



Strategic Direction for Records Management

Presented by Sandra Ennor
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Records Solutions Pty Ltd

(A business of Kramenna Pty Ltd ATF the Kramenna Trust)

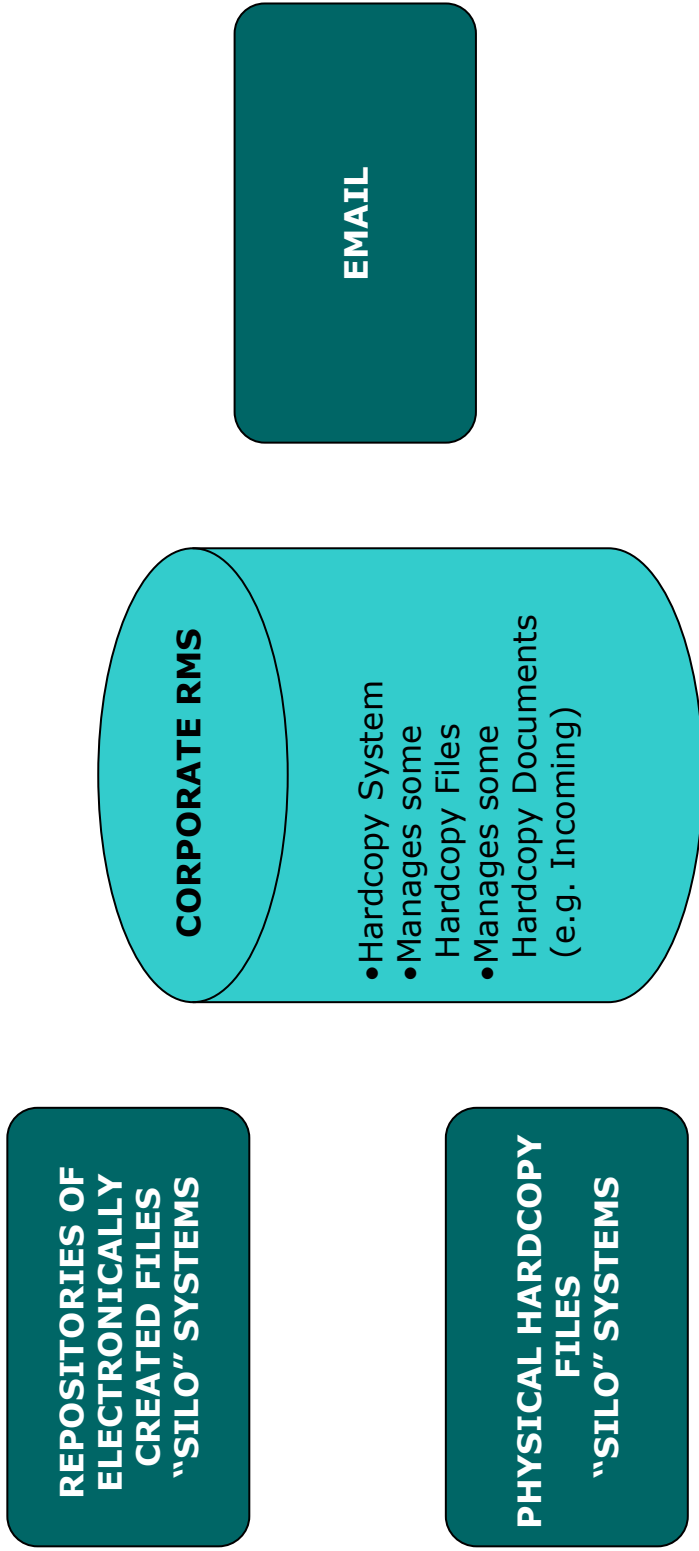
"Helping Manage Information Effectively"



