

# Strategic Direction for Records Management

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*(A business of Kramenna Pty Ltd ATF the Kramenna Trust)*

***"Helping Manage Information Effectively"***

# Agenda

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1. Current & Future RM Frameworks
2. RM Compliance Framework
3. Information Flow via RM Program
4. Digital Destiny for RM
5. RM Program Delivery
6. RM Policy Considerations
7. Strategic Direction Action Plan

# Current RM Framework

**REPOSITORIES OF  
ELECTRONICALLY  
CREATED FILES  
"SILO" SYSTEMS**

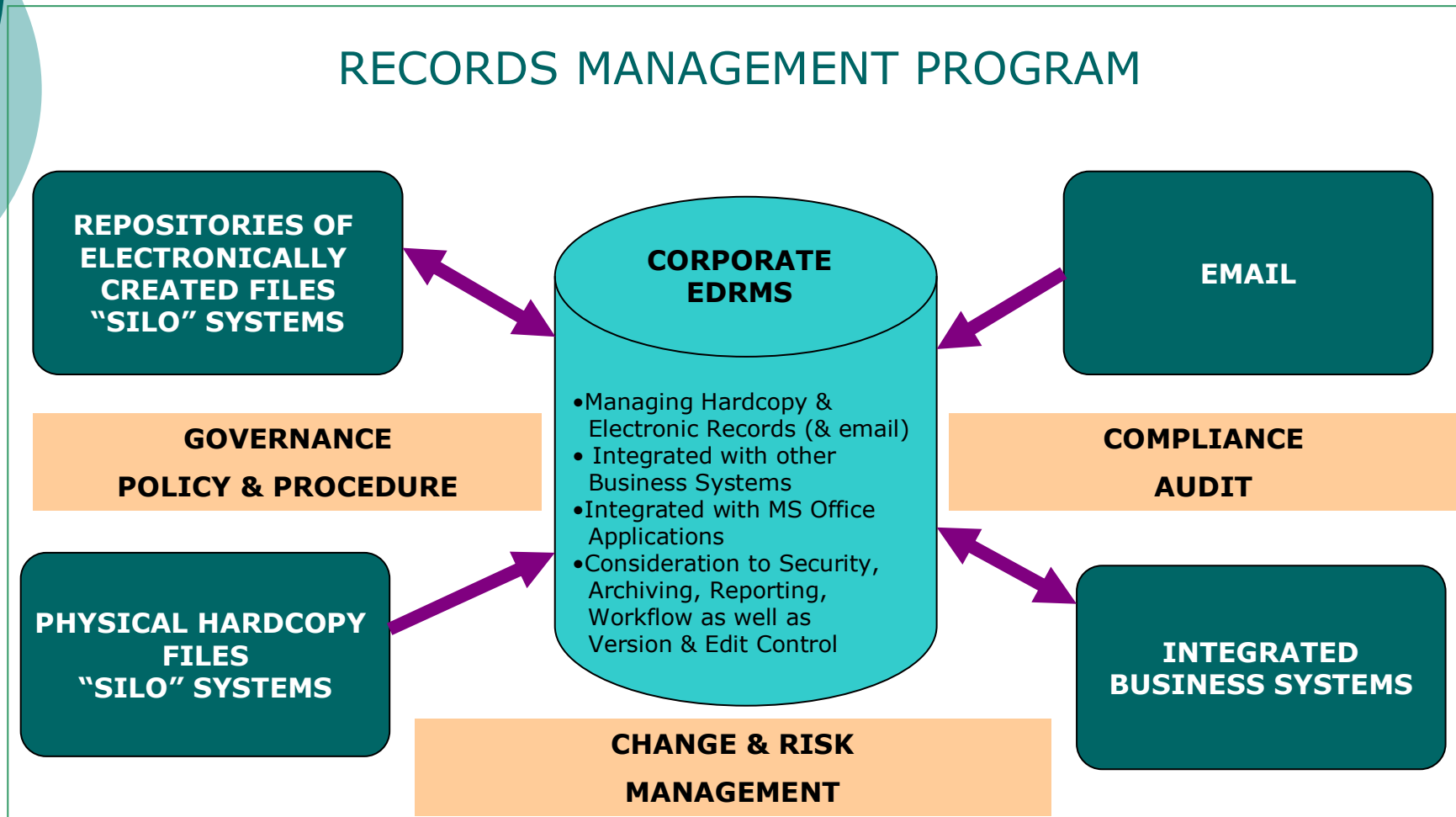
**PHYSICAL HARDCOPY  
FILES  
"SILO" SYSTEMS**

