

# **RM SOCIETY IRELAND**

**Meeting the Storage Needs of the Future**

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# Agenda

- Introduction
- Electronic and Hard Copy Records Storage Needs
- Social Media Revolution
- Meeting the Storage needs of the Future
- Summary

# Introduction

*What is this presentation about?*



# Electronic Records Management

*Today at least 90% of records are created electronically!*

*The record is the most important part about an electronic record not the physical carrier (McKenzie, 1990)*



# Legislation

## *Southern Ireland*

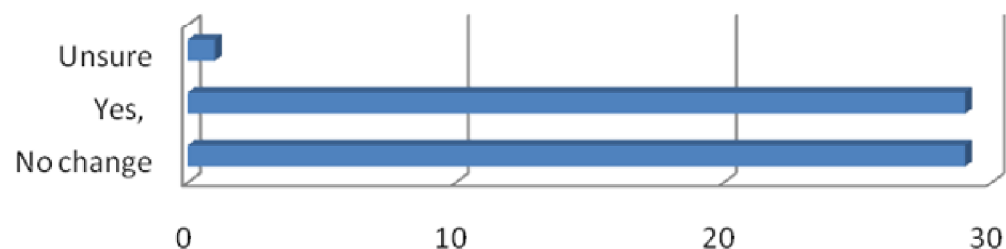
- *Data Protection Act 1998 and Data Protection (Amendment) Act 2003*
- *Ecommerce Act 2000*
- *The National Archiving Act 1986*

# Legislation

## *Northern Ireland*

- *Data Protection Act 1998*
- *Disposal of Documents Order 1925*
- *Freedom of Information Act 2000*
- *Environmental Information Regulation 2004*

## How has the introduction of Freedom of Information Act 1997, the Data Protection Acts 1998 and 2003 and other legislation changed the way your organisation retains records?



	No change	Yes,	Unsure
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## AIIM

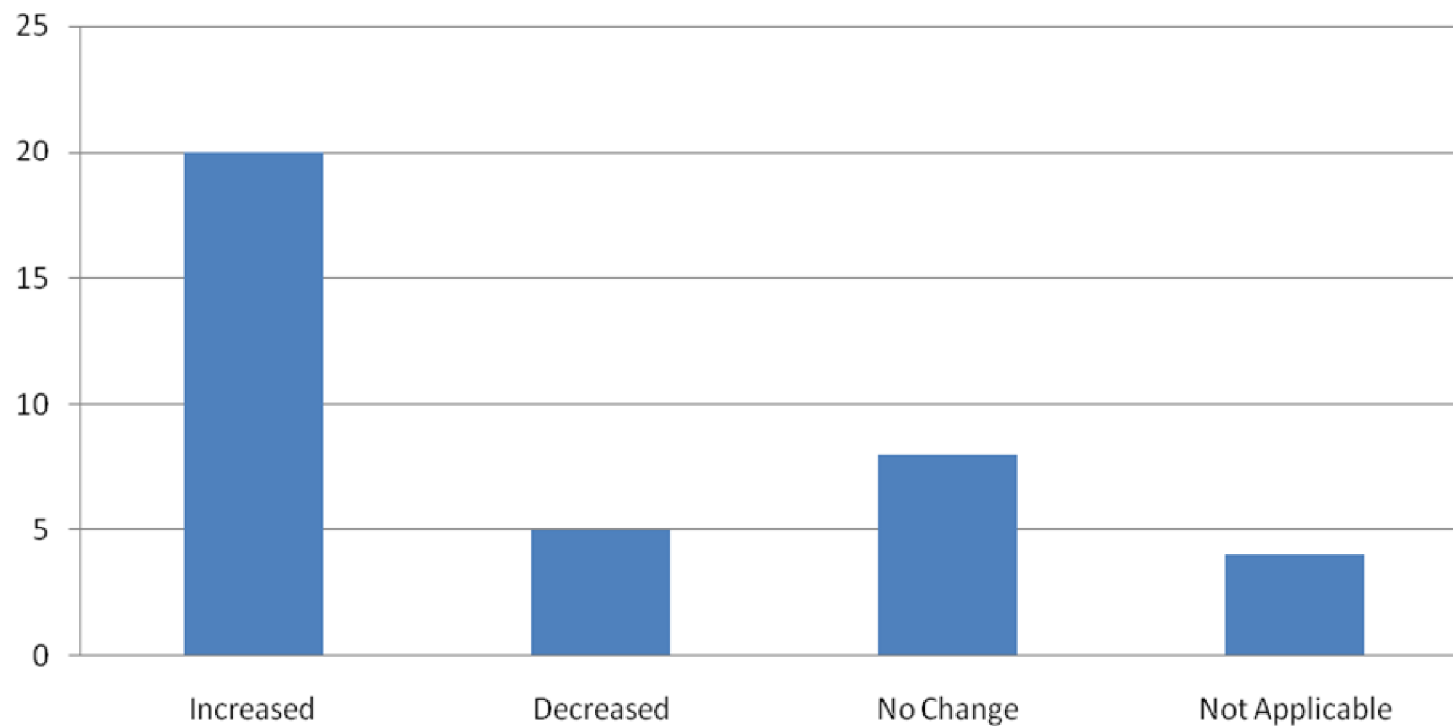
*“Electronic Records Management-still playing catch up with paper” shows that the volume of paper records is still increasing in over half of organisations and 21% finally shows signs of decreasing.*

