



Records Management: Principles and Practice

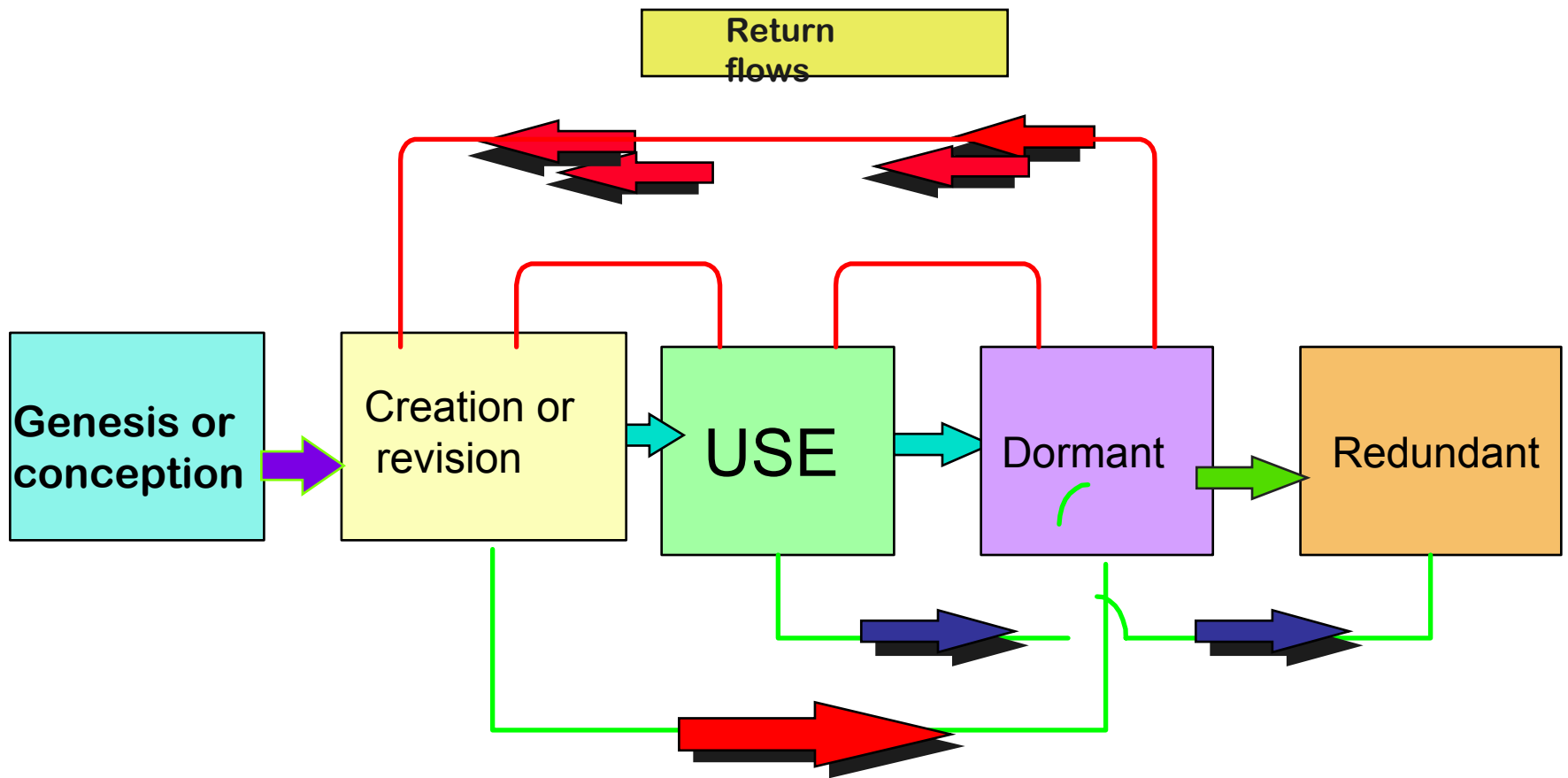
RTI Workshop
Dhaka, June 2009



Get records in order!



