


DESTINATION 1: OUR ORGANIZATION RECOGNIZES THE VALUE OF MANAGING RECORDS EFFECTIVELY.


Milestone 1 Our organization is aware of the value of records management for organizational success.

Milestone 2 Senior managers actively support records management.

Milestone 3 Our organization links records management with legal, regulatory, and policy requirements.

Milestone 4 Our organization works with allied agencies to support a coordinated approach to records management.


DESTINATION 2: OUR ORGANIZATION'S RECORDS MANAGEMENT PROGRAM IS MANAGED STRATEGICALLY.


Milestone 1 Our organization has a strategic plan for records management.

Milestone 2 Our organization follows formal records management policies and procedures.

Milestone 3 Our organization confirms records management responsibilities of all staff.

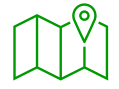
Milestone 4 Our organization monitors and audits records management programs and services.


DESTINATION 3: OUR ORGANIZATION COMMITS SUFFICIENT RESOURCES TO SUPPORT RECORDS MANAGEMENT.


Milestone 1 Our organization commits adequate financial resources for records management.

Milestone 2 Our organization provides a secure physical infrastructure and acquires appropriate equipment/technology for records.

Milestone 3 Our organization engages qualified professionals to perform records management duties.


DESTINATION 4: OUR ORGANIZATION RECOGNIZES THE LINK BETWEEN RECORDS AND INFORMATION TECHNOLOGY.


Milestone 1 Our organization manages all records and evidence effectively, regardless of form or medium.

Milestone 2 Our organization selects information technologies strategically to support records management.

Milestone 3 Our organization collaborates with information technology providers to protect records and evidence.


DESTINATION 5: OUR ORGANIZATION MANAGES RECORDS EFFECTIVELY AND ACCOUNTABLY.


Milestone 1 Our organization makes records when they are needed.

Milestone 2 Our organization identifies and organizes records logically.

Milestone 3 Our organization describes records and evidence consistently.

Milestone 4 Our organization assigns responsibility for records.

Milestone 5 Our organization supports staff to manage records and evidence effectively.


DESTINATION 6: OUR ORGANIZATION PROVIDES APPROPRIATE ACCESS TO RECORDS.


Milestone 1 Our organization proactively releases records to the public.

Milestone 2 Our organization protects private and personal information.

Milestone 3 Our organization protects sensitive or secret information.


DESTINATION 7: OUR ORGANIZATION STORES RECORDS APPROPRIATELY AND DISPOSES OF THEM REGULARLY.


Milestone 1 Our organization stores records and evidence appropriately, regardless of form or medium.

Milestone 2 Our organization protects records and evidence in an emergency.

Milestone 3 Our organization retains records for as long as needed and disposes of records appropriately.

Milestone 4 Our organization destroys records securely, regardless of form or medium.

Milestone 5 Our organization preserves records and evidence with archival value, so they are available for public use.