

Are We like the Shoemaker's Children?

Information Management of our
Information Management



Terra Nova Chapter ARMA
Lunch and Learn

Introduction



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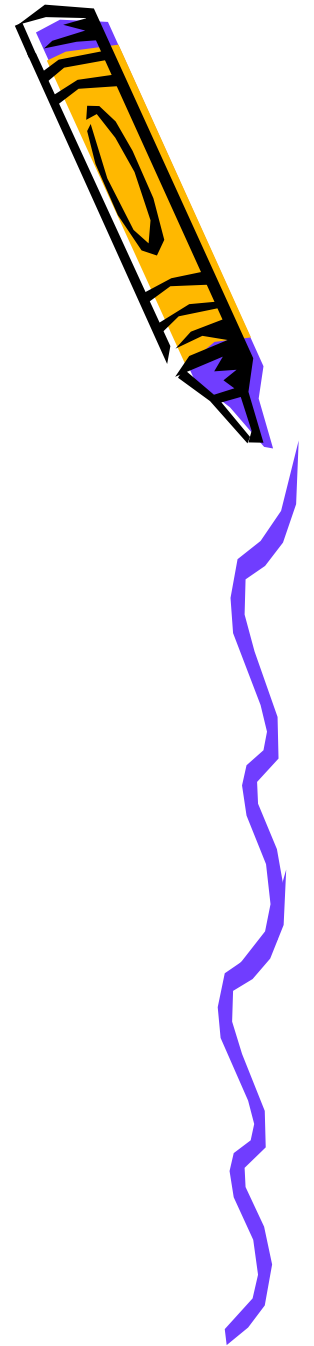


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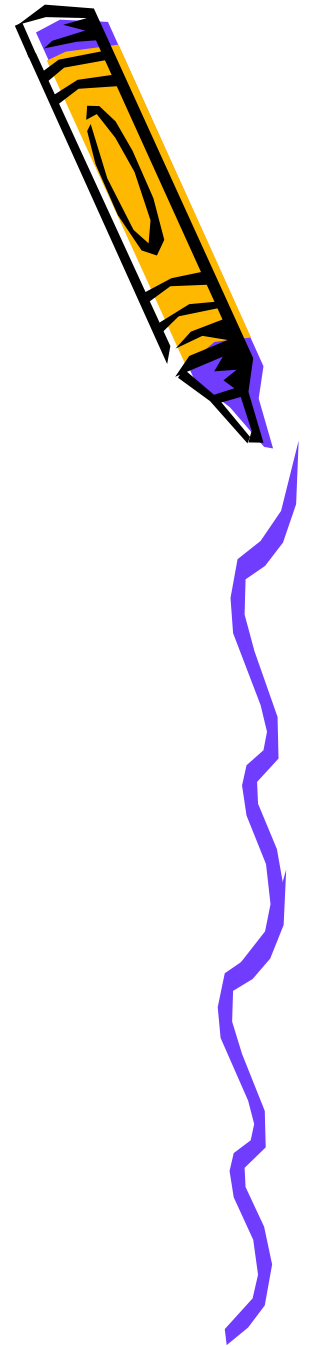
Overview of Presentation

- Why it is Important
- Problems and Insights
- Solutions
- Conclusion



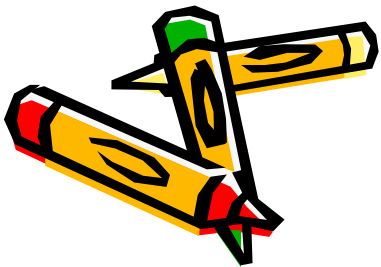
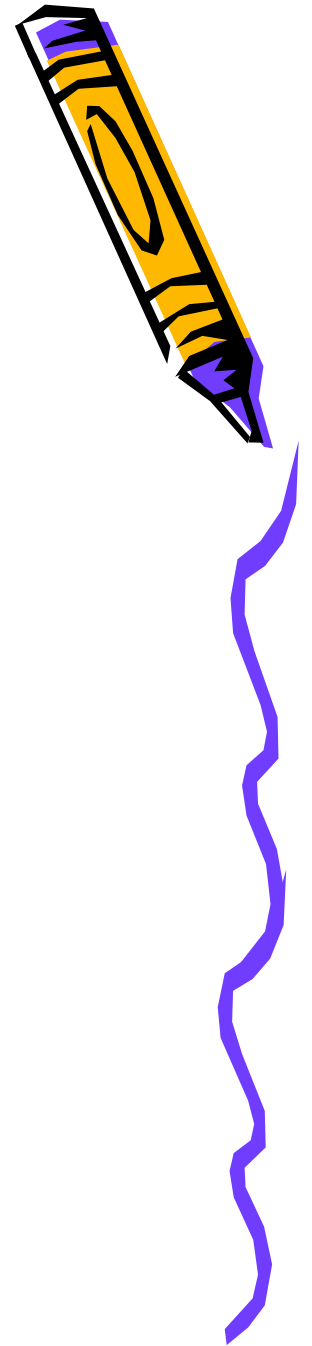
Why this Topic is Important

