

JAMES KENNEDY, CRM, IGP

INFORMATION GOVERNANCE

Provide strategic leadership, planning and supervision (staff and program) utilizing in-depth knowledge of established governance & information management principles and procedures to develop, maintain, and implement efficient systems for managing the lifecycle of an organization's digital assets.

AREAS OF STRENGTH AND EXPERTISE

- Perform assessments of current business practices relating to information governance
- Direct and manage current information management activities and develop organizational strategies that assist the business in achieving their goals in the information governance space
- Facilitate stakeholder agreement on long term vision for information governance, document management, and e-discovery
- Understand and incorporate organizational policies, plans, missions, visions, and values into information governance goals and objectives in addition to key state-based and federal regulations
- Understand organizational business plans, goals, and objectives and how those relate to ongoing information governance, information management and e-discovery efforts
- Have experience with mergers and acquisitions and evidence of how acquisitions impact the information governance program
- Work closely with Legal Department to understand the current processes that are in place today from a litigation management and e-discovery perspective and develop a roadmap outlining plans to improve the overall e-discovery competency within the organization

PROFESSIONAL EXPERIENCE

Records & Information Governance

Nov 2012 to Present

Tallgrass Energy Partners, LP- HQ, Lakewood, CO

Responsible for development, implementation and oversight of Tallgrass Energy's information governance and records management programs. Lead initiatives associated with the records information management program, including policies, training, and control, compliance with rules & regulations, protection during litigation, business values, and IT efficiencies. Plan, direct, and collaborate with system designers and developers to implement electronic document and records management systems, information lifecycle (physical and electronic) management, and the deployment of file plan management, records classification, retention scheduling, records inventory, vital records, hold management, storage systems/migration, accession, disposition (archive/destruction), electronic discovery and other relevant records processes and procedures.

Records Analyst

May 2011 to Nov 2012

Kinder Morgan- HQ, Lakewood, CO

Ensure employees understand and adhere to Records Management Policy and Procedures through training, process review, and sharing best practices. Responsible for proper identification collection, retrieval and retention of all business records. Ensure records management processes, policies and systems fulfill all legal, regulatory, business requirements for corporation's business records. Provide RIM expertise on specific project or subject matter areas of records and information management to functional areas in the organization. Assist in the operational aspects of managing the RIM department.

Records Administrator

Feb 2010 to May 2011

Fire & Police Pension Association – Englewood, CO

Responsible for implementation, administration and maintenance of FPPAs comprehensive records management program to meet the applicable federal, state and district records requirements. Provide active records guidance to all departments, including instructing departments about the development of cost-effective and efficient record systems from creation to disposition to properly document organizations activities.

Document & Records Management Supervisor

Jul 2009 to Jan 2010

ServiceSource – Denver, CO

Managed daily production of document conversion process (document preparation, scanning/indexing, research and quality control). Create policies, procedures and controls for management of records and content. Management of ERM solution. Military security clearance. Established the Document Control Department.

ASSOCIATIONS



ARMA INTERNATIONAL IS A NOT-FOR-PROFIT PROFESSIONAL ASSOCIATION AND THE AUTHORITY ON GOVERNING INFORMATION AS A STRATEGIC ASSET.

CHAPTER ADVISOR OF EDUCATION & PROGRAMMING	2012-2013
CHAIRPERSON OF THE BOARD - MILE HIGH DENVER CHAPTER OF ARMA	2011
PRESIDENT - MILE HIGH DENVER CHAPTER OF ARMA	2010

HONORS

CHAPTER LEADER OF THE YEAR- MILE HIGH DENVER CHAPTER OF ARMA	2010
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CERTIFICATIONS

IGP – Information Governance Professional... a person who has earned the only certification that demonstrates he or she has the strategic perspective and the requisite knowledge to help an organization leverage information for maximum value while reducing the costs and mitigating the risks associated with using and governing this important asset.

CRM – Certified Records Manager...The Institute of Certified Records Managers (ICRM) is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1975 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited and recognized according to criteria of experience and capability established by their peers.