



INSIDE THIS ISSUE

Wine-ing about Records: Call for Sponsors 1

InfoGov Day 2022..... 1

Merger Update 1

What is Autoclassification?..... 2

Benefits and Limitations to Autoclassification..... 2

HELPFUL LINKS

- [Edmonton Chapter](#)
- [ARMA International](#)
- [ARMA International Education Foundation](#)
- [Journal of Canadian Records & Information Management](#)
- [AIIM](#)
- Governance & Record Keeping Around the World [English](#) | [Français](#)

FIND US ON SOCIAL MEDIA

- LinkedIn [@ARMA Edmonton Chapter](#)
- Twitter [@ARMA Edmonton](#)
- Facebook [@ARMA Edmonton Chapter](#)

The ARMA Yeg Connector

WINE-ING ABOUT RECORDS: CALL FOR SPONSORS

Is your business looking to increase its presence in the records and information management community? ARMA Canada’s five western chapters are seeking sponsors for the Wine-ing About Records Conference being held October 5-7, 2022 in beautiful Kelowna, B.C..

Visit the [website](#) to request a copy of the conference prospectus listing the various levels of sponsorship and outlining the benefits of each. Themed streams include Records Management Fundamentals, Records Management in Indigenous Organizations, and Special Topics. We look forward to hearing from you!



When sharing on social media be sure to include helpful hashtags!

- #RIM #IM #ARMA
- #ARMACanada
- #Conference
- #Kelowna #Sponsors
- #ARMAKelowna

INFOGOV DAY 2022

InfoGov Day is an online celebration for information practitioners. Designed to be like the comfortable conversations you have in a conference hallway, we've curated this day so you can meet some of the most brilliant people in the profession today. This event is being made available to the community for FREE because of our amazing sponsors! Register now and join us on February 17th! Check out the images/video [HERE!](#)

MERGER UPDATE

If you missed last weeks email from the President here’s a quick update on the chapter merger discussion. If you have any questions/concerns or want to talk please reach out to the board at any time. Contact information can be found on our [website](#).

After reviewing Calgary’s member engagement email the board did not feel it aligned with the project’s best intentions. Members of both chapters expressed disappointment and confusion. To be clear, lower membership numbers does not mean dissolution of the chapter. We’re still here and will continue to provide events and activities that are current and incisive. We are committed to bringing chapter members value for their membership over the long term. Thank you for your support!

DID YOU KNOW?

In April 2020, Microsoft made it possible for Microsoft 365 users to automate the application of sensitivity labels in their documents in OneDrive and SharePoint Online (Li, 2020, para. 4). Sensitivity labels are, in essence, “stamps” that users can apply to their documents. In doing so, users can classify their documents based on the level of security needed to protect the content in their files (Microsoft, 2021, para. 2). For example, if a user chooses to apply the “Confidential” label, the label will encrypt the content and apply a “Confidential” watermark to the document (Microsoft, 2021, para. 5). Now that Microsoft has made it possible for users to configure autoclassification policies in Microsoft 365 services, users have the ability to “automatically label files at rest and emails in transit based on the rules you’ve [they’ve] set” (Li, 2020, para. 4).

For more information, check out the articles listed below.

References:

Li, A. (2020, April 6). Announcing public preview of autoclassification with sensitivity labels in Microsoft 365 services. <https://techcommunity.microsoft.com/t5/security-compliance-and-identity/announcing-public-preview-of-auto-classification-with/ba-p/1279961>

Microsoft. (2021, September 15). Learn about sensitivity labels. Retrieved from <https://docs.microsoft.com/en-us/microsoft-365/compliance/sensitivity-labels?view=o365-worldwide#what-a-sensitivity-label-is>

CALL FOR ARTICLES

If you have specific requests for RIM trends or topics that you would like us to cover in future issues of *The ARMAyeg Connector*, please let us know. Also, remember that we are always looking for article submissions.

Please submit your suggestions and articles to our Newsletter Editor:

Marlena Muskens
muskensm@mymacewan.ca

WHAT IS AUTOCLASSIFICATION?

In recent years, there has been an explosion of data; by 2025, it is estimated that global data creation will grow to more than 180 zettabytes (Holst, 2021, para. 1). Experts believe that this high growth will happen due to the recent pandemic. These days, many people are working and learning from home, and they are spending more time enjoying home entertainment options (Holst, 2021, para. 1). Therefore, it is more important than ever for organizations to invest in tools and techniques to manage information effectively. This includes implementing an effective classification system to ensure efficient search and retrieval, compliance with legal and regulatory requirements, and disposal of redundant or transitory records.

However, with the amount of data being created each day, it would be impossible for organizations to keep up with it using manual classification techniques. Therefore, I predict that the field of records management will move towards autoclassification.

Autoclassification is “a feature found in content management systems or records management applications that will scan the contents of a document and automatically assign metadata categories, and keywords based on the document” (Texas Record, 2018, Benefits of Autoclassification). It has the ability to “discover and tag sensitive or compliance-related data” (Combs, 2018, p. 22).

Today’s technology market offers many content management systems with built-in autoclassification features. One such example is Records365 is an example of a tool that can be used to automate classification (RecordPoint, n.d., para. 2). It can be used in SharePoint, Microsoft OneDrive, and Dropbox (RecordPoint, n.d., para. 2).

However, autoclassification has both benefits and limitations. These are discussed below.

BENEFITS AND LIMITATIONS OF AUTOCLASSIFICATION

Autoclassification has a number of benefits. Besides being able to classify information more quickly than humans (Hoke, 2014, p. 22), machines can apply classification standards more consistently throughout an organization (Combs, 2018, p. 22). By automating the process, an organization will be able to reduce litigation risks and storage costs and improve legal and regulatory compliance. In addition, autoclassification can improve the security of records (Texas Record, 2018, Benefits and limitations...). Recently, significant technological advances, such as the automation of sensitivity labels, have given users more sophisticated ways to protect the security of their records (see “Did you know?” for more information). Together, all of these benefits will lead to improved information governance across an organization.

However, autoclassification does have drawbacks. The main drawback is accuracy (Texas Record, 2018, Benefits and limitations...). Although machines can become more accurate at classification as they “analyze and learn the records” (Texas Record, 2018, Benefits and limitations...), they are still not 100-percent accurate (Texas Record, 2018, Benefits and limitations...). Therefore, it is recommended that organizations conduct a risk assessment before they invest in an autoclassification system, since inaccurate classification can lead to significant risks (Texas Record, 2018, Benefits and limitations...). As well, autoclassification is not a substitute for a good classification system. An organization must still ensure that it has a solid classification system in place before it invests in autoclassification tools. It is recommended that organizations to conduct a business process analysis, determine metadata requirements, and document which systems capture records before they consider investing in autoclassification (Texas Record, 2018, Conclusion).

REFERENCES

Combs, T. (2018, Winter). The need for sustainable information governance. *Big Data Quarterly*, 4(4), 21-23.

Holst, A. (2021, June 7). Amount of data created, consumed, and stored 2010-2025. *Statista*. Retrieved from <https://www.statista.com/statistics/871513/worldwide-data-created/>

Hoke, G.E.J. (2014, July/August). Top IG tech trends: autoclassification & big data. *Information Management*, 48(4), 20-24, 47.

RecordPoint. (n.d.). The next generation of information compliance and governance. Retrieved September 29, 2021, from <https://www.recordpoint.com/records365/>

Texas Record. (2018, July 17). Benefits and limitations of auto classification in records management. *The Texas Record*. Retrieved from <https://www.tsl.texas.gov/slrmblog/2018/07/benefits-and-limitations-of-auto-classification-in-records-management/>