- Generational Staff Turnover
- Evolving Professional Maturity
- Technology Impacts



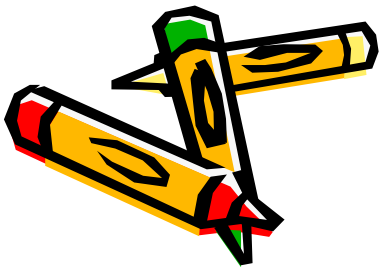
Problems and Insights

- New Position in Organization
- Staff Turnover
- Inadequate Recordkeeping Practices



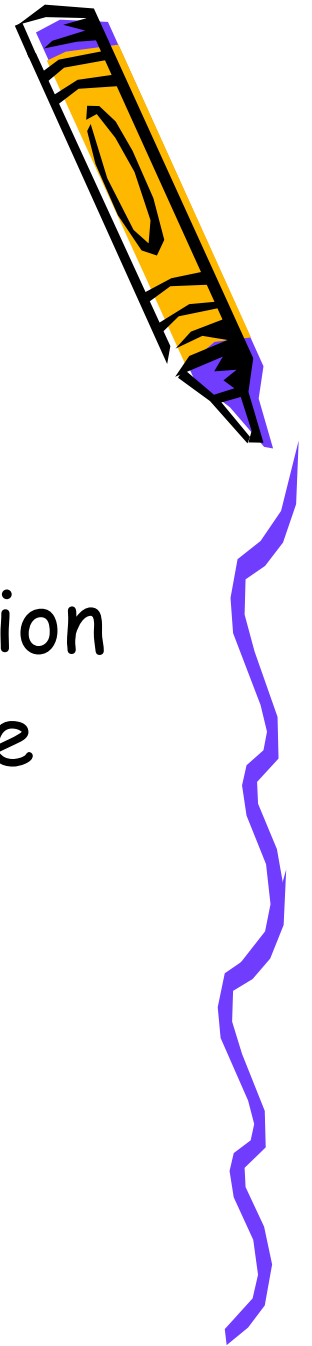
Problems and Insights

- Lack of RIM Maturity
- Poor Internal Policy Framework
- Poor RIM Maintenance
- Poor RIM Legacy Records
- No Business Continuity



Problems and Insights

- Start and stop RIM activities
- No RIM Cohesion in organization
- Decentralized records storage and no records control
- Inadequate resources and training



Solutions

- New Position

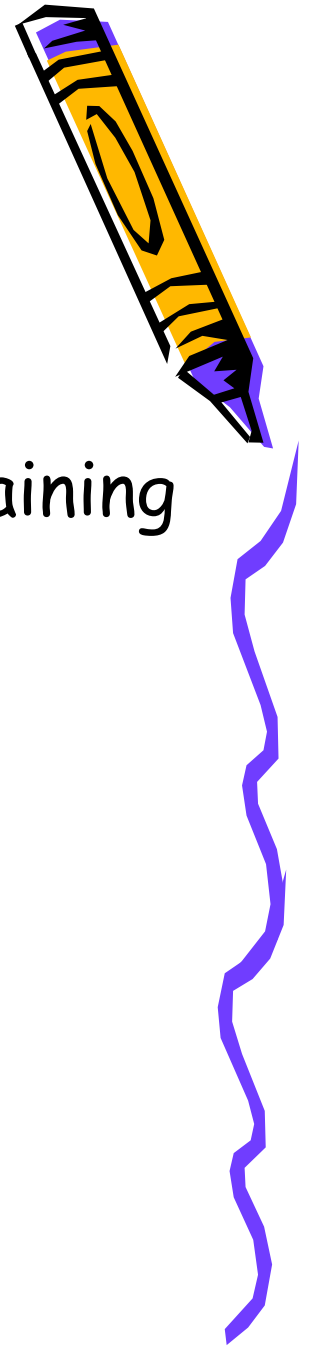
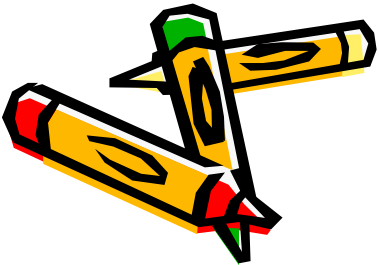
- Inventory your predecessor's stuff
- Search for lists of records ask questions, about moves and different RIM initiatives
- Check for information about shredding and storage contracts

