



# Records and Information Management Workshop

The foundation for a successful operation and  
Governance



## Records and Information Management

### What is a record?

Any information contained in any physical medium that is used in the course of business activity and provides evidence of that activity.

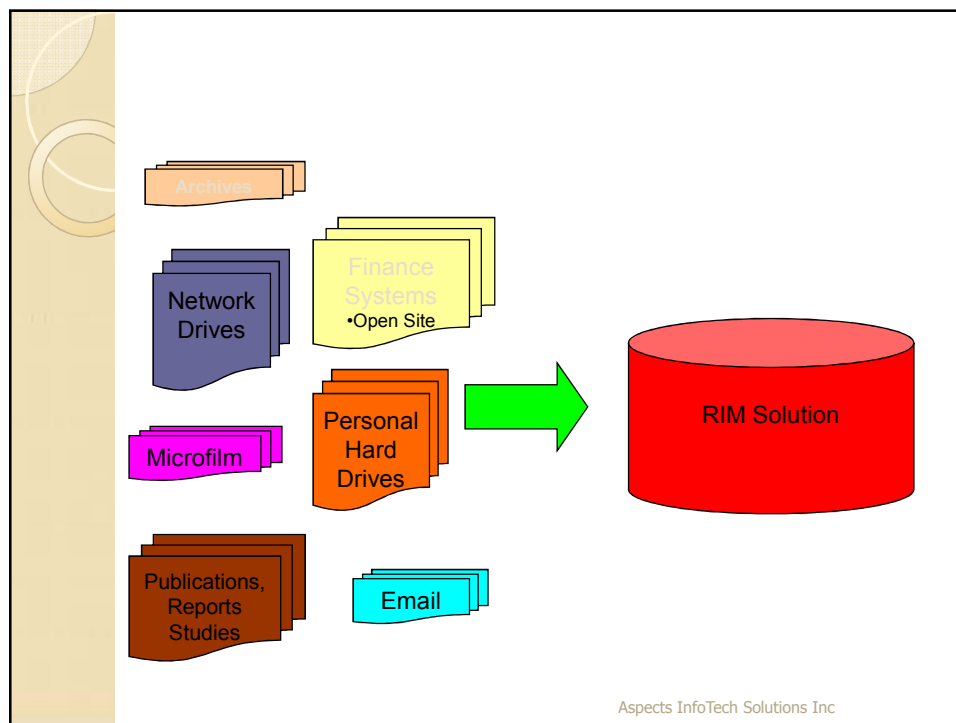
### What is Records and Information Management?

The systematic control of records throughout their lifecycle including creation, active use, inactive use and disposition.

## Objectives

- ❑ Availability of Information (Access)
- ❑ Meet Legal Requirements
- ❑ Quick Retrieval
- ❑ Protection and Preservation
- ❑ Control
- ❑ Cost Effectiveness
- ❑ Capacity Building

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## Choosing a Filing System

### Alphabetic

- name
- subject
- geographic location

### Numeric

- straight
- duplex
- block

### Alphanumeric

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## Classification Scheme Components

- a logical and systematic arrangement of records into subject groups, categories or classes based on their natural relationships. The classifications use letters or numbers for identification.
- Components
  - File Code
  - File Title
  - Description/Scope Notes
  - OPR
  - Retention Period

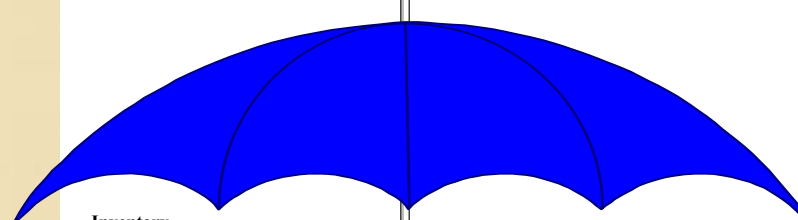
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# Records Management

- ❑ Setting up a program
- ❑ Inventory of records
- ❑ Awareness campaign
- ❑ RIM Elements
- ❑ OCAP

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## RECORDS AND INFORMATION MANAGEMENT UMBRELLA



Inventory  
Retention Schedule  
File Classification Scheme  
Inactive File Management  
Forms Management  
Microfilming  
Imaging  
Disposition  
Space Planning  
Purchasing  
Reports and Correspondence Management  
Offsite Storage

Legislation  
Consultation and Advice  
Electronic Document Management

Vital Records  
Business Resumption Planning  
Forms Management  
Archiving  
Policy and Procedures  
Privacy  
Security  
Mail Management  
Training  
Information Sessions  
Records Management Software  
Research  
Metadata and Indexing

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## Archives

Of all of our national assets, archives are the most precious. They are the gift of one generation to another and the extent of our care of them marks the extent of our civilization.”

Arthur G. Doughty  
Dominion Archivist 1904-1935



## Retention and Disposition

- Saves Money
- Space
- Equipment Costs
- Legal requirements

## Retention Schedules

- the period of time (stated in the retention schedule) that records must be kept before they may be destroyed or transferred to a permanent means of preservation. The retention period is divided into an active phase, semi-active phase, and final disposition.
- Codes - **CY+1y nil DES**
  - A - Active**
  - SA - Semi-Active**
  - FD - Final Disposition**
  - CY - Current Year**
  - FY - Fiscal Year**
  - y - year**
  - SO - Superseded or obsolete**
  - DES - Destroy**
  - SR - Subject to Review**
  - P - Permanent, ARC- Archival, H - Historical, FR - Full Retention**
- Identifying potential changes to Retention Periods

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## Electronic Information

- Email
- Personal and Shared Networks
- Records Management Software
- Document Management Software
- Imaging
- Multifunction Machines

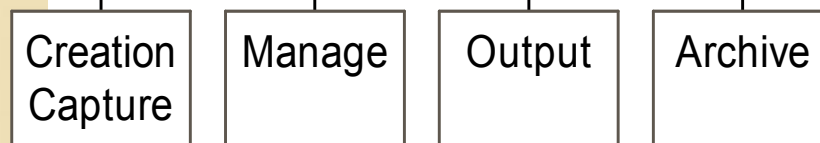
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## E-content the 13 C's

- Coordination
- Cooperation
- Centralized
- Control
- Comprehensive
- Communications
- Committed
- Cost Effective
- Corporate
- Complete
- Client oriented
- Care
- Change

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### E-content Information Stages



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## Disaster Recovery

- Vital Records
- Important Records
- Transfer of Records
- Training
- Hot Site, Cold Site
- Recovery

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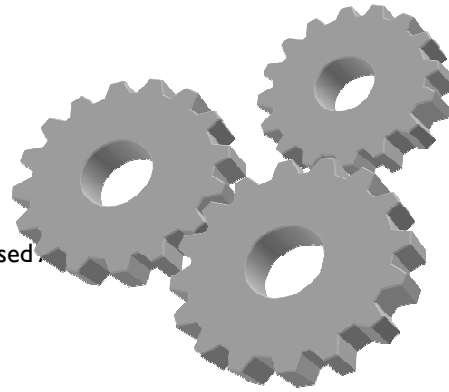
## Current Issues in RIM

- Privacy
- Marketing
- Ethics

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## Change Management

- Degree of Resistance
- Solicit Support
- Create a Team
- Communications Plan
- Manage the Impact - Phased
- Celebrating Milestones
- Training
- Coaching
- Support



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## Questions?

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