

# GlassIG

## Information Governance for SharePoint Server and SharePoint Online



GlassIG is an independent software vendor that provides market leading and cost effective Information Governance solutions. GlassIG is an Information Governance solution used to manage information policies and power organizations' legal and regulatory requirements related to data retention and information lifecycle management. Unlike alternative solutions, with GlassIG, companies can create corporate policies that are actively managed and published across organizational, jurisdictional and information repository boundaries. GlassIG can be deployed as both a cloud-based or on premise application.

At GlassIG, we simplify Information Governance.

# Advanced Information Policy Management for SharePoint Compliance



Companies today deal with evolving and increasingly complex legal regulatory information management requirements. At the same time, users are creating and storing content on an ever-growing diversity of repositories and content systems. Now, more than ever, Information Management professionals are finding that they must centralize their information management policies, rather than continue to manage these on spreadsheets or across multiple silos. Centralizing policy data in a single system like GlassIG allows Information Professionals to engage all required stakeholders in policy definition, approval and ongoing evolution, thereby improving compliance at the corporate level, as well as ensuring jurisdiction-level compliance where policy exceptions might be required.

GlassIG Policy Management does more than handle the complexity and challenges in building and approving the Corporate Information Retention Schedule; as an in-place governance platform, it also enforces policy-based, legally defensible disposition on content stored in SharePoint sites.

GlassIG defines policy rules as a combination of Event / Time Period / Action. An **Event** can be based on simple system or content milestones, like **Document Creation Date**, as well as business-related events like **End of Contract**, **Document Protected** (declared as Record), or **Account Closed**. The **Time Period** then defines when the **Action** (for example, **Delete with Validation**) should occur.

GlassIG Policy Managers can modify existing retention policy as needed, applying the change to all relevant information assets immediately, retroactively, or at a future date.

## Policies

Navigate information policies from this menu. Authorized users can add, update or delete policies according to their permissions rights.

<ul style="list-style-type: none"> <li>- Home</li> <li>+ [AD] Administration</li> <li>+ [CR] Corporate</li> <li>+ [FN] Finance</li> <li>+ [HR] Human Resources</li> <li>+ [IT] Information Systems &amp; Technology</li> <li style="background-color: #e0e0e0;">- [LG] Legal</li> <li>[005] Research</li> <li>[010] Contracts and Agreements</li> <li>[015] Litigation</li> <li>[020] Licenses and Permits</li> </ul>	<div data-bbox="507 1485 1428 1624"> <p><b>[Code] Title</b> [LG] Legal</p> <p><b>Description</b> The function of providing legal governance, legal services and general counsel</p> <p><b>Status</b> ● ACTIVE</p> <p><b>Disposition period</b> 99 years</p> </div> <div data-bbox="507 1653 1428 1713"> <p>Searching in 'Legal' by code, title or description</p> <input type="text" value="Enter at least 3 characters to filter"/> </div> <div data-bbox="1193 1653 1428 1691"> <p>Filter by status</p> </div> <div data-bbox="1125 1742 1428 1780"> <p>Per page: 10</p> </div> <table border="1" data-bbox="472 1780 1428 1955"> <thead> <tr> <th>Status</th> <th>Code</th> <th>Title</th> <th>Policy description</th> <th>Disposition period</th> <th>Update date</th> <th># governed</th> </tr> </thead> <tbody> <tr> <td>●</td> <td>005</td> <td>Research</td> <td>The activity of part...</td> <td>99 years</td> <td>December 7, 2016</td> <td>0</td> </tr> <tr> <td>●</td> <td>010</td> <td>Contracts and Agr...</td> <td>The activity of ma...</td> <td>99 years</td> <td>December 7, 2016</td> <td>0</td> </tr> </tbody> </table>	Status	Code	Title	Policy description	Disposition period	Update date	# governed	●	005	Research	The activity of part...	99 years	December 7, 2016	0	●	010	Contracts and Agr...	The activity of ma...	99 years	December 7, 2016	0
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- Actions
- Show detail
- Show in the tree
- Validate Policy
- Reject Policy
- Approve Policy
- Delete Policy