- Contact the PRC
- Find out who does records in the organization and create a community of practice
- Create a contacts list
- Start an activities calendar or practice journal



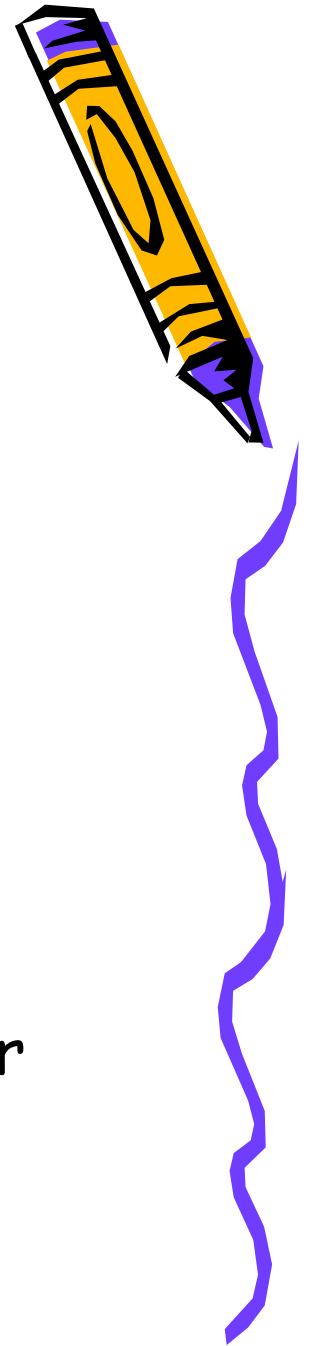
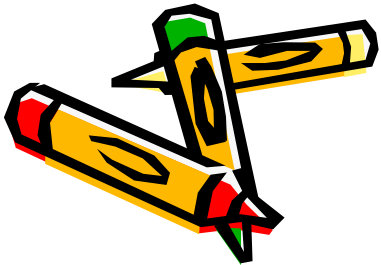
Solutions

- Prioritizing the creating and maintaining of our core records
 - Inventory
 - Storage lists and Transfer lists
 - Records Schedules
 - Disposition Authorities
 - Current Contact list



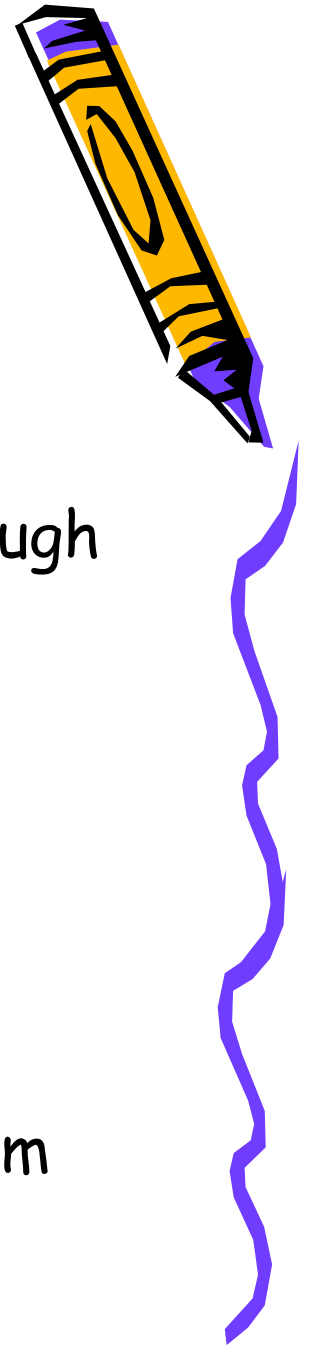
Solutions

- Better Recordkeeping
 - Document activities and processes
 - Clear titling of files
 - Clean storage
- Maintaining Legacy Records
 - Update records regularly
 - Document activities
 - Keep an inventory and file plan for your own records



