



# Eliminate ROT Data!

## AN INFORMATION GOVERNANCE CASE STUDY



### THE SITUATION

A large financial institution was migrating to Office 365. They were seeking data management services, specifically data cleanup as a prerequisite to the migration. In addition to project requirements, getting buy-in from executive stakeholders was key to getting the project off the ground. Proper categorization and storage of records and managing data according to its value were the primary goals. Rounding out the project and looking ahead, they asked for resources to simplify future cleanup processes.

### THE SOLUTION

The team at ID played an important role in helping people grasp the difficulties and inefficiencies of searching for documents amongst a collection of unneeded clutter. Explaining the “why” to key stakeholders helped get the ball rolling! Once people understood data management concepts—what is appropriate to maintain on personal drive and gauging how long information provides value, it was time to move on to the next steps:

- establish policies to categorize ROT data
- configure scanning tools
- establish action policies for ROT data
- gauge the data footprint
- dispose of ROT data from personal, team, Sharepoint drives
- establish policies and processes to automate ongoing ROT maintenance

### THE RESULT

Using proprietary tools and smart data policies, unstructured data was reduced by 20%. Over 6.36 MILLION files identified as ROT, and nearly 2,000 Gigabytes of ROT was eliminated. This success had a direct impact on cost reduction efforts and overall production efficiency throughout the entire organization.

**6.3 Million**

files identified  
as ROT!



**20%**

unstructured  
data reduction!

