

# RECORDS MANAGEMENT CYCLE Checklist



## CAPTURE

The most important piece of the puzzle is the creation of the content. This is the point where it is decided what enters the system and how. Whether paper or digital, putting your records into the correct hierarchy bucket sets the stage. Think about the information you are creating. Is it financial, policies and procedures, audits, meeting agendas, internal emails, legal documents? All these records need to be formally managed in order to preserve their evidentiary value.



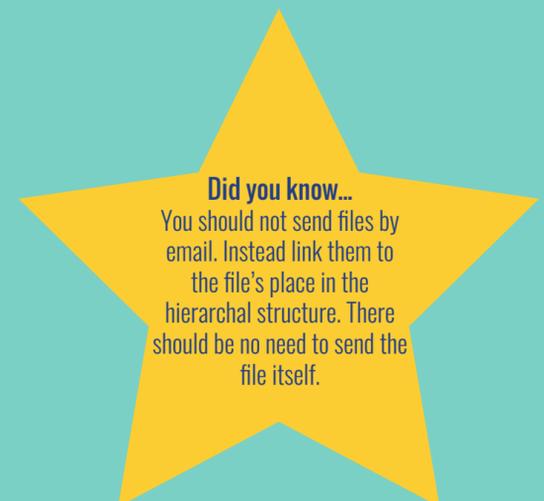
### Did you know...

Records to be managed can be determined by just 4 factors:  
Legal, Fiscal, Operational, and Historical



## Use

In this phase, the records enter the “active stage” of business workflow. Here they will be used, edited, revised, circulated, and published. At this stage is where information can become unruly. Multiple versions and copies can run rampant throughout an organization. Having a structure in place to manage the flow of records is very important. Especially now, in this post-pandemic world, with so many working from home, having good records management will enable centralized access to content and for employees to collaborate on documents from anywhere.



### Did you know...

You should not send files by email. Instead link them to the file's place in the hierarchal structure. There should be no need to send the file itself.



## STORAGE

Here the records will be stored for the required legal or legislated time period also known as the “inactive period”.

It is important here to decide where you are going to store your records and which records need to be kept for how long. You want to make sure your information is saved with proper version controls, audit trails and security. Store records in relevant formats such as PDF/A or TIFF to avoid media degradation.



### Did you know...

Not all records are of equal importance. Sometimes, even though you may only have to hold on to a record for a couple of years, it may have historical importance to the organization and should be kept long term.



## FINAL DISPOSITION

The final phase of the document lifecycle is destroy or archive. How long you keep you records can be a bit controversial. There are at least four point to consider. **Legal** - Evaluate the legislations pertaining to the type of business activity. **Operational Requirement** - Determine whether there are business operating needs that exceed the legal requirements to keep a record. **Archive-able** - decide if there is a long-term historical value to key categories of information (beyond the legal and operational requirement). **Media Obsolescence** - when archiving assure form of media is still relevant and useable longterm. (e.g. PDF/A, TIFF)