**CORPORATE RMS**

- Hardcopy System
- Manages some Hardcopy Files
- Manages some Hardcopy Documents (e.g. Incoming)

**EMAIL**

# Future RM Framework



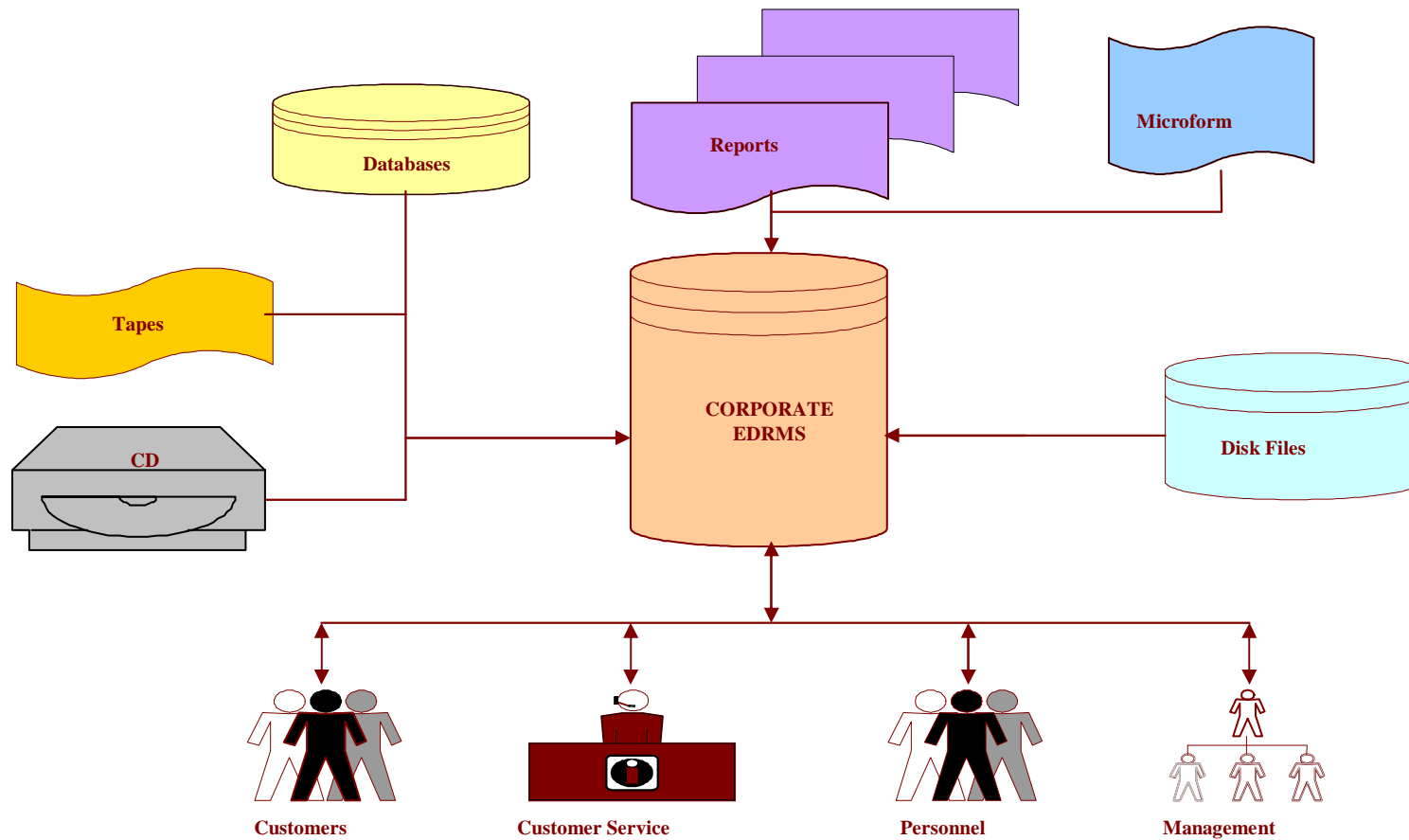


# RM Compliance Framework



- AS ISO 15489  
Australian International Standard for Records Management
- *Public Records Act 1973*
- *Crimes (Document Destruction) Act 2006*
- *Electronic Transactions (Victoria) Act 2000*
- *Evidence Act 1958*
- *Freedom of Information Act 1982*
- *Health Records Act 2001*
- *Information Privacy Act 2000*
- Organisation specific legislation

