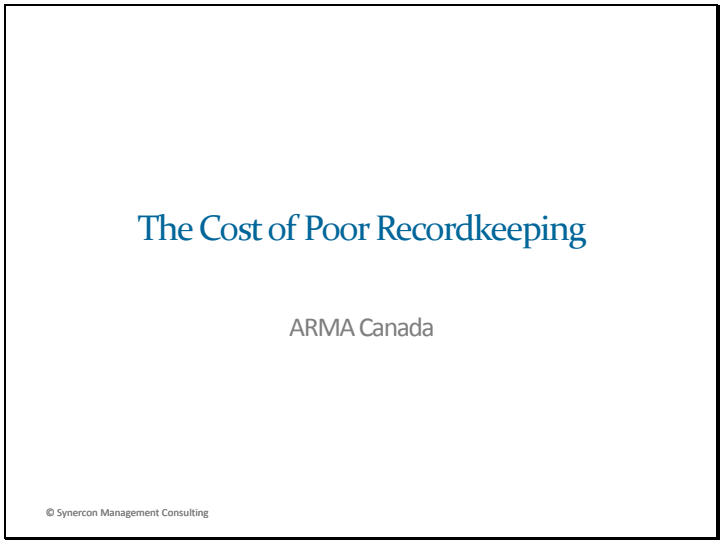
Slide 1


The Cost of Poor Recordkeeping
ARMA Canada
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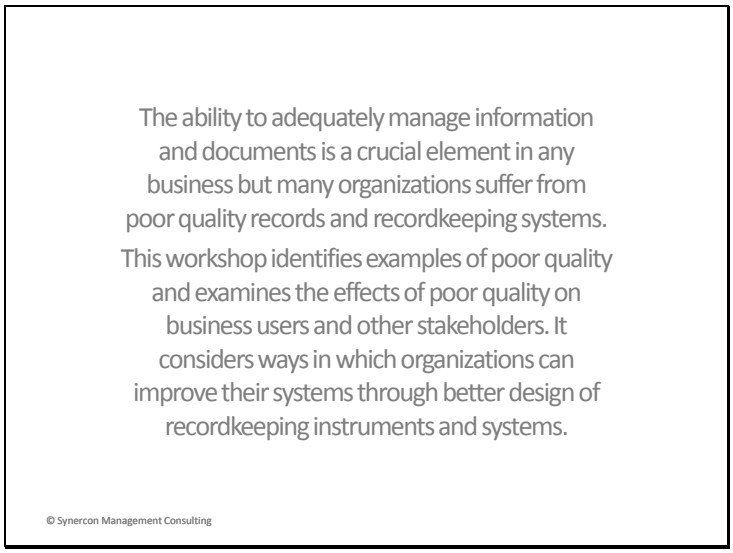

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Slide 3

Learning objectives

- Articulate RIM outcomes needed within your organisation
- Describe essential components that support RIM performance and undertake a gap analysis of RIM systems and practices
- Build a framework for defining quality RIM systems and practices

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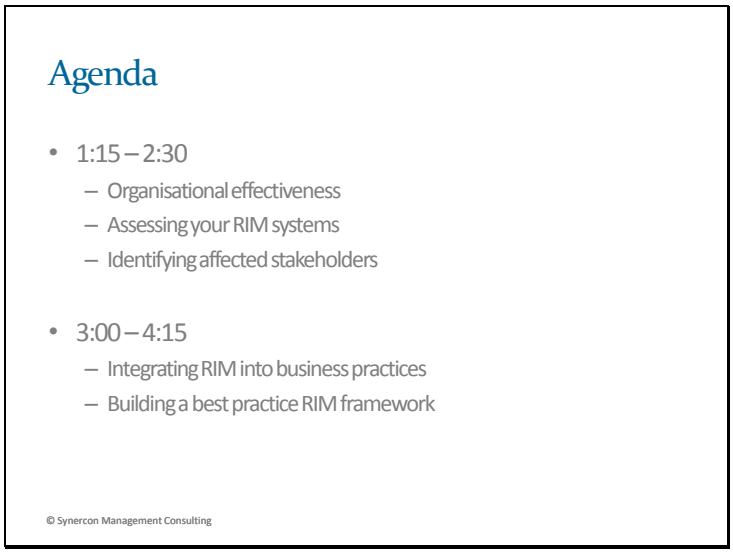

