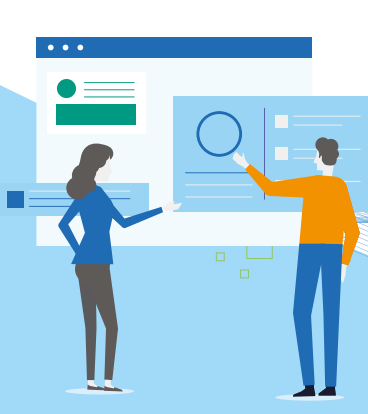


THE EVOLUTION OF THE RECORDS AND INFORMATION MANAGEMENT PROFESSIONAL

Businesses and governments alike historically held onto their documents according to their needs. But eventually, practical considerations, along with the rapid proliferation of information, changed everything, transformed the role of records and information professionals, and brought us to where we are today.

THERE ARE NOW ALMOST AS MANY **BYTES OF DATA** AS THERE ARE STARS IN THE UNIVERSE.¹

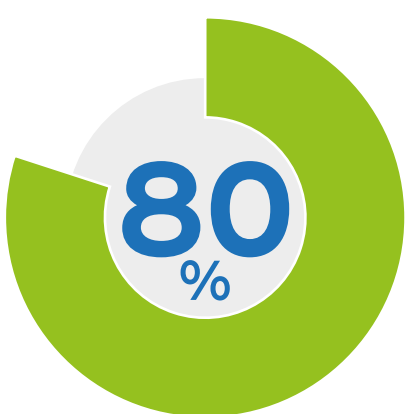


Hover over the different years for more information

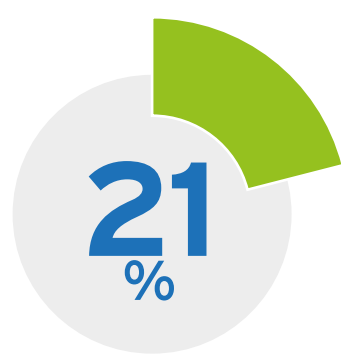


ARE YOU PREPARED FOR **TOMORROW?**

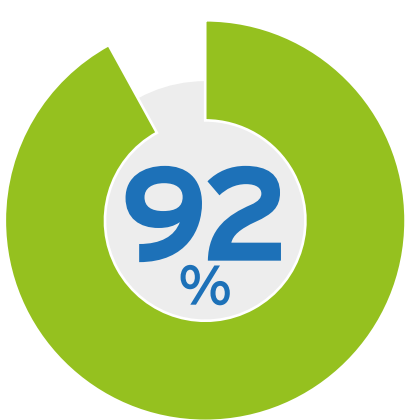
Records and information management is hurtling into an uncertain future as growing privacy concerns spawn new legislation, and the proliferation of big data renders manual processes woefully obsolete.



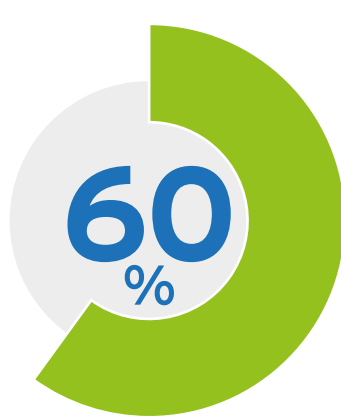
Up to 80% of document-based processes are at least partially dependent on paper.²



21% of daily productivity loss can be attributed to document issues.⁴



92% of knowledge workers share documents via email.³



IDC estimates that data volumes are growing by at least 60% every year.⁵

Regardless of how your industry changes, one thing is clear: your **data is your most valuable asset**, and it's never been more important to take control of it. **Stay ahead of the game** with these 10 tips for new-generation information managers.

1. <https://www.emc.com/leadership/digital-universe/2014/view/executive-summary.htm>
 2. <https://acrobat.adobe.com/content/dam/doc-cloud/en/pdfs/idc-adobe-document-disconnect-whitepaper-global-ie-final.pdf>
 3. <http://info.perforce.com/rs/perforce/images/versioning-report.pdf>
 4. <https://hubblion.com/crunchies/document-management-statistics/>
 5. <https://www.ironmountain.com/resources/general-articles/i/information-governance-technologies-for-the-digital-world>