

Records and Information Management



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ARMA Utah-Salt Lake Chapter

What is Records and Information Management?



Why We Create and Keep Records

Facilitate and sustain day-to-day operations

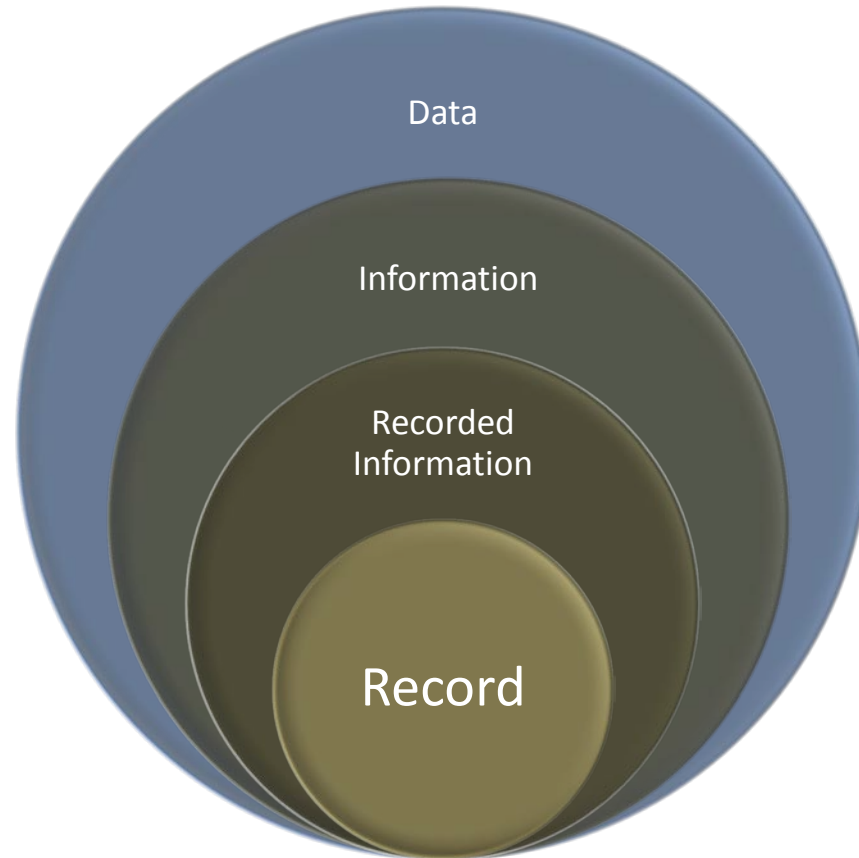
Support predictive activities such as planning and budgeting

Assist in answering questions about past decisions and activities

Document compliance with applicable laws, regulations, and standards

GARP, ARMA International, February 20, 2009.

What's So Special About a Record?



Important Characteristics of Complete Records

Responsible author or creator identified

Represent an act or decision

Recorded on a stable medium

Share attributes of content, structure, context

Share a relationship with other like records

Byproduct of business activities

Classification

Search

Access Control

Retention Schedule

Value

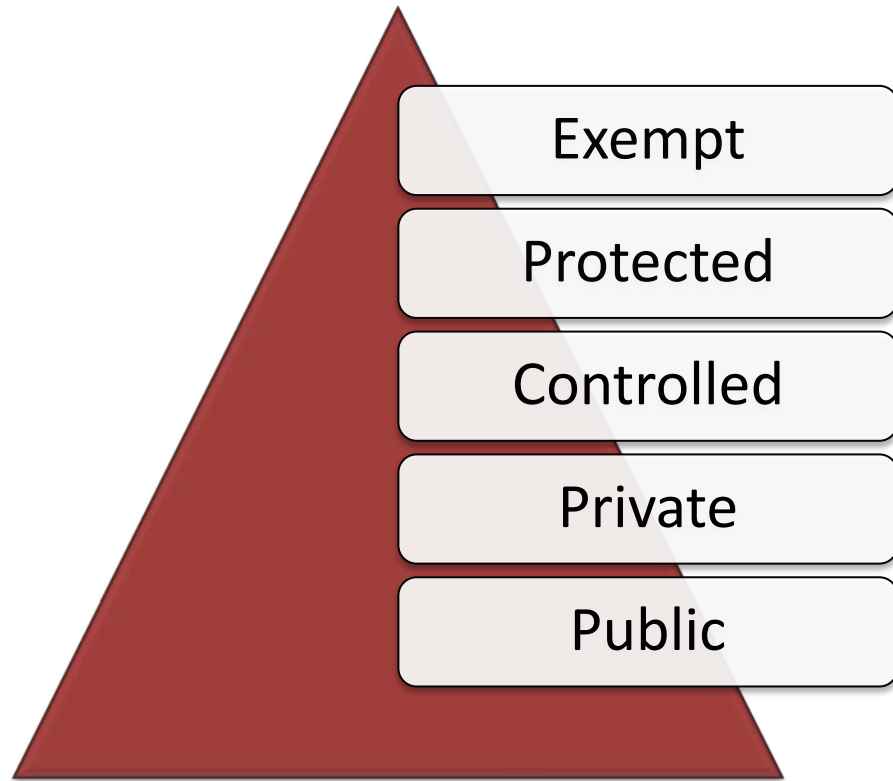


Search

Metadata

- Creation Date
- Record Date
- Record Series
- Department/Division
- Custodian
- Title/Name
- Number
- Keyword