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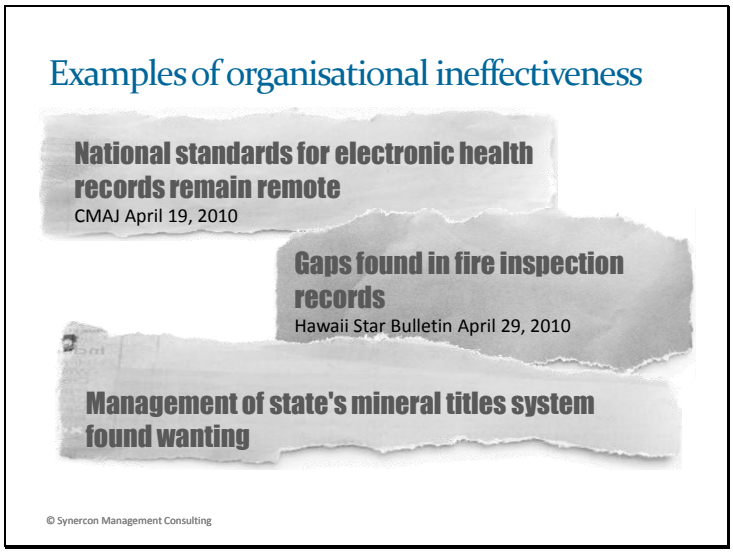

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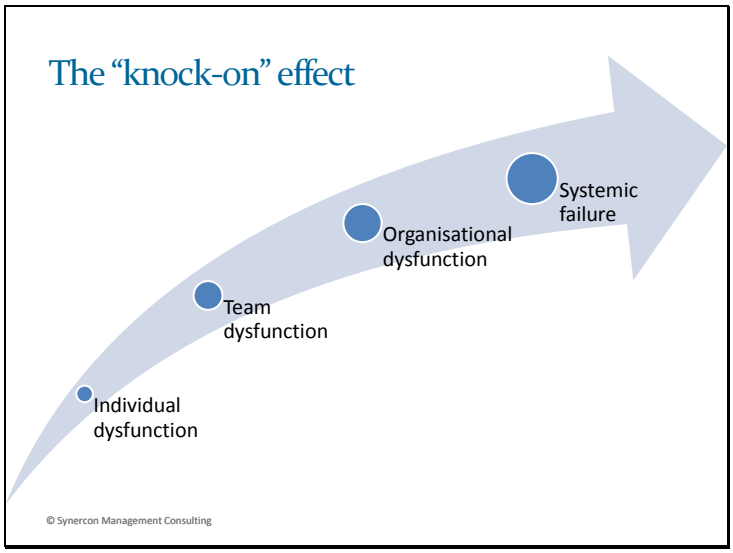

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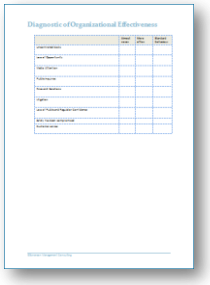
Diagnostic of organisational effectiveness

- Articulate your organisational objectives/responsibilities
- Assess you organisational effectiveness



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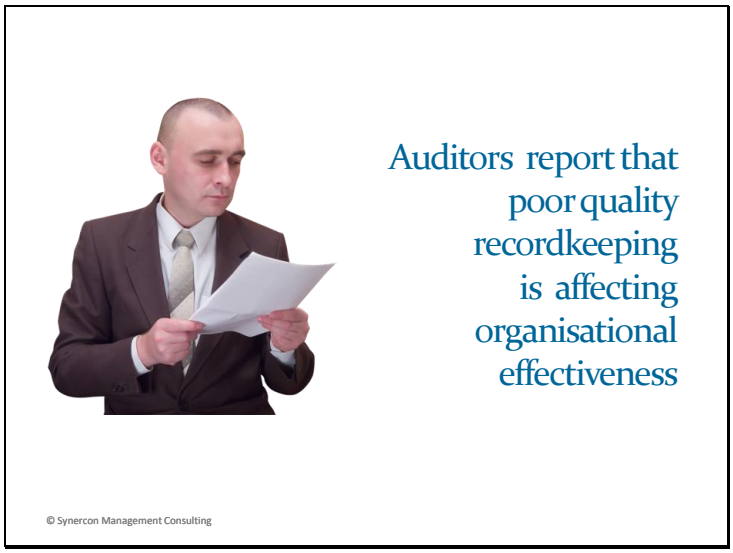