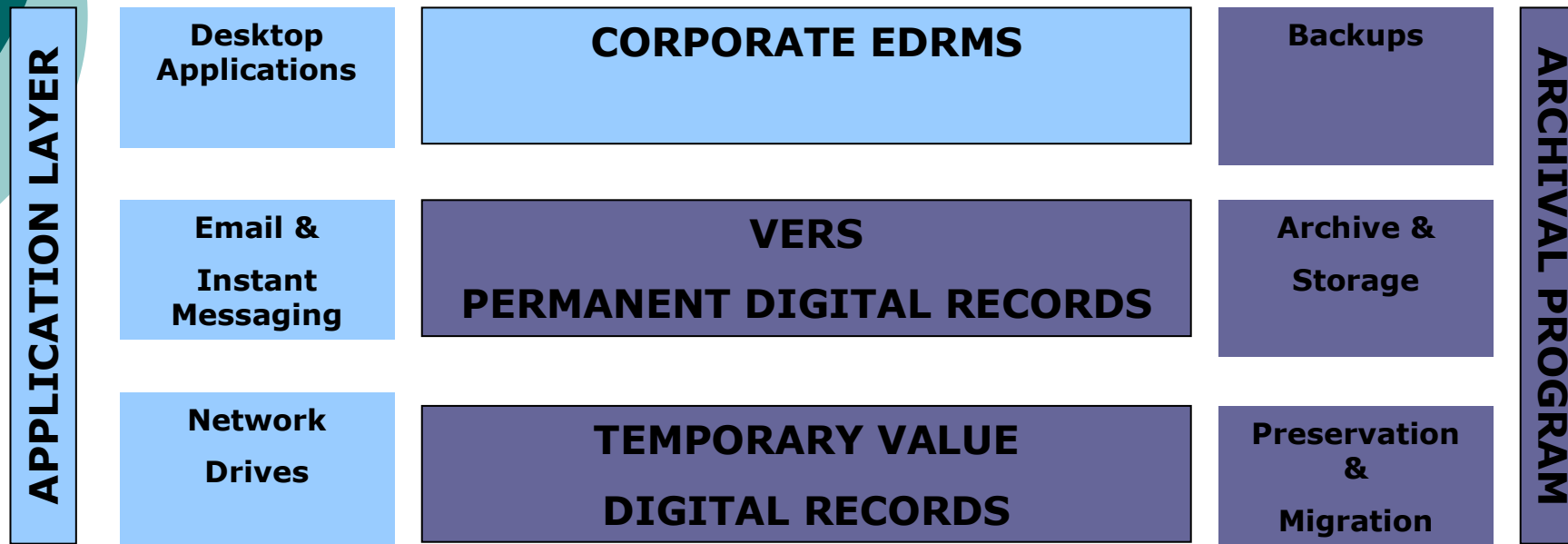
# Information Flow via RM Program



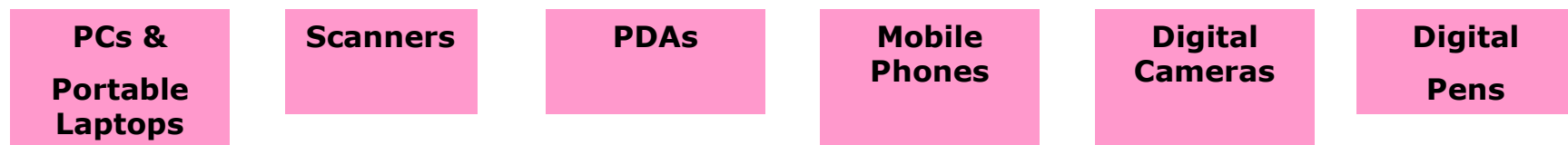
# Digital Destiny of RM



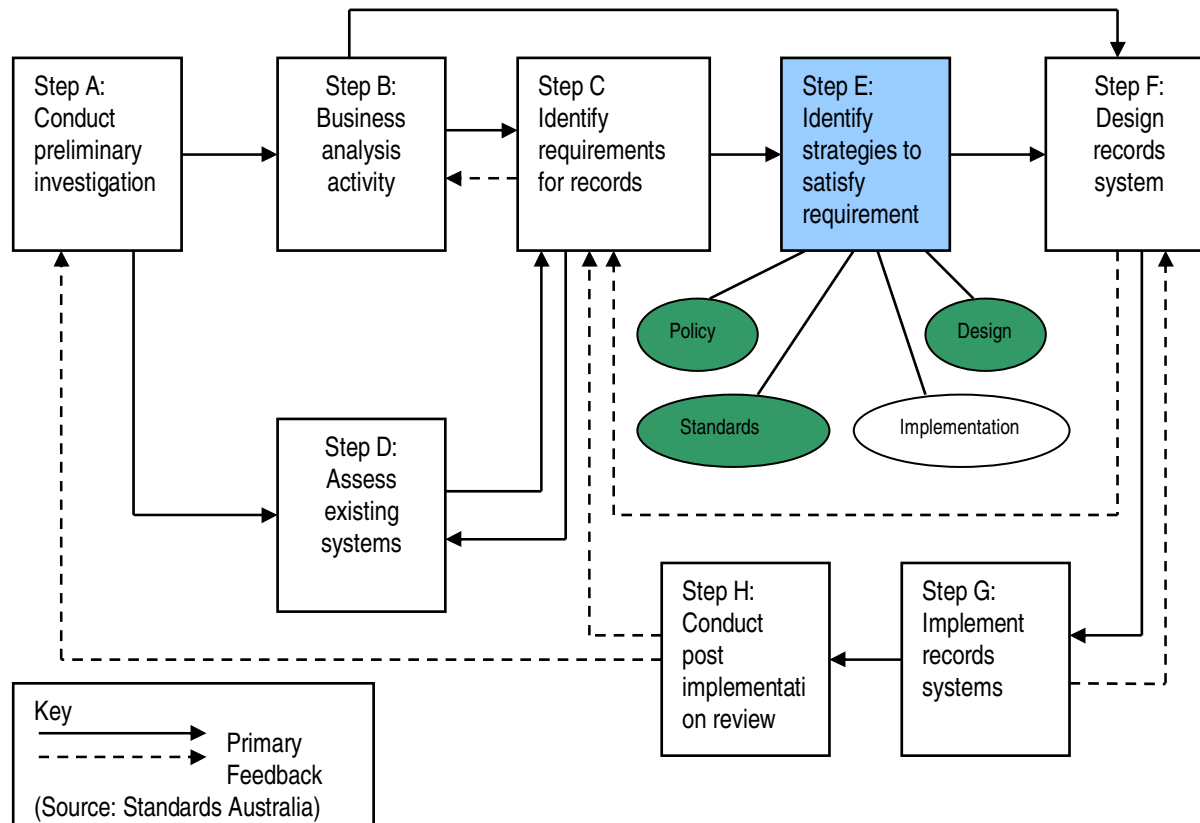
## KNOWLEDGE AND/OR RECORDS MANAGEMENT PROGRAM



## TECHNOLOGICAL TOOLS



# Program Delivery



AS ISO 15489.2 - 2002



# RM Policy Considerations

- **Existing or selected product to be mandated as an official Electronic Document and Records Management System (EDRMS) and certain tools may be officially used to record information**
- **Transition to a fully functioning electronic recordkeeping operation for the organisation, whereby the electronic record captured in the EDRMS is recognised as the primary official corporate record**
- **All staff are responsible for capturing emails, faxes and correspondence which relate to official corporate business into the EDRMS**
- **Records Management Policies and Procedures to be adhered to by all staff with audit and compliance responsibility assigned to the Records Management Unit**
- **Records Management Unit to be responsible for the quality of corporate information and records stored in the EDRMS**

# RM Policy Considerations

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- **A Business Classification Scheme to be implemented as the official naming convention for all records within the EDRMS**
- **Records Management Unit to be responsible for compliance with legislation, standards and guidelines, training, education and provision of recordkeeping advice to all staff**