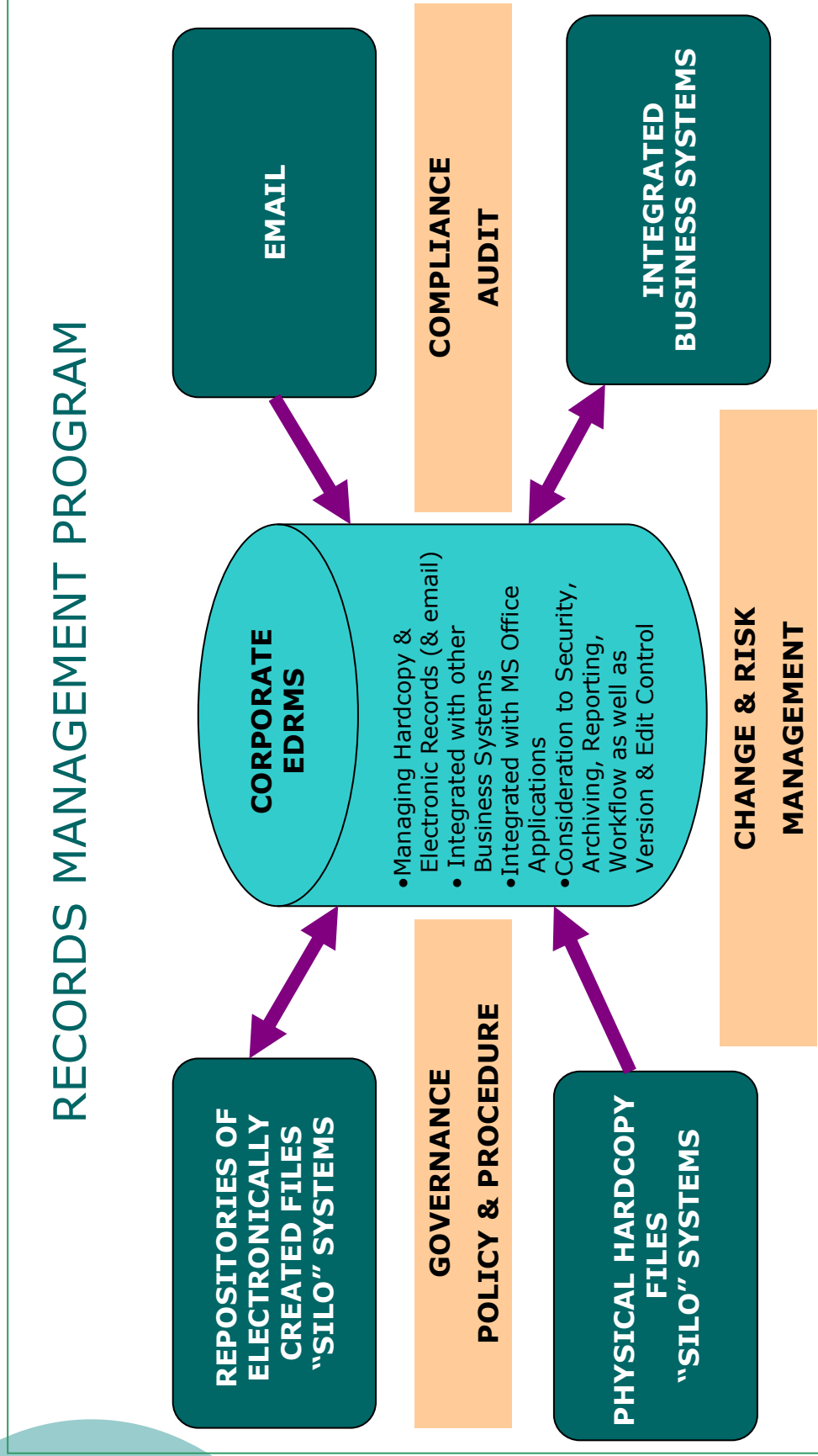
Agenda

1. Current & Future RM Frameworks
2. RM Compliance Framework
3. Information Flow via RM Program
4. Digital Destiny for RM
5. RM Program Delivery
6. RM Policy Considerations
7. Strategic Direction Action Plan

