



ARMA INTERNATIONAL TERRA NOVA CHAPTER

INFORMATION SHEET SERIES #6

RECORDS CLASSIFICATION AND RETENTION PLANNING

PRINT RESOURCES:

- Ricks, Betty, *et al. Information and Image Management: A Records System Approach*. Canadian 3rd Edition. Toronto: ITP Nelson, 1997.

This book provides basic textbook information on a range of records issues, including classification and retention.

- Saffady, William, *Managing Electronic Records*, 2nd Edition, ARMA International, 1998.

Saffady's book addresses many issues relating to electronic records, including their classification and retention.

- Sutton, Michael J. D., *Document Management for the Enterprise: Principles, Techniques, and Applications*. Toronto: Wiley Computer Publishing, 1996.

This publication provides a step approach to managing records of all formats, including electronic records, within an organization.

OTHER RESOURCES:

- Provincial Archives of Newfoundland and Labrador (PANL), *Information Management System for Administrative Records (IMSAR)*, Release One, March 1999.

IMSAR is an approved provincial government standard for managing administrative records within government. It provides the framework and details for the classification and retention for records relating to administration, facilities, financial management, human resources, information management/information technology, and materials management. (www.gov.nf.ca/panl)

- International Organization for Standardization (ISO), *Information and Documentation - Records Management: Draft International Standard/ISO 15489*, 2000.

This draft records management standard provides an excellent outline of the responsibilities involved in establishing and maintaining a records management program. It is based on the Australian government's records management standard 4390.

- National Archives of Canada, *Multi-Institutional Disposition Authorities (MIDA) and Supporting Documentation*. This provides the federal government's disposition plans for common administrative records for those departments, agencies, boards and commissions which come under the National Archives of Canada Act. (www.archives.ca)
- ARMA International provides a range of services to its members. Its website includes information on publications and other resource material available through ARMA international, including some relating to classification and retention issues. (www.arma.org)

LOCAL CONTACTS:

- ARMA Terra Nova Chapter for information generally about records management in the province.
- Provincial Archives of Newfoundland and Labrador (www.gov.nf.ca/panl) for assistance relating to the care and disposition of provincial government records.

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