Access Control / Use



Access Control / Security

Alteration

Change

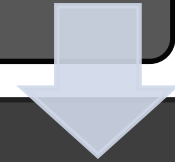
Loss

Retention Schedule

Records Series

Retention Period

Disposition Rule



Records Series

Personnel Record

General Employment

Performance

I-9

Benefits

Medical

Records Series

Board of Directors Meeting

Minutes

Agenda

Attachment

1

Attachment

2

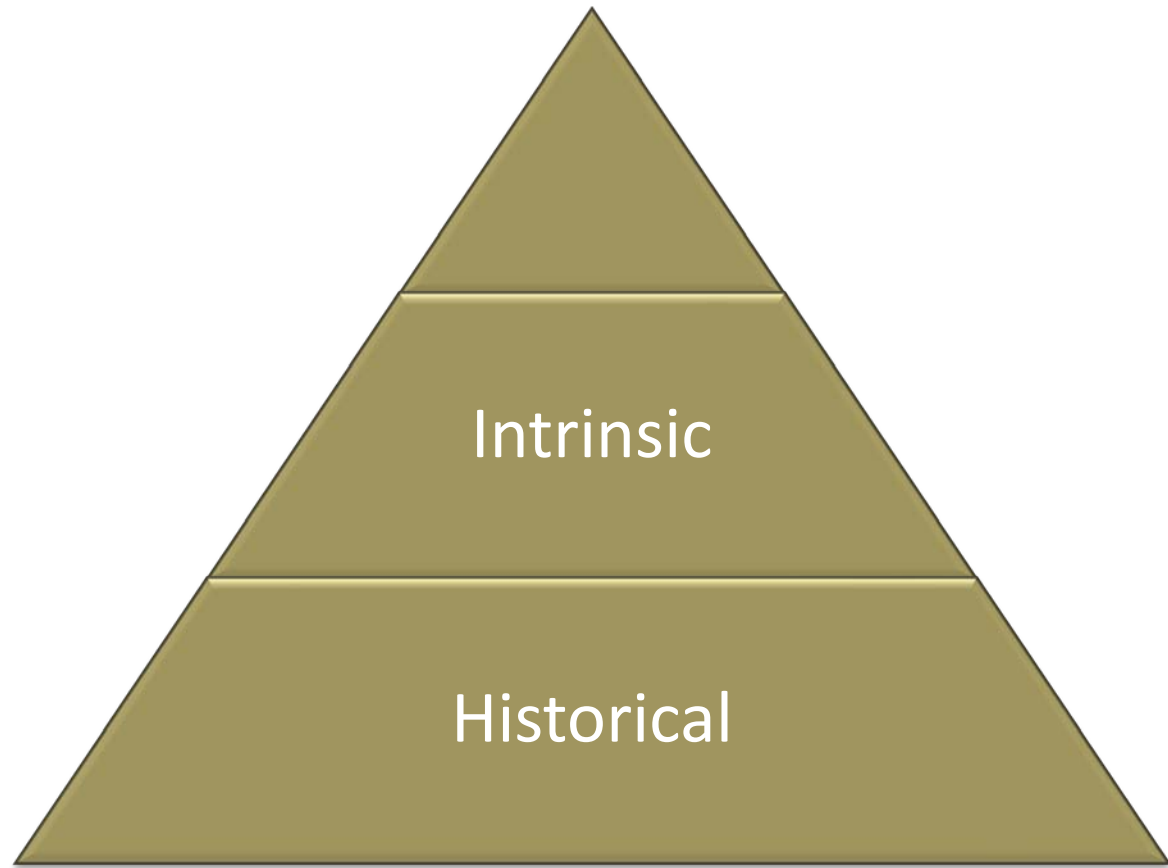
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3

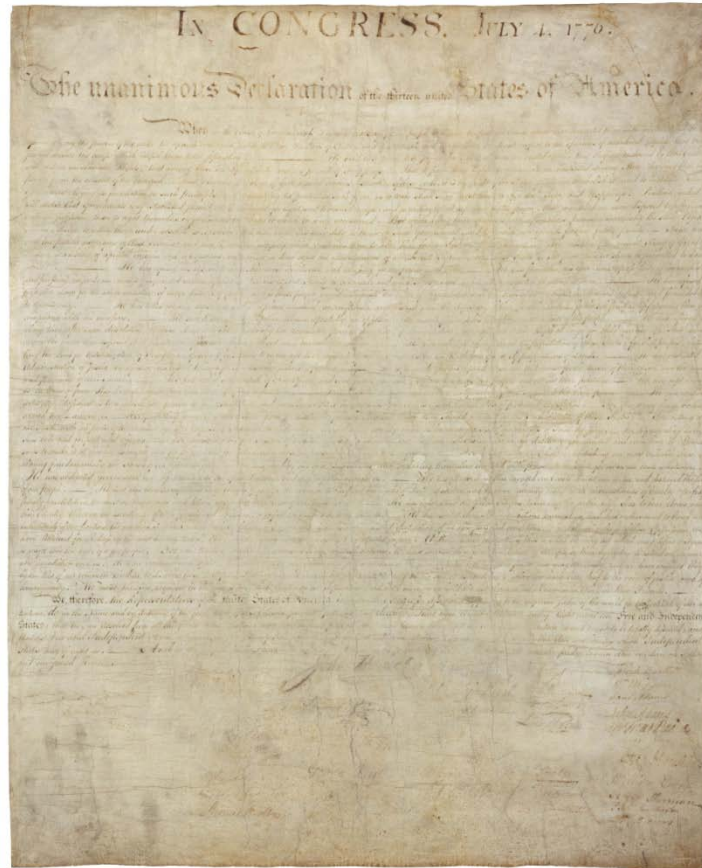
Business Value



Archival Value



Intrinsic Value



Questions?