Current RM Framework



Future RM Framework



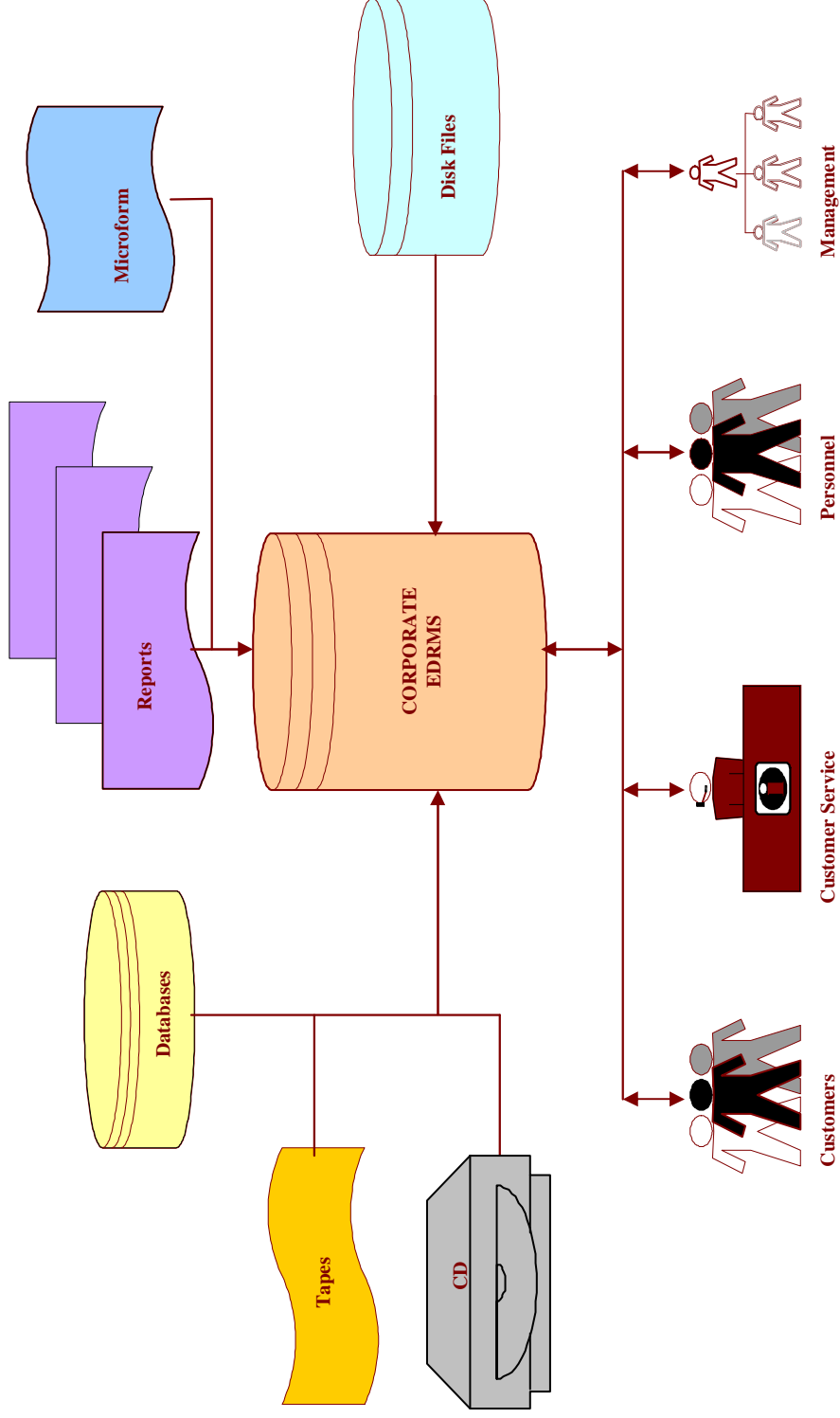


RM Compliance Framework



- AS ISO 15489
Australian International Standard for Records Management
- *Public Records Act 1973*
- *Crimes (Document Destruction) Act 2006*
- *Electronic Transactions (Victoria) Act 2000*
- *Evidence Act 1958*
- *Freedom of Information Act 1982*
- *Health Records Act 2001*
- *Information Privacy Act 2000*
- Organisation specific legislation