*“ Electronic Records is still not being taken as seriously as that of paper records, We found that over a third organisations, if challenged, would not be confident that their electronic records had not been changed, deleted or accessed....These companies would be at a major disadvantage in any legal action- defending or prosecuting”. (pg 153, RMS Bulletin January 2010)*

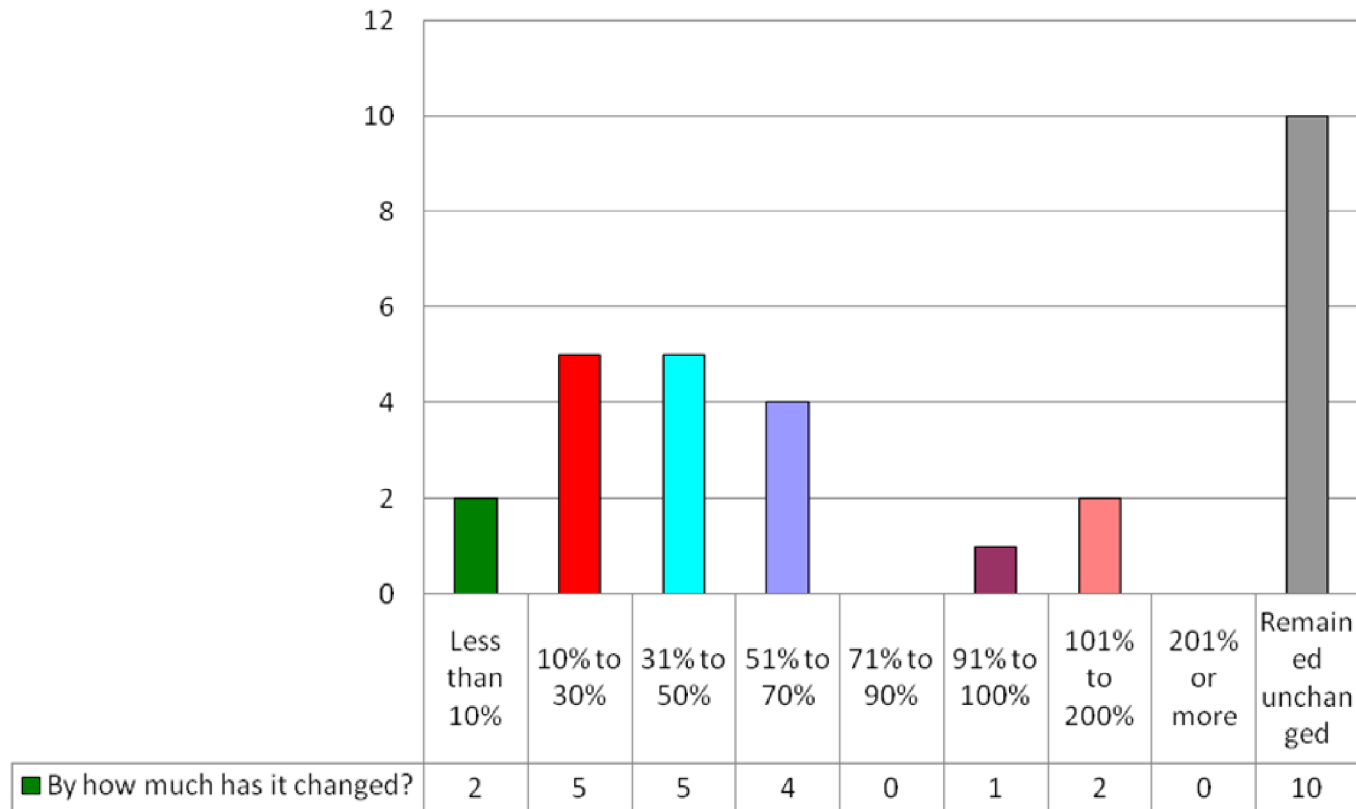
*John Mancini President of AIIM*



## How has the volume of paper stored changed since you first started using your storage area or offsite records management company?



## By how much has it changed?



**shows the % increase documents stored offsite (excluding respondent who has a decrease in volumes)**

# AIIM

*managing electronic office documents is still a challenge for 47% of organisations, modern business communication channels-instant messages, text messages, blogs and wikis- are uncontrolled and off the corporate radar for 75% of companies.*

# Social Media Revolution

[www.youtube.com/watch?v=sIFYPOjyhv8](http://www.youtube.com/watch?v=sIFYPOjyhv8)



# ISO 19005-1:2005

*Document Management- Electronic  
Document File Format for long-term  
preservation*



# Digital Preservation and Nuclear Disaster:

[www.youtube.com/watch?v=pbBa6Oam7-w](http://www.youtube.com/watch?v=pbBa6Oam7-w)

## Publicised Records Disasters

*Dr. Neary in Our Lady of Lourdes Hospital in Drogheda*

*The report also says that probably more than one person "working within the hospital" was involved in a "deliberate culling of records". Someone had also made "alarming alterations" to the maternity theatre's register.*

