

WHAT IS “RECORDS MANAGEMENT?”

2112

(No. 2 Mar. 1998)

“Records Management” is defined as managing and evaluating the creation, use, maintenance, retention and disposition of all departmental records, whether stored on paper, microfilm, magnetic tapes and cards, computer systems or other information storage systems. These functions include ensuring the effective documentation of state business, the systematic transfer from office to storage of records that are not needed for everyday operations, the destruction of obsolete records, and the fulfillment of archival requirements.

The elements of a total records management program include:

- Inventorying and scheduling of records that are owned by a unit,
- Systematic transfer from office to storage of records that are not needed for everyday operations,
- Destruction of records that no longer have significant value.

Properly managed records protect personal and organizational rights and support, defend, and account for the department’s business activities.

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