

## **T14 Essentials of Recorded Information Management: What First Nations Organizations Need to Know**

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Information in all formats is a crucial resource for first nations government organizations. The purpose of this session is to discuss the fundamental requirements of information management from a First Nations organization perspective. The standards and best practices for recorded information management will be discussed, including ISO 15489 and CGSB standards for managing electronic information formats as evidence. As described in the ISO standard, the basic instruments for managing records, including records policies, records classification, retention schedules and security classifications will be examined. In addition, the specific requirements that First Nations organizations must consider, including preservation strategies for specific information formats, cultural issues for privacy and security, and the contracted obligations that may impose additional requirements. The competencies for staff and sources for staff training will also be presented.

By participating in this session, attendees will:

- Become familiar with the fundamental requirements of recorded information management;
- Become familiar with the specialized knowledge and skills required of the records management staff;
- Obtain specific sources to assist with the development of policies, procedures and strategies for implementation of records management programs;
- Be aware of the specific requirements or issues affecting their organizations' records.