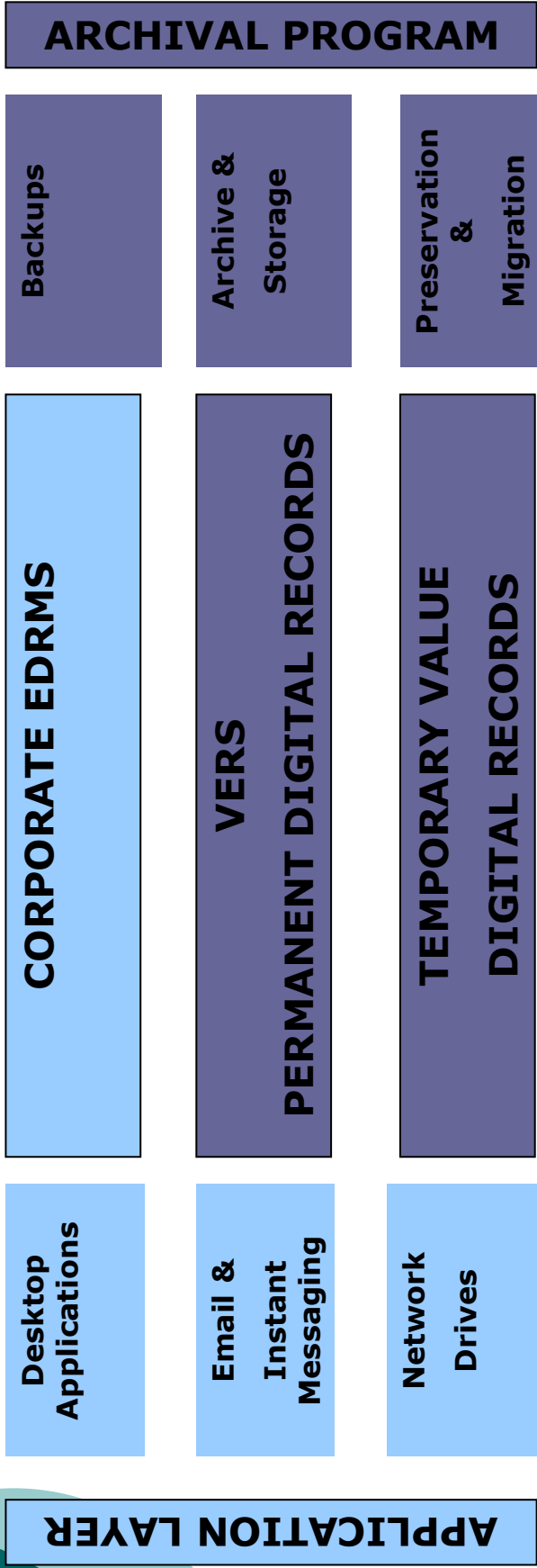
Information Flow via RM Program



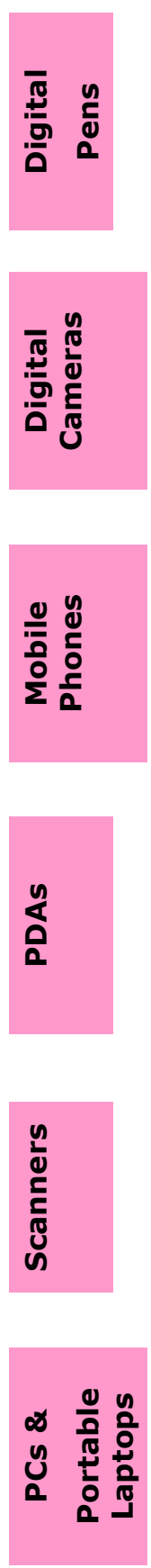
Digital Destiny of RM



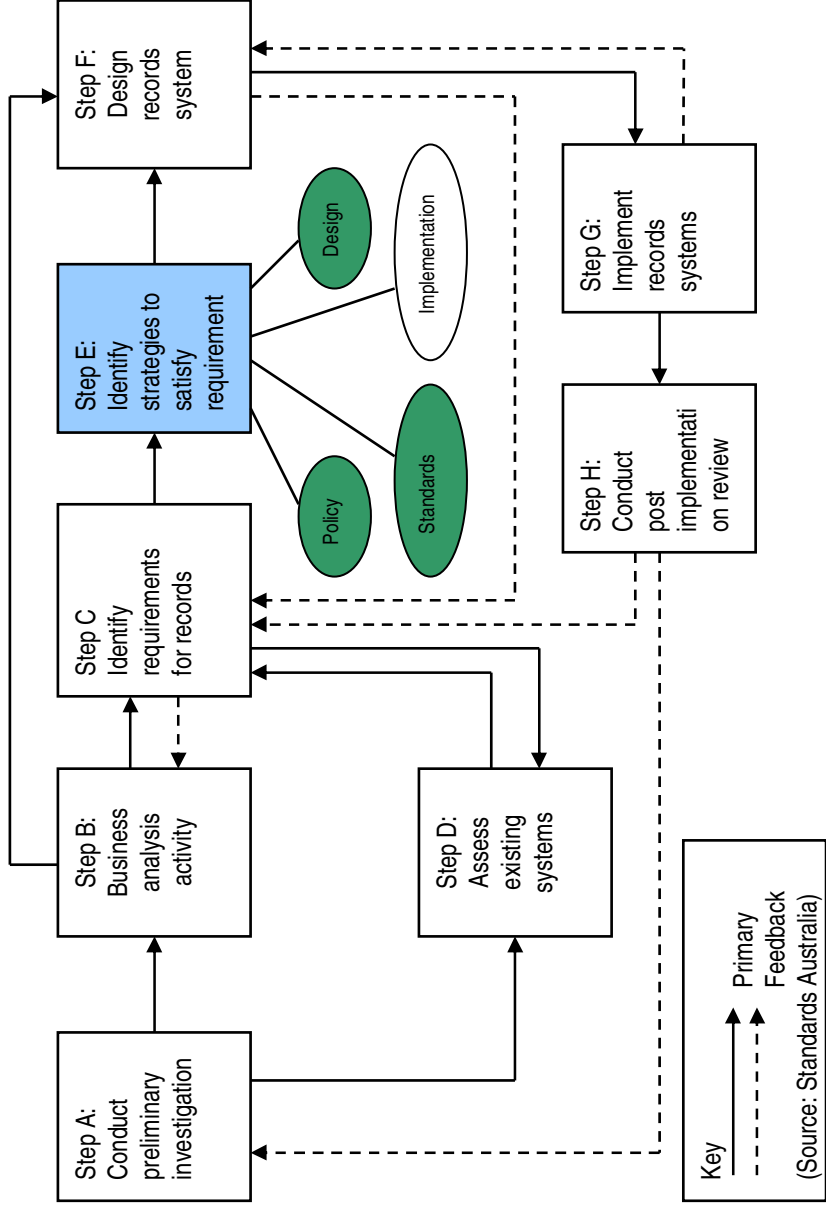
KNOWLEDGE AND/OR RECORDS MANAGEMENT PROGRAM



TECHNOLOGICAL TOOLS



Program Delivery



AS ISO 15489.2 - 2002

RM Policy Considerations



- Existing or selected product to be mandated as an official Electronic Document and Records Management System (EDRMS) and certain tools may be officially used to record information
- Transition to a fully functioning electronic recordkeeping operation for the organisation, whereby the electronic record captured in the EDRMS is recognised as the primary official corporate record
- All staff are responsible for capturing emails, faxes and correspondence which relate to official corporate business into the EDRMS
- Records Management Policies and Procedures to be adhered to by all staff with audit and compliance responsibility assigned to the Records Management Unit
- Records Management Unit to be responsible for the quality of corporate information and records stored in the EDRMS

RM Policy Considerations

- **A Business Classification Scheme to be implemented as the official naming convention for all records within the EDRMS**
- **Records Management Unit to be responsible for compliance with legislation, standards and guidelines, training, education and provision of recordkeeping advice to all staff**
- **The structure and design of the EDRMS to be managed by the Records Management Unit**
- **As a key component of the new Records Management Program - user feedback be obtained via a Change Management Group**

Strategic Direction Action Plan

Strategic Item No. 1

- **Develop a Records Management Program Strategic Charter**

Strategic Item No. 2

- **Develop a Change Management Strategy and Plan**

Strategic Item No. 3

- **Develop a Communications Strategy and Plan**

Strategic Item No. 4

- **Develop a Risk Management Strategy and Plan**

Strategic Direction Action Plan

Strategic Item No. 5

- **Develop Quality and Issue Management Controls**

Strategic Item No. 6

- **Develop a Project Benefits Realisation Plan**

Strategic Item No. 7

- **Develop an Education Strategy**

Strategic Item No. 8

- **Identify and Construct a Project Team**

Strategic Direction Action Plan

Strategic Item No. 9

- **Document core business, user and functional requirements that Records Management processes must support**

Strategic Item No. 10

- **Develop a Records Management Policy, Procedures & Practice Framework**

Strategic Item No. 11

- **Develop an EDRMS Implementation Strategy**

Strategic Item No. 12

- **Develop Records Management Continuity Plan**



Questions?

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