

# Corporate Records & Information Lifecycle Management Programs

At Hilgers PLLC, we bring deep experience and a practical, business-forward approach to corporate records and information management (RIM). Our team of legal and technology consultants partner with clients to build and modernize RIM programs to align with legal, regulatory, and business operational goals.

## EXPERIENCE & CAPABILITIES

### → Drafting & Implementing Record Retention + Legal Hold Policies

- Developed retention policies and procedures for Fortune 500 companies, global manufacturers, healthcare providers, and highly regulated entities.
- Tailored retention schedules to comport with international, federal, state, and sector-specific legal requirements.

### → Advising on Defensible Disposition Practices

- Provided legal defensibility reviews and decommissioned legacy programs.
- Designed defensible disposition protocols to reduce data volume and litigation risk.

### → Digital Transformation & Vendor Management

- Led partnerships between internal legal, compliance, IT, and business stakeholders and external technology vendors to implement transformation initiatives.
- Advised on “paper to digital” transitions, hybrid environments, and sunseting legacy data systems.
- Integrated updated policies with clients’ content management systems, enterprise architecture, and user practices to ensure real-world usability and defensibility in legal matters.

### → Supporting Governance Throughout the Data Lifecycle

- Counseled on RIM best practices, including classification of records, access controls, and security for sensitive information.
- Implemented legal hold solutions to catalog and track legal matters, and to defensibly release legal holds upon final matter completion.
- Advised on legacy data remediation and cleanup projects with large data volumes.

### → Post-Transformation Training & Change Management

- Developed customized training for legal, compliance, records management, and business units.
- Drafted communications and practical toolkits to support adoption.
- Coordinated post-transformation partnerships between internal stakeholders and external service providers to increase litigation readiness.

## WHY CLIENTS CHOOSE US

We understand that records and information management is not just a legal or compliance issue—it’s a business enablement function. Our cross-disciplinary team brings decades of experience in eDiscovery, data privacy, regulatory compliance, and litigation risk, allowing us to provide practical, actionable advice that stands up from the courtroom to the boardroom.

Whether you need to modernize a legacy records program, integrate information governance into your cloud environment, or prepare for a regulatory inquiry, we can help.