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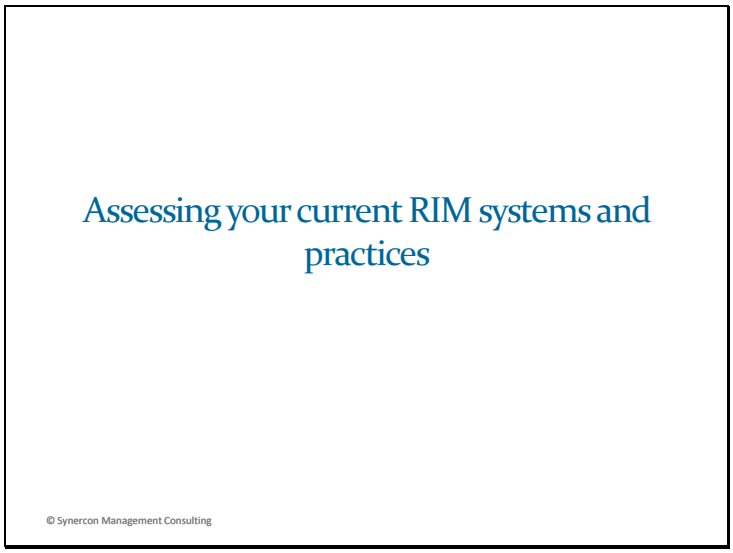

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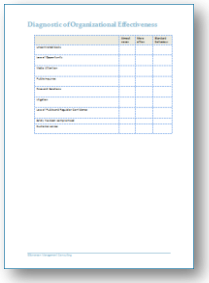
Diagnostic of RIM systems and practices

- Assess your organization's RIM systems and practices
- Audit your organization's against RIM performance against organisational objectives
- Rate your organization



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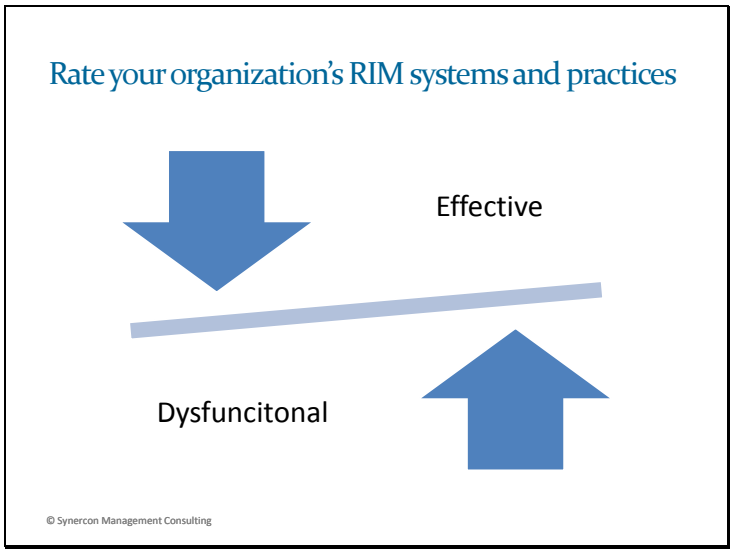

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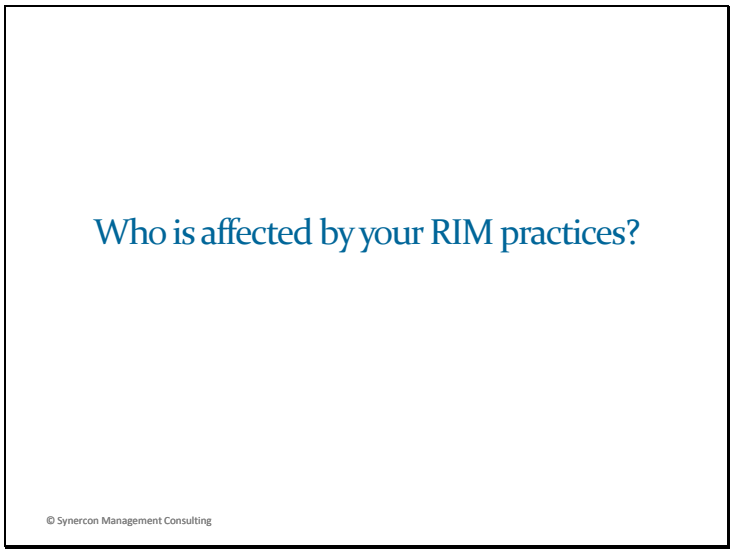

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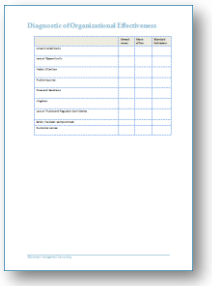
Stakeholder analysis

- List stakeholders who are affected by RIM practices, and identify how they are affected by the RIM practices of your organization



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How records are used in business