# Applying GlassIG Policies to SharePoint

Most organizations use SharePoint as a file share and content management system or team collaboration space. SharePoint users have unparalleled flexibility to create and configure document libraries that store and share files. Most sites are defined according to functional domains such as Sales, Legal, Projects, Business Unit or Department. Inside SharePoint libraries, files are often arranged in hierarchical folders that represent sub-domains like Contracts, Agreements, Administration, Time Periods, etc. Files are usually created in and saved into SharePoint from Microsoft Office tools, or uploaded in SharePoint after being created using external applications. All files stored in SharePoint share a set of common properties that describe a file (Modified, Created, etc.). To better organize, classify and find files, SharePoint leverages business metadata grouped and categorized in SharePoint as a Content Type.

While SharePoint Content has exploded over the last decade, organizations have encountered significant risks by failing to apply Corporate Retention Rules on information in SharePoint. It is extremely common (and increasingly costly) for SharePoint content to be over-retained and / or out of compliance with company or regulatory requirements. GlassIG helps Information Professionals and Records Managers to apply Corporate Information Policies on SharePoint by disposing of content in a defensible way.

In the next section, we explain how to set up a compliant governance program for SharePoint 2010, 2013, 2016 and SharePoint Online.

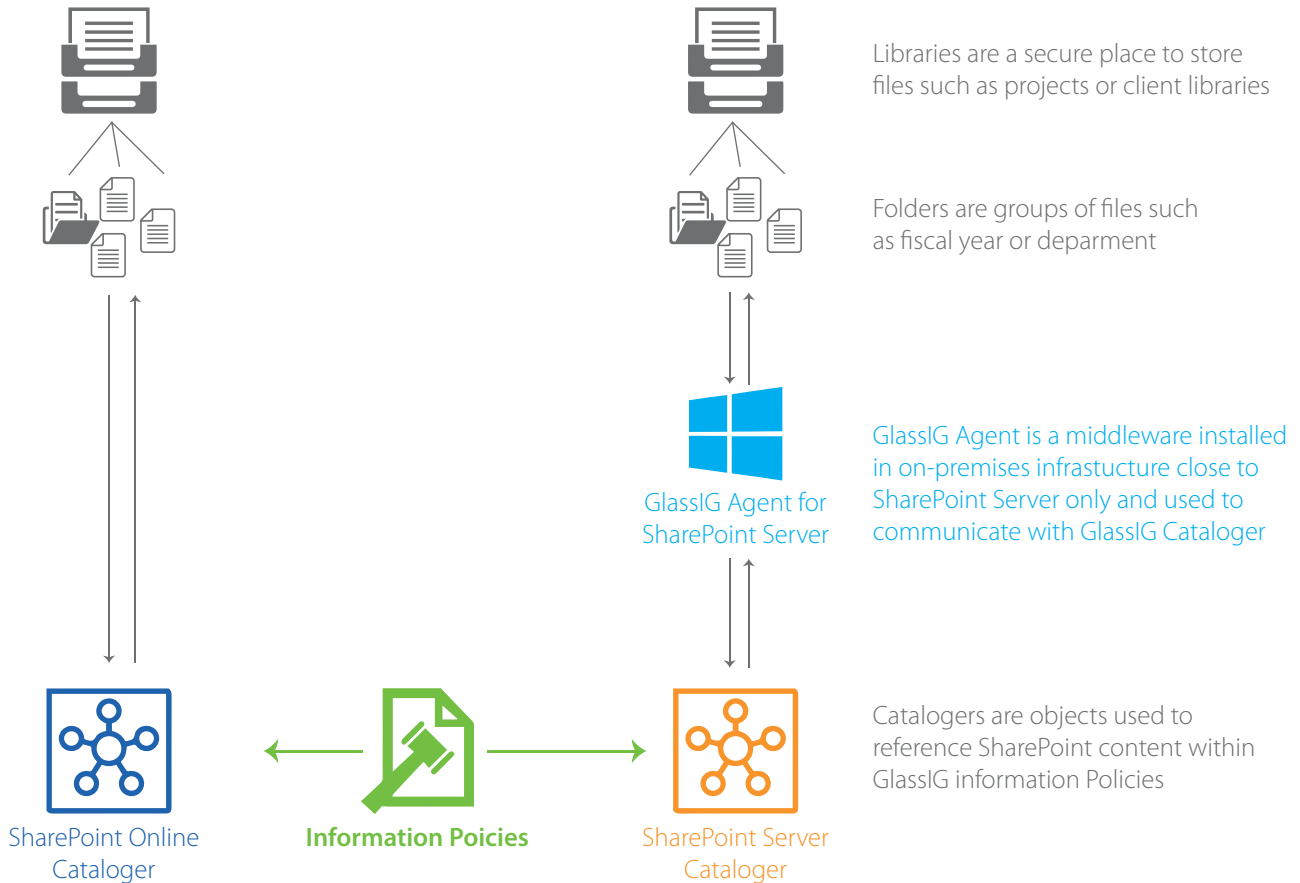
## Three Paths to SharePoint Governance.