## Continued.....

*Parliament Buildings, Stormont, Belfast, in January 1995. Among the items affected where records (archives) stored in the basement of the building by PRONI that were flooded. PRONI Annual Report (1994 -5, p. 30) stated that thankfully “no boxed records were irreparably damaged.”*

## Continued.....

**“A six-story Iron Mountain Inc. warehouse in London caught fire The facility, in Bow, east London, was 126,000 sq. ft. It was a modern building, built in 2002 and fully equipped with "fire suppression systems," according to Mahoney. “**

**SearchDisasterRecovery.com (2006)**

**“A company that stores records for the Long Island Railroad lost personal data including Social Security numbers for about 17,000 of the transit agency's current and former employees, apparently while the information was being delivered by a driver.”**

**Associated Press 2006**



## **Continued.....**

**380,000 welfare recipients were contained on a laptop that was stolen from the offices of the Comptroller and Auditor General (C&AG) (Honan, B. 2008).**

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## **Continued.....**

**“discovery of thousands of confidential patient records in a former landfill site in east Cork.”**

**McDonagh (2008)**

## Continued.....

Prime Minister Gordon Brown has said he "profoundly regrets" the loss of 25 million child benefit records.

([http://news.bbc.co.uk/1/hi/uk\\_politics/7104945.stm](http://news.bbc.co.uk/1/hi/uk_politics/7104945.stm))

# Where are you Storing your Current Records?

Shepherd and Yeo (2004) state that onsite accommodation is often unsuitable for a records centre.

