

# Information Governance Analyst

**Department:** Information Governance

**Organizational Relationship:** Reports to the Senior Manager of Information Governance or Information Governance Operations Manager

**FLSA Status:** Non-Exempt

**Last Updated:** December 3, 2024

## General Summary:

The Information Governance Analyst is responsible for coordinating one or more primary functions of the Information Governance team, including file management, both physical and electronic, file intake, file releases, destruction requests, data access requests, case room management, and records retention. The Analyst keeps abreast of department operations and can provide guidance on key department functions in the absence of department leaders.

## Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Coordinates one or more major functions of the department with minimal supervision; develops plans, organizes files and work-flow, supports entry-level staff, and assumes responsibility for the completion of major projects
2. Communicates regularly with attorneys and paralegals to ascertain the status of projects, develops methods for determining when files are inactive, and handles file movement and processing issues so that only active records are stored in primary on-site space
3. Assists with physical file management, including locating and responding to requests for files, ensuring the records management system is up to date and accurate, coordinating and/or performing some or all box archiving and offsite storage procedures
4. Provides space coordination; organizes and classifies large document collections in the central filing area, case rooms, file cabinets, offsite storage facilities, or wherever records may be found
5. Develops, maintains, and coordinates appropriate inventory systems to track persons responsible for the files, room usage, file status, location and other factors related to effective space management and Information Governance Operations oversight
6. Assists with basic and complex reviews and administrative tasks related to file releases, data access requests, and destructions
7. Reviews and prepares files for release to departing attorneys and other firms, using Windows share volumes, Eclipse, iManage, Outlook, and litigation support databases. Correctly implements firm procedures for the review and disposition of firm-owned material
8. Communicates with firm personnel, clients and third parties regarding file intake, maintenance, and disposition

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9. Analyzes and distinguishes between firm, client, or personal information
10. Coordinates the execution of and ensures compliance with records retention procedures; ascertains which files are subject to retention; coordinates large volumes of documents that are subject to review; and maintains meticulous records regarding file disposition
11. Educates attorneys and staff about effective information governance practices, including organization, storage, and security. Acts as a resource and provides training regarding various information governance questions for staff, attorneys, and other users
12. Provides contributions to core department responsibilities through participation on virtual teams. These responsibilities include the most complex technical and outreach functions that require high levels of specialization and expertise
13. Assists with special projects on various issues as needed
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- Bachelor's degree or equivalent required
- Four years' relevant information governance or records experience may be considered in lieu of a degree

### *Work Experience*

- A minimum of three years' relevant information governance or records experience required, preferably in a law firm Information Governance or Records Department
- Experience in other law firm positions having significant document organizational responsibilities may be considered in lieu of directly related information governance or records experience

### *Knowledge, Skills & Abilities*

- Extensive knowledge of information governance, data security and privacy principles, best practices, and procedures
- Thorough knowledge of the physical and electronic resources of the department and firm; ability to understand and articulate the role of effective space management in the overall administration of the office
- Well-developed and professional interpersonal skills; ability to effectively interface with attorneys, management, support staff, clients and outside contacts
- Ability to work in a team environment with a customer-service focus
- Excellent communication skills, both written and verbal
- Ability to handle confidential and sensitive information with appropriate discretion
- Ability to perceive and analyze problems, and make sound decisions and recommendations
- Strong organizational skills needed to manage time well, prioritize effectively, and meet multiple deadlines
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions

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- Ability to consistently follow procedures and display an attention to detail in all work activities
- Knowledge and proficiency in software applications, including iManage DeskSite, iManage Records Manager, LegalKEY, MS Office, Eclipse, Prosperoware, ServiceNow, and other programs used by the Information Governance Department

## *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.
- Heavy lifting of archive boxes and other materials weighing up to 40 pounds is required. The height of the stacks is usually from five to seven feet and the individual should be able to reach the topmost shelf, with the help of a stool. Ability to operate a hand truck, and carry and organize file folders is also needed.

## *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.