IT'S NEVER TOO EARLY TO THINK ABOUT RECORDS MANAGEMENT

Make Records Management Part of Your Planning for Enterprise Content Management

ACCESS, RETRIEVAL, AND USE

CONVERSION AND MIGRATION

DISTRIBUTED MANAGEMENT

DOCUMENTING RECORDS TRANSACTION

PHYSICAL STORAGE MEDIUM AND PROTECTION

RETENTION AND DISPOSITION

Reference: ISO 15489-1, Information and documentation—Records management—Part 1: General, Section 8.3: Designing and implementing records systems www.niso.org/international/index.html

QUESTIONS?
Call your Records Officer