- Inform decision making
- Support research and analysis
  - Assemble facts and figures
- Initiate and support business processes
- Communicate information
  - How, what, when, who, why
- Form new documents

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Business users need records to be:
ACCURATE
CREDIBLE
RELIABLE
DISCOVERABLE
SHARABLE
COMPLETE
UNDERSTANDABLE
RELEVANT
TIMELY
ACCESSIBLE
RETRIEVABLE
PRECISE
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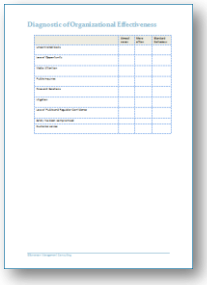
RIM needs analysis

1. What IM systems are commonly used by business users?
2. What are features of these systems that support the business users IM needs?



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The relationships between the records manager and the business
Who is this guy anyway?
Compliance
Compliance
Compliance
Records manager
Business User
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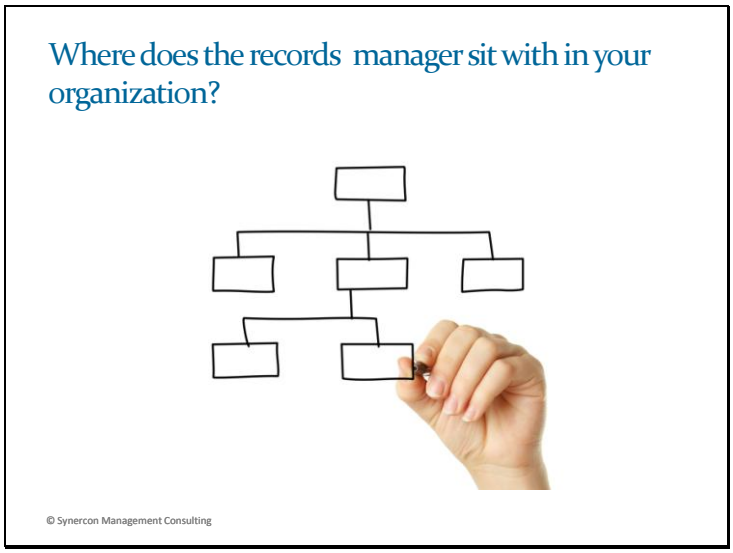
Where does the records manager sit with in your organization?
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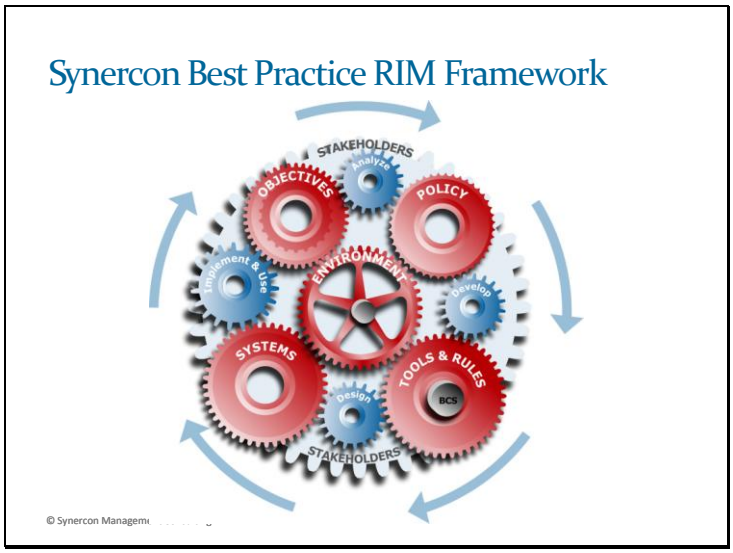

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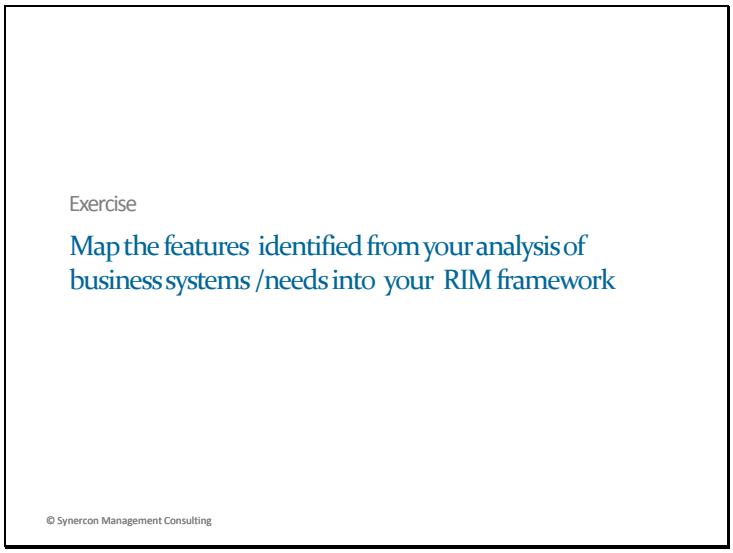

