



Records and Information Management Workshop

The foundation for success



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.



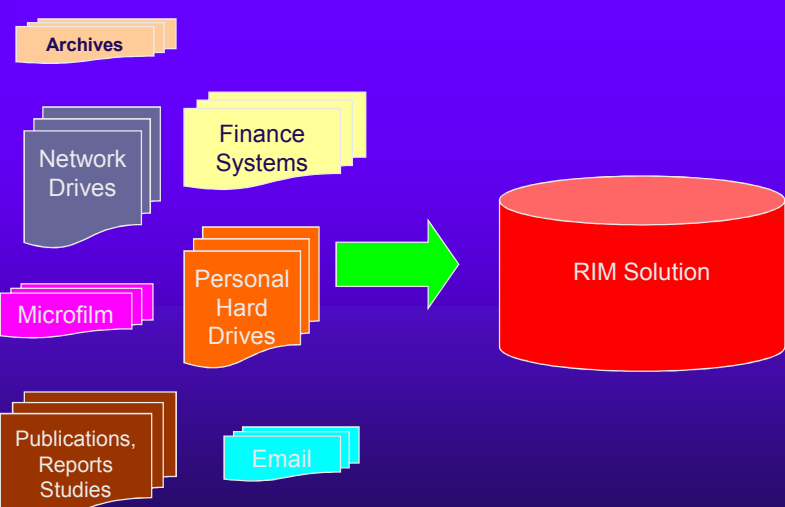
Objectives

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

Aspects InfoTech Solutions Inc



The Challenge



Archives

Network Drives

Finance Systems

Microfilm

Personal Hard Drives

Publications, Reports, Studies

Email

RIM Solution


Aspects InfoTech Solutions Inc



Records Management

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

Aspects InfoTech Solutions Inc



Choosing a Filing System

- Alphabetic
 - name
 - subject
 - geographic location
- Numeric
 - straight
 - duplex
 - block
- Alphanumeric

Aspects InfoTech Solutions Inc



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

Aspects InfoTech Solutions Inc



Retention and Disposition

- Saves Money
- Space
- Equipment Costs
- Legal requirements



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 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
- ◆ Identifying potential changes to Retention Periods

Aspects InfoTech Solutions Inc



Electronic Information

- Email
- Shared Directories
- Personal Directories
- Records Management Software
- Document Management Software
- Imaging
- Fax Servers and Smart Copiers/Printers

Aspects InfoTech Solutions Inc



E-content the 13 C's

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


Aspects InfoTech Solutions Inc



Disaster Recovery

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

Aspects InfoTech Solutions Inc



Current Issues in RIM

- Privacy
- Marketing
- Ethics

Aspects InfoTech Solutions Inc



Change Management

- Project Team and Employees
- Records Coordinators
- Managing Impact
- Communications Plan
- Phased Approach
- Celebrating Milestones
- Training
- Coaching
- Support



Aspects InfoTech Solutions Inc

Questions?



Roslyn Chambers, CRM, CDIA

Aspects InfoTech Solutions

www.aspectsinfotech.com

Roslync@aspectsinfotech.com

604 785-8334