



ARMA INTERNATIONAL TERRA NOVA CHAPTER

INFORMATION SHEET SERIES #7

Professional Code of Ethics

THE CODE OF PROFESSIONAL RESPONSIBILITY

Preamble

Information and records management is that field within the information profession responsible for managing the creation, use, maintenance, and disposition of records generated in the normal functioning of all types of organizations.

The Association of Records Managers and Administrators (ARMA International) is a not-for-profit organization representing professionals in the field of information and records management. Its primary purpose is the advancement of records and information management through education and professional development.

Purposes of the Code

This code is intended to increase the awareness of ethical issues among information and records management practitioners and to guide them in reflection, decision making, and action in two broad areas of ethical concern: society and the profession.

THE SOCIAL PRINCIPLES

Because of their responsibilities to society, information and records managers:

1. Support the free flow and oppose censorship of publicly available information as a necessary condition for an informed and educated society.
2. Support the creation, maintenance, and use of accurate information and support the development of information management systems which place the highest priority on accuracy and integrity.
3. Condemn and resist the unethical or immoral use or concealment of information.
4. Affirm that the collection, maintenance, distribution, and use of information about individuals is a privilege in trust: the right to privacy of all individuals must be both promoted and upheld.
5. Support compliance with statutory and regulatory laws related to recorded information.

THE PROFESSIONAL PRINCIPLES

Because of their responsibilities to their employers or clients as well as to their profession, information and records managers:

1. Pursue appropriate educational requirements for professional practice, including a program of ongoing education and certification.
2. Accurately represent their education, competencies, certifications, and experience to superiors, clients, co-workers and colleagues in the profession.
3. Serve the client or employer at the highest level of professional competence.
4. Recognize illegal or unethical situations and inform the client or employer of possible adverse implications.
5. Avoid personal interest or improper gain at the expense of clients, employers, or co-workers.
6. Maintain the confidentiality of privileged information.
7. Enrich the profession by sharing knowledge and experience; encourage public discussion of the profession's values, services, and skills.
8. Are actively committed to recruiting individuals to the profession on the basis of competence and educational qualifications without discrimination.

The above is taken from www.arma.org//publications/ethics.cfm

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