GlassIG supports three governance paradigms:

- ✓ Automated classification using a GlassIG Cataloger
- ✓ Wizard-driven user declaration in SharePoint
- ✓ Rules-based classification based on SharePoint Views



GlassIG Catalogers periodically scan SharePoint sites and folders for content, automatically placing information under governance without any end-user involvement. GlassIG is an in-place governance platform, meaning that SharePoint content remains in SharePoint. Optionally, as dictated by your corporate policy, GlassIG may automatically move files to another repository, an electronic archive, a Records Center, or a cloud-based repository. Customers often use GlassIG to define and enforce a Policy for automatically migrating content from SharePoint Server SharePoint Online.



## GlassIG and SharePoint Server

GlassIG is a cloud-based governance platform. The GlassIG Server does not directly interact with your on-premise SharePoint server. Instead, a GlassIG middleware component (the GlassIG WinAgent) manages communication between the GlassIG Server and SharePoint. The GlassIG WinAgent:

- ✓ Is installed in your Windows Server environment
- ✓ Connects to the SharePoint library or a specific folder
- ✓ Catalogs (that is, references) SharePoint content in-place
- ✓ Automatically applies your corporate information policies
- ✓ Connects to the cloud-based GlassIG server using a secured https connection

Files do not move from SharePoint; they remain in place until they are disposed of or migrated according to corporate policy. All communication passes through the GlassIG WinAgent to mitigate security and configuration issues.

## GlassIG and SharePoint Online

For SharePoint Online, GlassIG connects directly to the SharePoint Online Document library, or a specific folder. The action of cataloging (referencing) the content and applying Information policies is an automated process scheduled and executed by a GlassIG Cataloger.

# Use Case #1: Automatically Governing Supplier Contracts

Suppose legal finalized a set of Supplier agreements and stored them in a SharePoint dedicated library (Supplier Contracts > 2016). Typically, such documents must be considered as engaging documents (Records) for your organization.

In this case, GlassIG would automatically apply Corporate Policy for Supplier Agreements by automatically cataloguing and referencing these documents.

In this case, GlassIG would automatically apply Corporate Policy for Supplier Agreements by automatically cataloguing and referencing these documents. This is automated by a GlassIG Cataloger in 3 simple steps. The Cataloger:

**1**

Scans the document library for content

**1**

Assigns Corporate Retention policy to the information assets

**1**

Declares all the documents as protected information assets

**Connect to SharePoint and scan all files in document library, then folder**

In	SharePoint
-	Supplier Contracts
+	2010
+	2011
+	2012
+	2013
+	2014
+	2015
+	2016

**Apply an Information Policies to the content**

- + AD - Administration [ Delete with validation 99 years after Document creation date ]
- + CR - Corporate [ Delete with validation 99 years after Document creation date ]
- + FN - Finance [ Delete with validation 99 years after Document creation date ]
- + HR - Human Resources [ Delete with validation 99 years after Document creation date ]
- + IT - Information Systems & Technology [ Delete with validation 99 years after Document creation date ]
- LG - Legal [ Delete with validation 99 years after Document creation date ]
- 010 - Contracts and Agreements [ Delete with validation 10 years after Document creation date ]

