

## Factors to Consider

### **Twelve Points from the Presentation**

1. Recognize that organizations' information assets cannot be managed without help and intention
2. Recognize that there are principles and best practices that can help improve the state of organizations' information assets
3. Use these principles and practices to improve organizations' records and information programs
4. Make reasonably complete inventories of organizations' information assets in whatever format and media they exist
5. Inform organizations' leaders of the nature of the problems with their information assets
6. Hope to have organizations' leaders remove barriers to better records and information management
7. Respectfully ask organizations' leaders to remove those barriers
8. Conduct assessments, or facilitate self-assessments, of the various parts of organizations' records management intelligence and abilities
9. Make efforts to assist such parts of the organization to improve the management of their information assets
10. Continue to take inventories of organizations' information assets
11. Seek through continued education to improve our knowledge of records and information management principles and practices
12. Carry these messages forward to others charged with managing information assets, and use these principles and practices in our own work

### **Lists of Examples of Standards and Best Practices**

- ISO 15489:2016, Information and documentation – Records management – Part 1: Concepts and principles
- ISO 30302:2015, Information and documentation – Management systems for records – Guidelines for implementation
- ISO 30300:2011, Information and documentation – Management systems for records – Fundamentals and vocabulary
- ISO 23081-1:2017, Information and documentation – Records management processes – Metadata for records – Part 1: Principles
- Glossary of Records and Information Management Terms ARMA International TR 22-2016
- Retention Management for Records and Information ARMA International TR 27-2015

### **Lists of Example Tools**

- The Generally Accepted Recordkeeping Principles®
- The Information Governance Maturity Model
- Information Governance Body of Knowledge (IGBOK)
- Job Descriptions for Records and Information Management
- Records and Information Management Core Competencies, 2nd Ed.