RECORDS & INFORMATION MANAGEMENT
THE ESSENTIALS

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WHAT IS RIM?

RECORDS & INFORMATION MANAGEMENT (RIM)

Place a framework through which to view RIM

- A service
- A business process
- A science
- An art

What is the focus? Records? Information?

Understand the organization in context to the external environment and internal functions.
WHY IS IT IMPORTANT?

- Records Management = Risk Management
  - Information is an asset
  - Information becomes a liability

- When is the point when it changes?
  - Where art and science meet

- What does an organization do without it?
  - Manage without consciousness
  - Default stance = a decision that there is no risk
DRIVERS: WHY MANAGE

- Information Explosion
- Regulations
- Litigation – e-Discovery
- Privacy & Confidentiality
- Business
  - Information Access
  - Reduce or Contain Costs
  - Intellectual Capital (R & D)
  - Efficiency
COMPONENTS FOR MANAGING

- Information Lifecycle
  - Creation to Disposition

- Information Value – Appraisal

- Governance
  - Policy & Procedures
  - Accountability
  - Transparency

- Partnerships
  - Technology
  - Legal
  - Business
TOOLS

- Records Retention Schedule
  - Classic
  - Functional

- File Plans & Taxonomies
  - Managing access
  - Corralling dispersed information for institutional knowledge

- Applications – Database Resources
  - EDRMS

- Project Management
  - Leveraging resources and expertise

- Communications
  - Plans, Outreach, Vesting End-users in New Processes
MAKING IT MATTER

- Identify the need
  - ✓ Pain points
  - ✓ Pressing issue – recent events
  - ✓ Opportunities for improvement

- Demonstrate capability
  - ✓ Immediate wins – low hanging fruit
  - ✓ Objectives – that are measurable

- Senior Management Commitment
  - ✓ Shared Goals
  - ✓ Decisions
WHAT’S NEXT – THREE ADDITIONAL SESSIONS:

2. Governance & Policy Development
   - Stakeholders
   - Records Retention Schedule Creation
   - Policy Implementation

3. Roadmap to Managing Records Inventory
   - Procedures, Guidelines
   - Legacy Records – Project Approach
   - Vendor Management

4. Electronic Records
   - Role of Technology
   - Application Appraisal
   - Metadata, Email & ESI – Oh My!