

# DATA MANAGEMENT & HYGIENE

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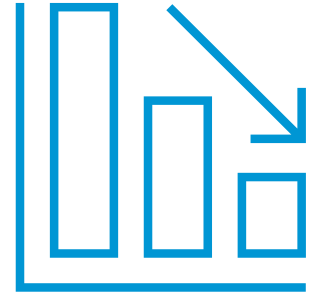
# Data Has Value

- To You
- To Your Customers
- To Your Competitors
- To Criminals



# Data Loses Value

- Accuracy Diminishes
- Details Become Irrelevant
- Risk Remains

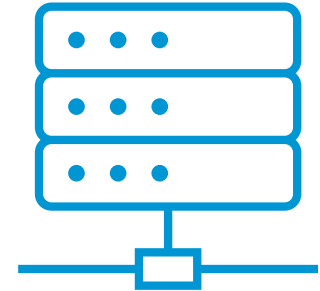


***"Like keeping old stock in your warehouse forever"***

# Mitigation

## Archive and Purge

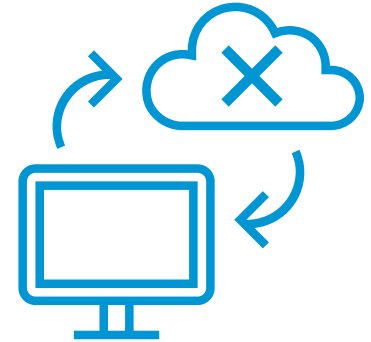
- Take historical copy off-line
- Purge data over X years old
- Purge data marked as Inactive



# Mitigation

## Sanitize Data

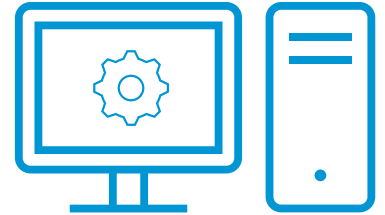
- Clear Data From Old Transactions
- PII Requirements
- Consumer Risk Requirements



# Mitigation

## Logs

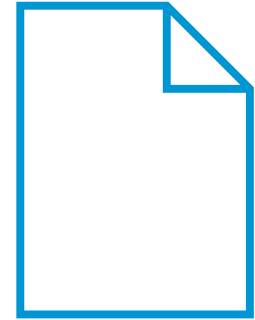
- Take up space AND Can contain sensitive data
- Log Purge / Rotation
- Manual or Using Utilities / Automation



# Mitigation

## Documents

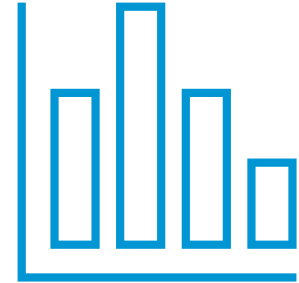
- Reports Saved Forever
- Old Documents in DMS or CRM
- Shared/Group Mailbox Archives



# Management Processes

## Master Data Accumulates

- G/L Accounts and Ranges
- Customer Numbering
- Items / Locations / Terms / Codes





# Management Processes

## Master Data Cleanup

- Schedule Reviews Periodically
- Account Changers
- Item and Customer Number Changers

