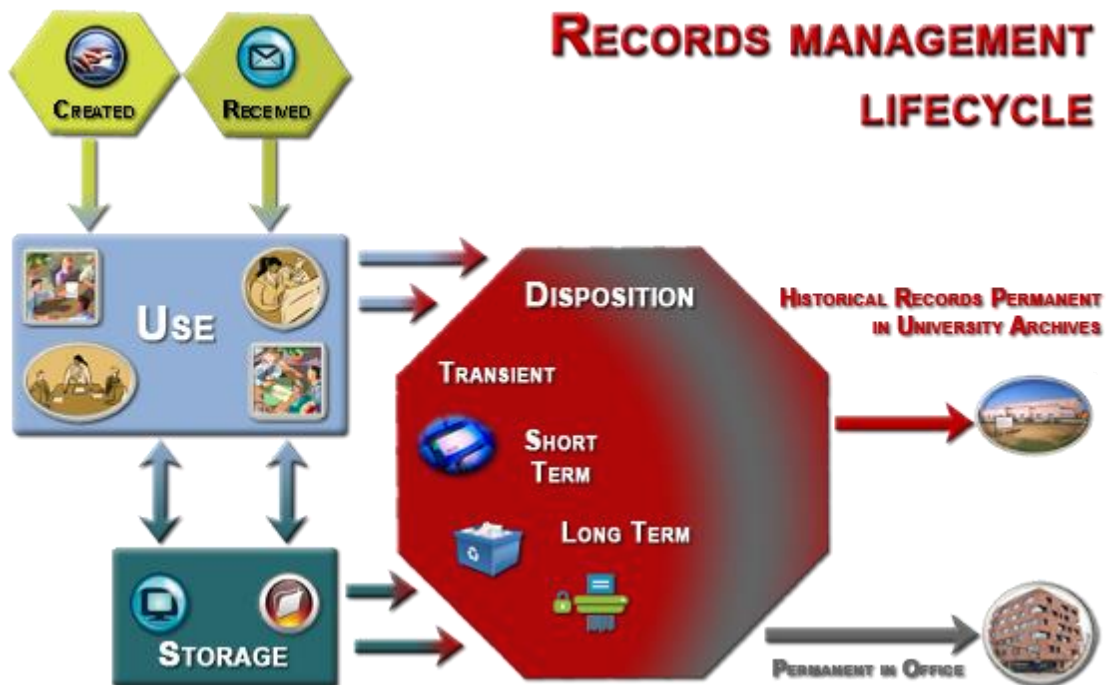


Records Management Overview

Importance of Records Management

- Purpose:
 - Ensure that records are available when needed
 - Protect records from improper or unauthorized destruction (ORC 149.351)
 - Ensure that records are not retained unnecessarily
- Goal of a Records Management Program
 - Establish a *systematic, repeatable, documented process* for the retention and disposition of records created and maintained by a public office
- Benefits
 - Transparency in government
 - Increased Efficiency
 - Save resources
 - Decreased risk of litigation
 - Public records
 - Illegal destruction
 - E-discovery
 - Cyber-security

Records Lifecycle



Key Documents for an Effective Records Management Program

- Records Retention Schedule – list of records created or maintained and how long to keep them (retention period)
 - Administrative
 - Fiscal
 - Legal
 - Historical
- Destruction forms
- Inventory and analysis forms – what you have and where it is locate; format
- Policies and Procedures
- Vital Records and Disaster Recovery Plan

A Deeper Dive: Information Governance

