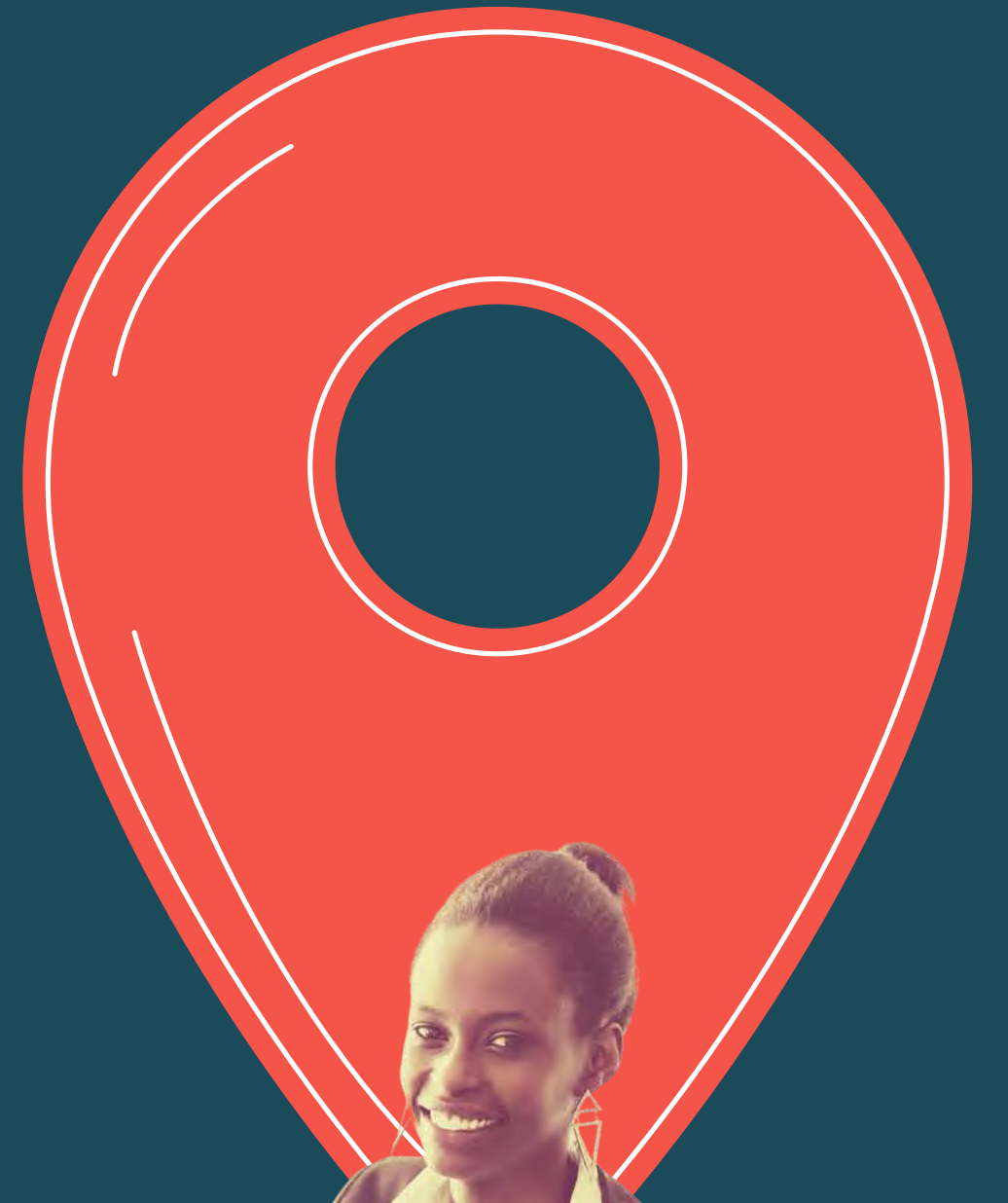


START HERE

YOUR JOURNEY TO SUCCESS



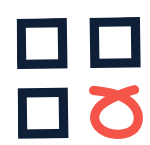
THE RECORDS MANAGEMENT ROADMAP



FRAMEWORK
Key records
management
principles and
practices



ASSESSMENT
Your records
management
strengths and
weaknesses



CHECKLIST
Track your
progress



OUTPUTS
Products to support
improvements



RESOURCES

YOUR GUIDE TO ACHIEVE

EFFECTIVENESS & EFFICIENCY

ACCOUNTABILITY

TRANSPARENCY

COMPLIANCE

COST & RISK REDUCTION

Whether you are a government agency, public sector organization or private business, this is your path to improved records management.

YOU ARE ONE STEP CLOSER

1

RECOGNIZE THE
VALUE OF RECORDS
MANAGEMENT

2

MANAGE RECORDS
STRATEGICALLY

3

COMMIT ADEQUATE
RESOURCES TO
RECORDS MANAGEMENT

4

LINK RECORDS
MANAGEMENT
PROGRAMS AND IT

5

MANAGE RECORDS
EFFECTIVELY AND
ACCOUNTABLY

6

PROTECT & PROVIDE
SECURE & TRANSPARENT
ACCESS TO RECORDS

7

RETAIN, PRESERVE AND
DISPOSE OF RECORDS
APPROPRIATELY



7 KEY DESTINATIONS

to tailor make your records
management program