



Top 10 Controls Every Organization Should Have in Place

This checklist highlights the top information governance controls that reduce risk, improve defensibility, and strengthen audit and cyber readiness.

Use it as a quick reference to identify gaps or validate where your program is already strong.



01 Documented Information Risk Awareness

- Information risks are clearly identified based on what information exists, where it resides, and how it is managed
- Risks are documented and reviewed, not dependent on individual knowledge

02 Consistent Classification of Sensitive Information

- Sensitive and high-risk information is consistently classified
- Classification supports policy enforcement and defensible action

03 Defensible Retention & Disposition Policies

- Retention policies exist and are applied in practice
- Disposition is defensible and not purely manual

04 Regulatory Retention Alignment

- Regulatory retention requirements are understood
- Rules are applied consistently and can be demonstrated during audits

05 Operationalized IG Policies

- IG policies are documented and communicated
- Employees understand their responsibilities
- Policies are enforced, not just written

06 Audit & Investigation Readiness

- Information can be located quickly during audits or investigations
- Processes are repeatable and defensible, with supporting evidence



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07

Standardized Records Management Across Formats

- Physical and digital records are governed consistently
- Lifecycle practices are standardized across the organization

08

Searchable, Organized Information Environment

- Information is structured and searchable
- Discovery does not rely on tribal knowledge or manual effort

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ROT Reduction Practices

- Redundant, obsolete, and trivial information is regularly reduced
- Cleanup is proactive, not reactive

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IG Cyber Alignment

- IG and Cyber teams are aligned
- Sensitive data can be identified quickly during a cyber incident
- Access controls reflect governance priorities

How to Use This Checklist

0-3 checked	4-7 checked	8-10 checked
High information risk exposure	Foundational controls exist, but gaps remain	Strong IG control environment

THIS CHECKLIST PROVIDES DIRECTIONAL INSIGHT NOT A FULL MATURITY SCORE.

Next Steps

Want a clearer picture of where you stand and what to do next?

- Get Your IG Maturity Score in Minutes**
- Speak with an Information Governance Expert** to discuss gaps, risks, and priorities.