**Declare all files as protected asset (record) and apply in-place governance**

Protected Asset

Action

In-Place

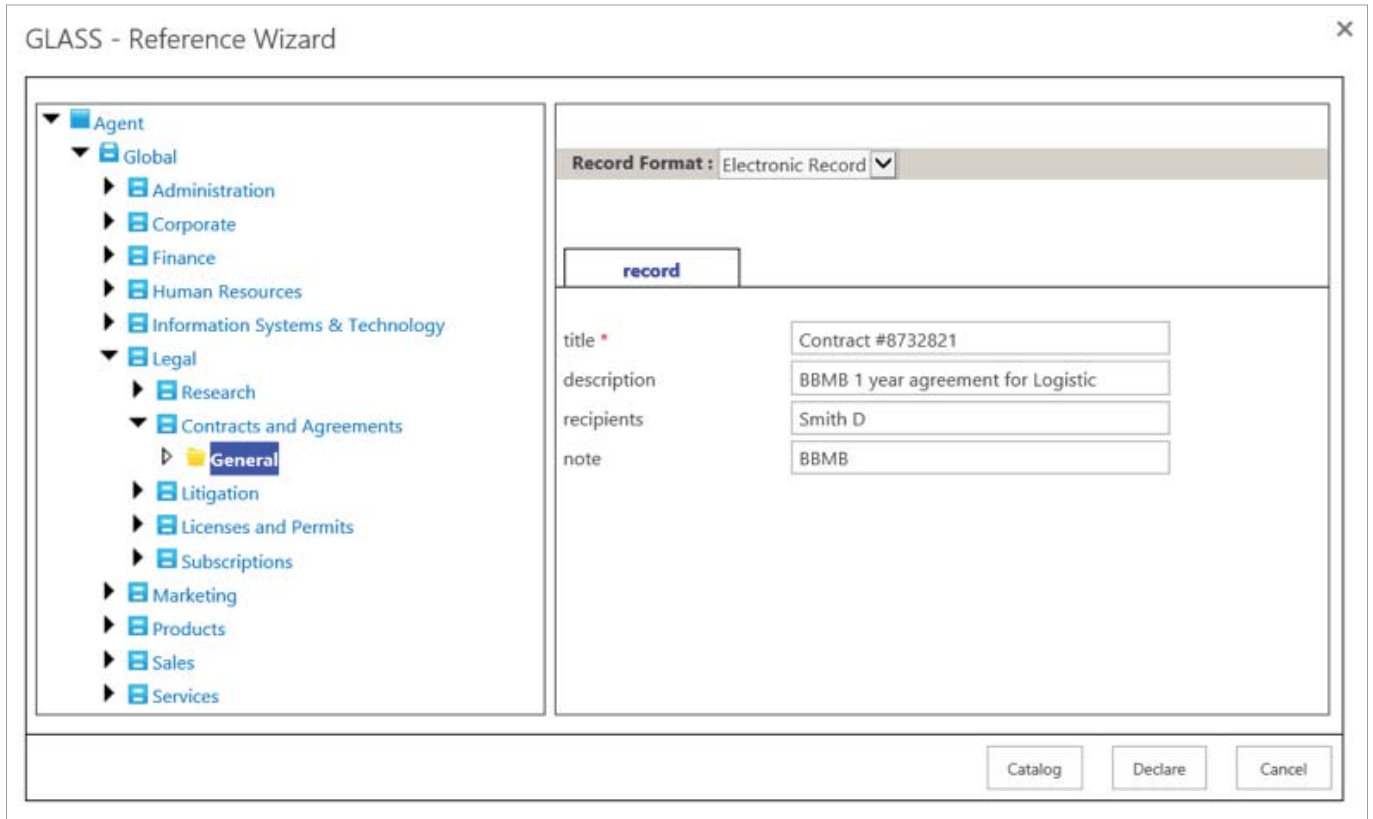
Apply a legal hold to cataloged assets

None

The result in SharePoint is as follows

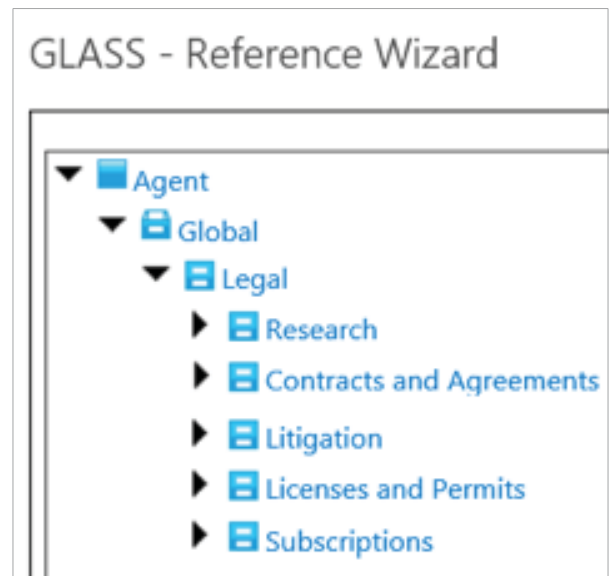
## Use Case #2: Manual Classification

In some circumstances, companies require users to classify and declare their content. To meet this requirement, the GlassIG Reference Wizard allows users to classify their documents and enforce the appropriate policy on them.



Once a document is stored in SharePoint, the user has opportunity to declare this document as governed. GlassIG Reference Wizard provides the corporate taxonomy as a hierarchical list of Information Policies (Categories). The user chooses the appropriate category for their document and, if necessary, defines metadata that might be required for search and governance purposes. If the user makes an error in this process, GlassIG includes reclassification capabilities to place the correct policy on the document.

Most sites do not store documents of any type, but rather, are focused on a subset of the corporate taxonomy. For example, a Legal Site that stores Supplier Agreements will not also store Employee Documents, Marketing Materials and Financial Reports. Therefore, users typically are assigned a small subset of categories to choose from, as defined within the SharePoint site itself or on a user, group, or role basis. In such a case, the user would be directed towards their specific node in the corporate taxonomy, as to the right, where the Legal Node has been automatically selected.



# Monitoring and Measuring Compliance

GlassIG includes a comprehensive set of governance dashboards, including one focused on Policy Utilization that allows Records Managers to track how policies are being used in the company. Consider the example below, which shows that the company defined 45 information