# **ISO/ TR 15489:2**

**(2001, Clause 4.3.7)**

**Records; protected, accessible and managed  
in a cost effective manner.**



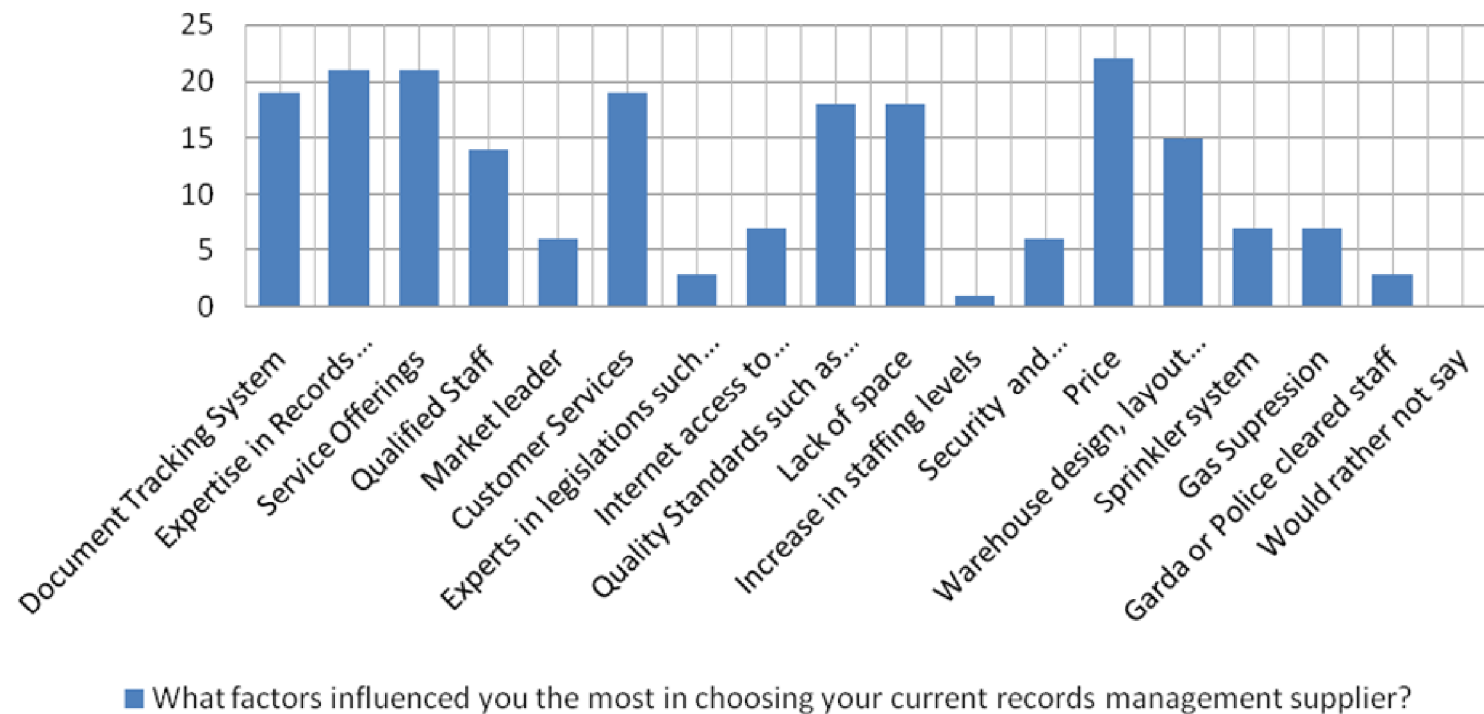
# Building Structure

- appropriate and stable temperature and humidity levels;
- protection from water damage and contaminants;
- safety measures;
- controlled access to storage area;
- pest control;

# Equipment

- **shelving must be suitable for the format of records;**
- **strong enough to withstand heavy loads;**
- **packaging out to withstand handling and protect the records;**

## What factors influenced you the most in choosing your current records management supplier?



# Summary

- Undertake an Information Records Management Audit that will;
  - clearly identify what you are trying to achieve
  - Identify what records you are trying to capture and where they are currently stored
- Create and Implement a migration plan
- Decide where you are going to store the records and does it comply with legislation and is it secure?
- Ask for help
- You can do it yourself or you can outsource it!

# Questions

Thank you for your time



# Contact Details

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# How to Join the RMSI

On line <http://www.rms-gb.org.uk/about>

Member Corporate £287.50 per annum

Individual £69.00 per annum

Retired £34.50 per annum

Student £13.80 per annum

(Full-time students only)

