Tracee Hughs

Director of Information Governance

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OVERVIEW

As director of information governance, Tracee leads three key collaborative pillars: the iManage team, the records management team, and the information governance team. With more than 30 years at the firm, she and her team help to ensure that firm data is securely stored, governed, and transferred in compliance with firm policies, client requirements, and regulatory mandates.

Tracee leads the firm's usage of iManage and related systems, with the goal to responsibly store firm documents and emails, manage metadata, and enforce security policies such as ethical walls and legal holds. She also provides strategic direction and sets policies for the records management team, which manages records for incoming and departing attorneys, coordinates matter mobility, promotes the firm's paperless initiative, and oversees the destruction of client and administrative files, while assisting users with mailbox management.

Tracee also directs the information governance team, which helps to mitigate risk, enforce defensible data retention, and provide safeguards against internal and external threats. She and her teams collaborate closely with professionals throughout the firm – including human resources, the general counsel's office, practice management, security, eMerge, and others, to ensure seamless, secure, and compliant information management across the firm.

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