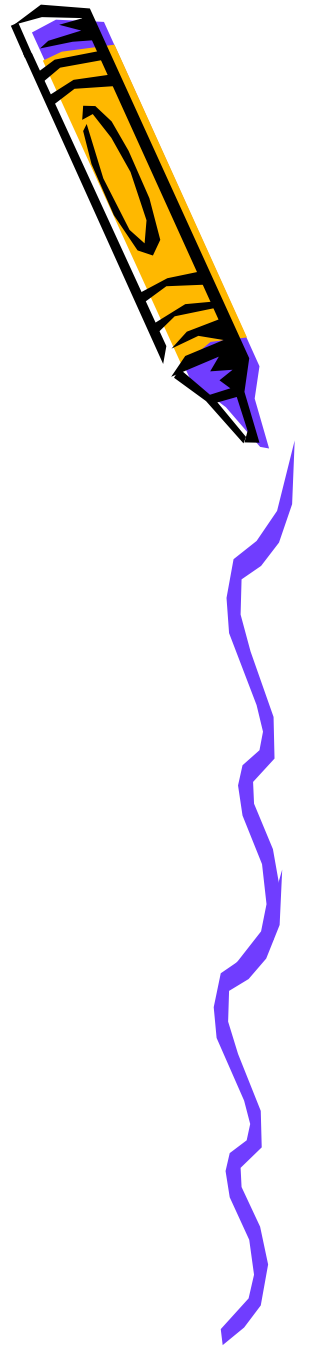
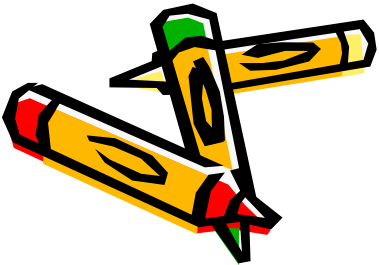
Solutions

- Exiting Procedures
 - Knowledge transfer to records and through orientation
 - List of contacts within organization or department
 - Be Proactive in inventorying your predecessors stuff
 - Follow-up and review immediately after departure
 - File your records into the records system



Conclusion

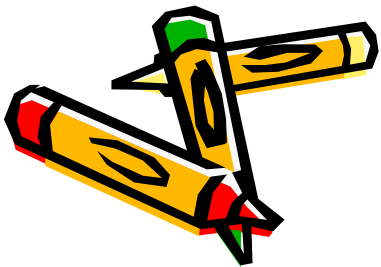
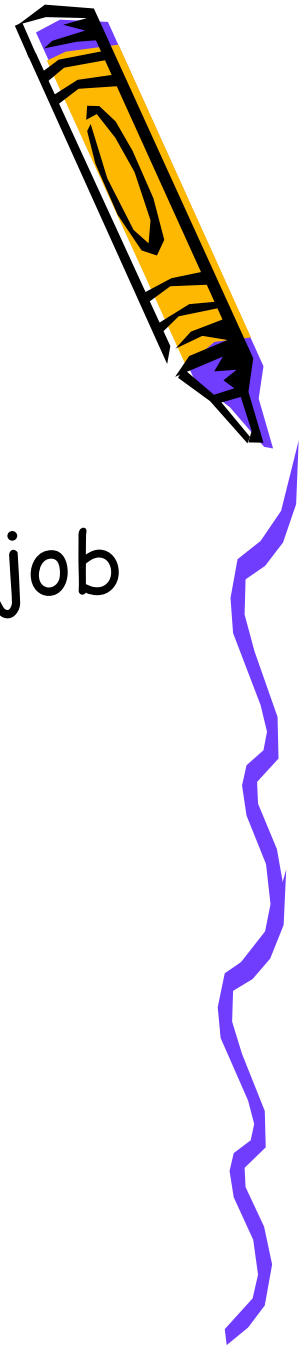
- Why it is Important
- Problems and Insights
- Solutions



Conclusion

A few strategies to do better

- Incorporate life lessons into your job
- Be a good example
- Lead the way to the future



Questions or Comments?

