Managing the Information Management Lifecycle

What is a Record?
A record is a file, document, event, communication, or other type of electronic or physical object that contains information of provenance and evidential value to a particular community. Records can include documents, databases, email, websites, digital libraries, and multimedia content. They may be managed using electronic records management systems (ERMS) or other information management tools.

Pre-Game Checklist
1. Do you manage electronic records across your organisation in a consistent manner?
2. Can your organisation’s records management system be audited?
3. Does your organisation’s records management allow for record selection and disposition?
4. Does your organisation have a plan and budget for managing digital records that need to be preserved?
5. Analyse your own organisation’s records management to ensure that your agreed objectives are being met.

What is the Value of Managing Electronic Records?
Organisations must comply with the records management requirements of their industries, legal jurisdiction, and local government. Records management is essential for maintaining the integrity of information and ensuring that it is available when needed. Records are the foundation of regulatory compliance and legal defensibility. Effective records management is crucial for managing risk, protecting organisations from potential legal risk, and ensuring compliance with regulatory requirements.

Post-Game Checklist
1. Have you reviewed your records management strategy?
2. Are you implementing records management best practices?
3. Are you regularly reviewing your records management processes?
4. Have you ensured that your records management system is aligned with your business strategy?

Electronic Records Management Issues
Today, almost all organisations use electronic records management solutions, and the number continues to grow exponentially.Electronic records management involves managing the creation, storage, retrieval, and disposition of records in an electronic format. It is essential for organisations to ensure that their records management processes are robust, efficient, and compliant with legal and regulatory requirements.

1. Compliance
Organisations need to ensure that they follow all legal requirements and industry standards for managing electronic records. This includes meeting compliance standards such as ISO 23081 Information and Documentation - Records Management - Principles and Framework.

2. Email
Organisations need to manage email records throughout their lifecycle, from creation to deletion. This includes preservation, archiving, and disposal of email records. Many organisations struggle with managing email records due to the sheer volume of emails generated daily.

3. Discovery
Organisations need to ensure that they can effectively search for and locate records when needed. This is known as records discovery. Records discovery is critical for compliance audits, investigations, and legal matters.

4. Disaster Recovery
Organisations need to have a plan in place to recover records in case of a disaster. This includes having backup and disaster recovery plans in place, as well as regularly testing these plans to ensure their effectiveness.

5. Enforcement
Organisations need to ensure that their records management policies and procedures are followed by all employees. This includes regular training and awareness programs.

6. Risk Reduction
Organisations need to implement measures to reduce the risk of losing electronic records. This includes data backup, data migration, and data retention policies.

7. Disposition
Organisations need to ensure that records are disposed of appropriately, whether through destruction or retention. This is known as records disposition. Proper records disposition is critical for maintaining data privacy and protecting against data breaches.

8. Ongoing Process
Organisations need to continuously review and improve their records management processes to ensure they remain effective and compliant with evolving legal and regulatory requirements.

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Legislation and Standards
- BS10008 Code of Practice for Legal Admissibility and Integrity of Electronic Records
- CDS0010 Code of Practice Information Management Systems (B.S.15000) Part 5 - Records Management (BSI)
- ISO 17799 / BS7799 Information Security Management
- e-Government Interoperability Framework (e-GIF) version 2.0

Questions
- How do you ensure records management compliance?
- What measures do you take to protect electronic records?
- How do you manage records in the event of a disaster?
On course with Records Management

Organization should institute high standards of quality and accountability to manage their records particularly when interfacing with customers.

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Records Management

- Become a change agent for the implementation of the records management policy
- Promote awareness and education about best practices in records management
- Evaluate a technology to meet records management needs
- Facilitate an online review of records schedules to assess current records retention periods

Records Management Roadmap

Sponsors profile

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Intersigent is a SaaS-based Records Management solution that helps enterprises organize, manage and automate records processes. It is compliant with regulations and standards, including GDPR and FCOI, and provides a secure, scalable and easy-to-use platform for organizations to manage their records. Intersigent offers a comprehensive set of features, including records classification, records disposition, records retention, records disposition, records retrieval, and records preservation. The solution is designed to help organizations achieve compliance with regulations and standards, reduce risks and costs, and improve the efficiency of records management processes.

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Kalleas Software Ltd is a leading provider of records management solutions that help businesses streamline their processes and manage their information more efficiently. Their solutions are designed to help businesses comply with regulations and standards, improve productivity, and reduce costs. Kalleas offers a comprehensive suite of features, including records classification, records disposition, records retention, records retrieval, and records preservation. The solution is designed to help businesses achieve compliance with regulations and standards, reduce risks and costs, and improve the efficiency of records management processes.

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OST Ltd is a provider of electronic records management solutions that help businesses comply with regulations and standards, improve productivity, and reduce costs. Their solutions are designed to help businesses achieve compliance with regulations and standards, reduce risks and costs, and improve the efficiency of records management processes. OST offers a comprehensive suite of features, including records classification, records disposition, records retention, records retrieval, and records preservation. The solution is designed to help businesses achieve compliance with regulations and standards, reduce risks and costs, and improve the efficiency of records management processes.

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