The information lifecycle (1)



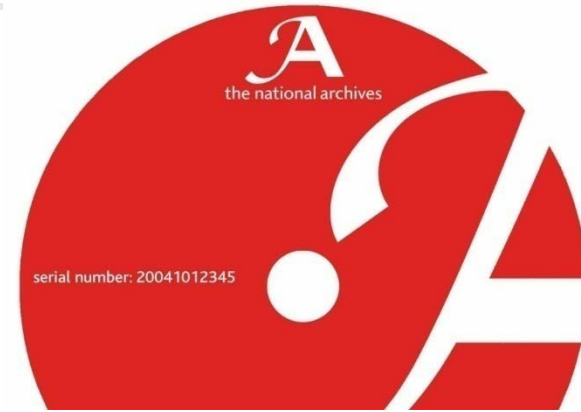
The information lifecycle (2)



Creation



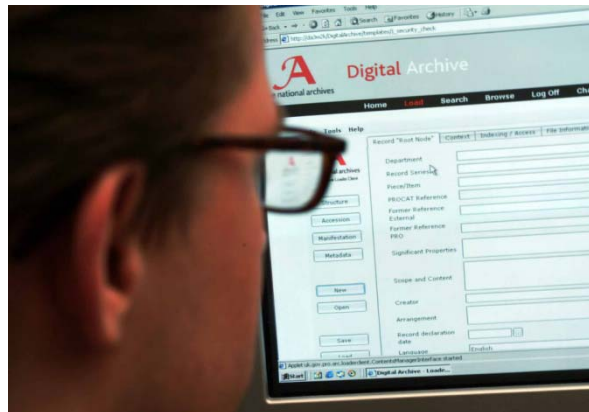
Selection



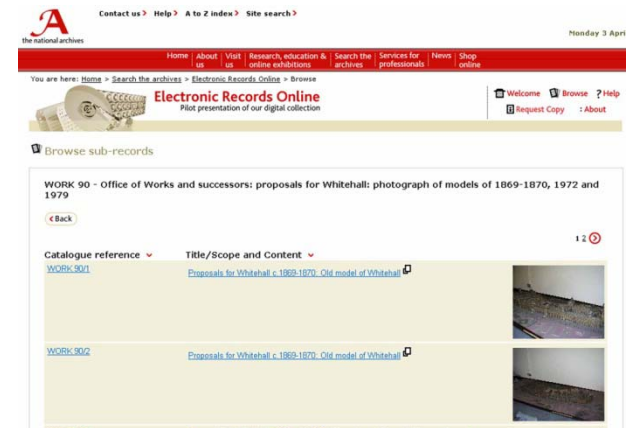
Transfer/Catalogue



Archiving



Preservation



Presentation

Records management: a definition



The provision of an information service through the coherent organisation and control of **all** an institution's information

(whether it be on tape, disk, microfilm or paper)

from its **creation**, through its **use**, to its ultimate **disposal**, whether by destruction or preservation



Checklist

- Setting priorities
- Developing capacity
- Generating resources

AIM:

Ensure the effective flow of information

Eight Steps



- The Records Management Function
- Records Manager
- Policy Statement
- Training and Awareness
- Record Creation and Keeping
- Record Maintenance
- Record Disposal
- Performance Management

1: The Records Management Function



- specific corporate programme
- organisational support
- records in all formats
- clearly defined responsibilities
- connection with other information management issues

2: Roles and Responsibilities



- records manager
- appropriate skills and knowledge
- appropriate resources
- analysis of training needs



3: RM Policy

- mandate for all records management functions
- commitment to create, keep and manage records
- relationship to overall strategy
- roles and responsibilities
- framework for supporting standards, procedures and guidelines
- monitor compliance
- reviewed at regular intervals (at least once every three years)



4: Training and Awareness

- records management awareness
- professional development programme



5: Records Creation and Record Keeping

- information survey/record audit
- metadata
- rules of description
- adequate system for documenting activities
- complete and accurate
- quick and easy retrieval



Audit Methodology

How will we conduct the audit?

File Plan (1)



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graph TD; Operational[Operational] --- Function[Function]; Function --- Activity[Activity]; Activity --- Task[Task];
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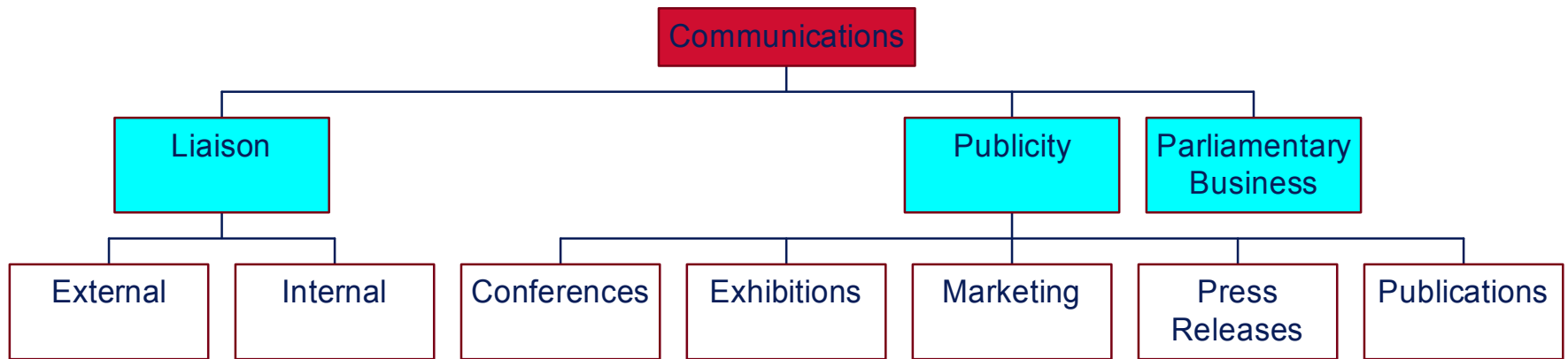
Operational