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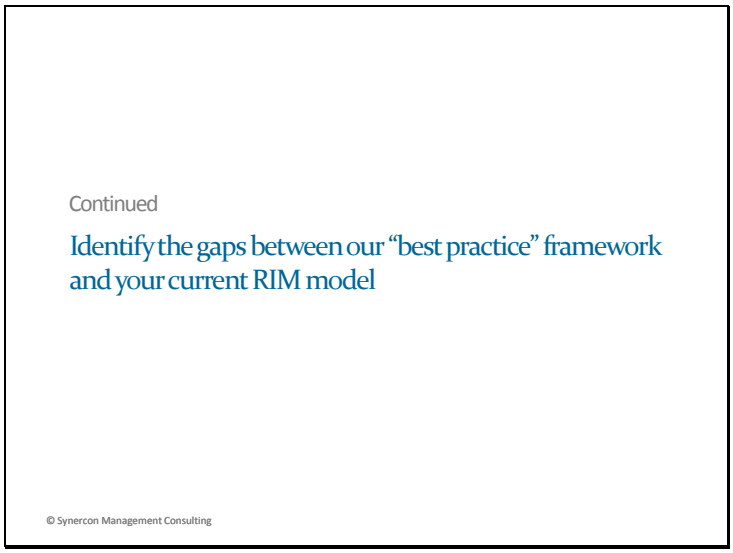
Continued
Identify the gaps between our "best practice" framework and your current RIM model
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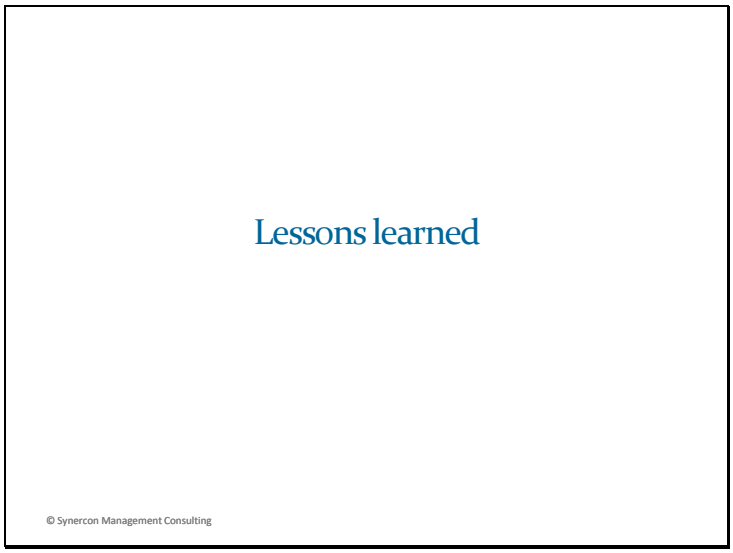

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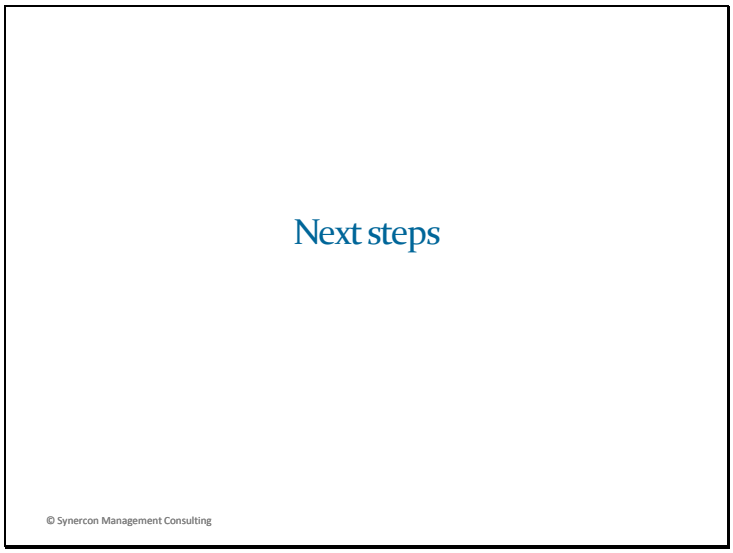

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