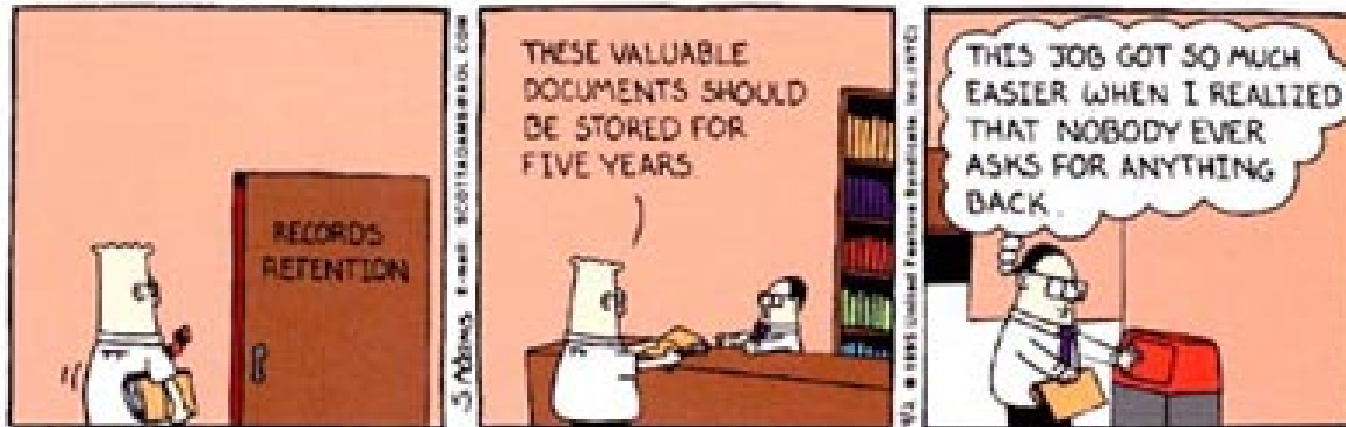


Taking Rocket Science out of Records Management: how and why you should be able to DIY

Presentation by Martin Bradley

Records Management: How it used to be...

DILBERT™ by Scott Adams



©2005

DILBERT © United Feature Syndicate, Inc.

The need to find Information

- Freedom of Information Act
- Data Protection Act
- Tribunals, Court Cases, Legal Discovery
- Parliamentary Questions
- Efficient Internal administration
- Decentralisation

Records Management Statistics

- Offices worldwide used 43% more paper in 2002 than they did in 1999
- The average organisation makes 19 copies of each document, loses 1 out of every 20 documents and office workers can each spend 400 hours per year looking for lost files.
- Between 1% & 5% of all documents are misfiled
- When e-mail is introduced into an office, the percentage of printed documents increases by 40 per cent.

What is a Record?

- *Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business – ISO 15489*
- Format and Medium not primary issue:
Identify what are Records and include them in Records Management Policy

Records Management Policy

- Assigns responsibility
- Covers all records
- Identifies Records at creation and follows their life-cycle
- Sets out Retention Periods
- Ensures Security and Business Continuity
- Enables legal destruction of listed records

Creating a Records Management Policy

- Survey and List **all** Records
- Create File Series Taxonomy
- Decide on Retention Periods
- Assign Responsibility
- Index and reference records – create metadata
- Electronic Records mirror Hard Copy
- Accreditation and Audit

Standards

- ISO 15489 – Records Management Standard
- BIP 0008 – Admissibility of E-Records
- BSI PD 5000 – Admissibility of Emails
- Basel II – Financial Institutions
- ANSI/ARMA 5-2003 – Vital Records Protection

Benefits

- Legal compliance
- Administrative efficiency
- FOI – Charge for Administrative Costs
- Public Perception - ISO Accreditation
- Cost savings – manpower and storage
- Business continuity through Vital Records

Further Reading

- Archives Ireland: www.archives.ie
- NSAI: www.n sai .ie
- BSI: www.b si -global.com
- ISO: www.iso.org
- ARMA: www.arma.org