
2022-2023	
What Is Employee Behavior Change Management and Why Is It So Important for Your Records Program	298
Privacy-enabling Your Records Retention Schedule	119
Email and File Deletion Strategies That Don't Work	52
Data Disposition Targets	47
How to Delete Emails and Files Quickly and Defensibly	598
Introduction to Modern Records Management	1175

2022-2023 POPULAR FORUMS DISCUSSION TOPICS

(The topics below include all substantive Forums discussions during the period with 1 or more replies)

Date	Subject
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10/11/2023	Student Privacy / Ed Tech
10/30/2023	Seeking Policy on Policies Examples
12/6/2022	Payroll Vendor - Employee PII Outside U.S.
1/6/2023	? about Slack and eDiscovery
4/18/2023	Access to In-House Legal Files
4/24/2023	correcting errors in BitSight reports
5/11/2023	IAPP certification
6/5/2023	Location for Approved Templates
6/21/2023	Email Retention Policy

IMPORTANT DATES

Item	Date
Networks Programming Orientation Call Register & Add to Calendar	Wed., Dec. 6, 2023 1:00 – 2:00 ET
Program Submission Deadlines	Mon., Jan. 29, 2024
Program Selection Notifications Sent	Fri., March 15, 2024
Program Organizer Submission Deadline*	Fri., March 29, 2024
Speaker Submission Deadline**	Fri., May 17, 2024
Course Material Submission Deadline	Fri., Aug. 9, 2024

**ACC confirms program organizer and speaker submissions on a rolling basis*

*** Additional speaker selection rules and guidelines will be provided following program selection; ACC reserves the right to decline speakers if they do not meet these criteria.*