- **The structure and design of the EDRMS to be managed by the Records Management Unit**
- **As a key component of the new Records Management Program - user feedback be obtained via a Change Management Group**

# Strategic Direction Action Plan

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## **Strategic Item No. 1**

- **Develop a Records Management Program Strategic Charter**

## **Strategic Item No. 2**

- **Develop a Change Management Strategy and Plan**

## **Strategic Item No. 3**

- **Develop a Communications Strategy and Plan**

## **Strategic Item No. 4**

- **Develop a Risk Management Strategy and Plan**

# Strategic Direction Action Plan

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## **Strategic Item No. 5**

- **Develop Quality and Issue Management Controls**

## **Strategic Item No. 6**

- **Develop a Project Benefits Realisation Plan**

## **Strategic Item No. 7**

- **Develop an Education Strategy**

## **Strategic Item No. 8**

- **Identify and Construct a Project Team**



# Strategic Direction Action Plan



## **Strategic Item No. 9**

- **Document core business, user and functional requirements that Records Management processes must support**

## **Strategic Item No. 10**

- **Develop a Records Management Policy, Procedures & Practice Framework**

## **Strategic Item No. 11**

- **Develop an EDRMS Implementation Strategy**

## **Strategic Item No. 12**

- **Develop Records Management Continuity Plan**

# Questions?

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