
MANAGEMENT AND CONTROL OF RECORDS

A well-planned records management system has the following features:

- ◆ clear objectives
- ◆ a person or people in charge with knowledge of the needs of the entire organization
- ◆ a procedures manual
- ◆ an up-to-date list of files and storage locations
- ◆ a standard classification system that is understood and used by all employees
- ◆ a control program
- ◆ a records retention schedule
- ◆ a planned transfer program for movement of files from active to inactive

NOTE Analysis of needs and prior planning are essential to discover the true potential for automation of records management and to identify the most appropriate technology. Such an analysis can also uncover wasteful procedures and show existing inadequacies.