policies in 2016, but only 16 of these were enforced on the information assets in company content repositories. A Compliance Manager or Corporate Record Manager could use this view to understand which corporate policies are being applied, which are not and how to address the compliance deficit or update the Policy to reflect how the business actually works.



Other GlassIG Dashboards are available for inventory, Legal Case Management, What-If Scenarios and the industry's first set of metrics related to Information Economics (Infonomics).



## Benefits of GlassIG for SharePoint

- ✓ Centralized Policy management for SharePoint Server and SharePoint Online
- ✓ Compliance and enforcement metrics to measure real-world policy use and enforcement
- ✓ Governance controls applied without interrupting end-user activity
- ✓ Increased policy relevance and use
- ✓ Real visibility into the number and costs of your information assets governed by your policies
- ✓ Actionable intelligence showing where the real ROI is in your governance program and where potential exists to increase those returns
- ✓ Ensure compliance with company and regulatory legal requirements at both the corporate and jurisdictional level

You can start immediately with GlassIG Free Edition

**Create your account at <https://cloud.glassig.com/signup>**

## About GlassIG

GlassIG is an Information Governance solution used to manage information policies and power organizations' legal and regulatory requirements related to data retention and information lifecycle management. Unlike alternative solutions, with GlassIG, companies can create corporate policies that are actively managed and published across organizational, jurisdictional and information repository boundaries. GlassIG can be deployed as both a cloud-based or on premise application.

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[www.glassig.com](http://www.glassig.com) | [info@glassig.com](mailto:info@glassig.com)