Function

Activity

Task

File Plan (2)





6: Records Maintenance

- tracking system
- adequate storage
- suitable equipment
- handling procedures
- business recovery plan



7: Records Disposal

- closure procedures
- standards for the storage of closed records
- acquisition and disposition policies
- disposal schedules
- destruction
- documentation system (transfer to archives)
- risk management



8:

- Performance measurement

Benefits



**Expected
benefits**

**Expected
costs and
risks**









Change

RM

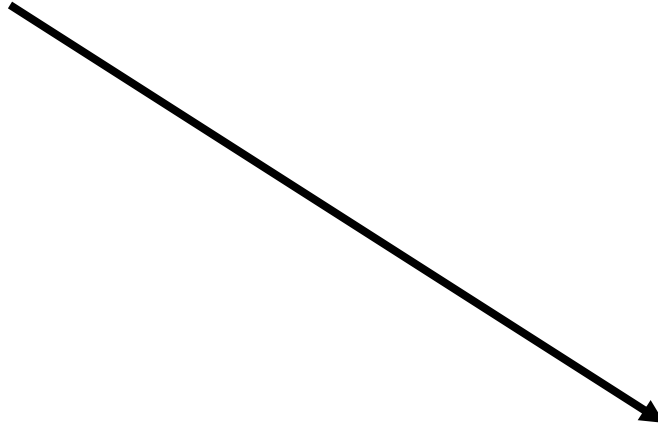
FOI

ERM



RM

Individual

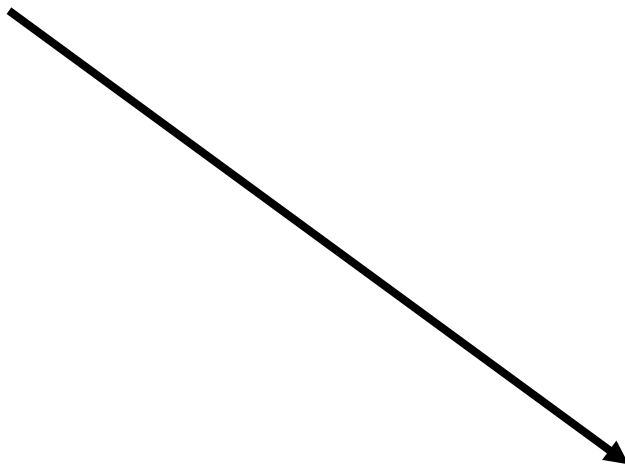


Corporate



RTI

Secrecy

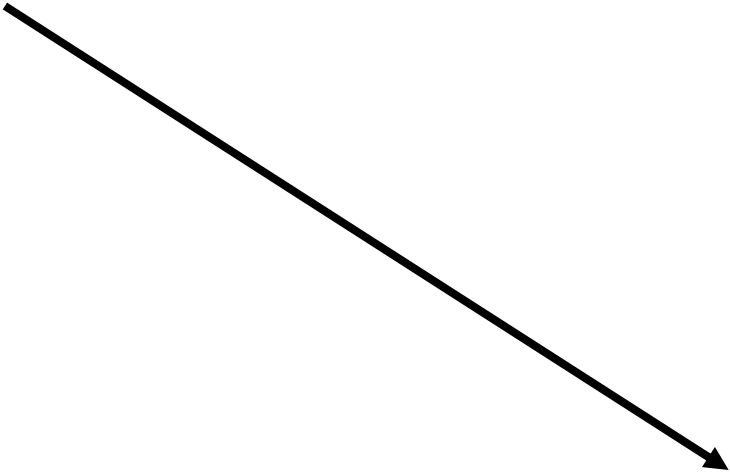


Openness



ERM

Paper



Electronic

Going electronic



The 'Rush to Digital'



Useful websites



- ***ARMA International***
 - www.arma.org
- ***UK National Archives***
 - www.nationalarchives.gov.uk/recordsmanagement
- ***National Archives of Australia***
 - www.naa.gov.au
- ***Association of Commonwealth Archivists and Records Managers***
 - www.acarm.org
- ***Information Commissioner (UK)***
 - www.ico.gov.uk

