



## Recorded Information Management & You

### The Lifecycle of Recorded Information

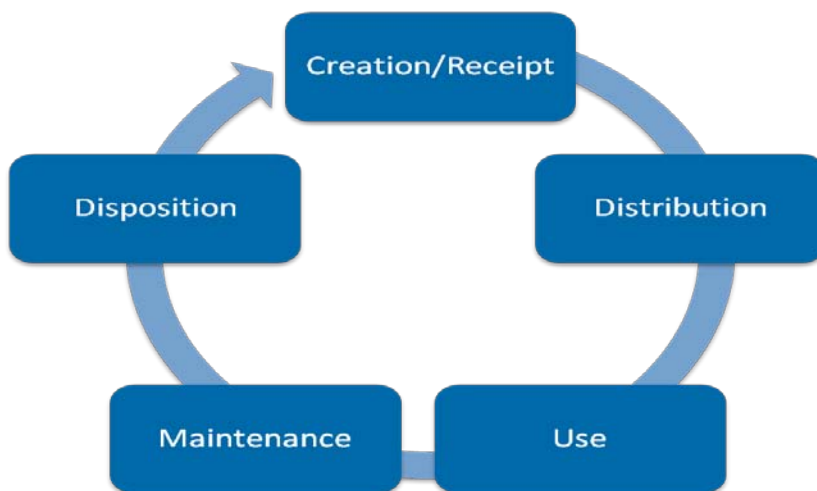
This basic records management concept describes the phases that recorded information goes through, beginning with its creation through to its disposition. Records retention and disposition schedules govern the length of time a record spends in each phase.

Issue 6



**Records have a lifecycle.**

**The five phases are:**



#### 1. **Creation/Receipt**

Records originate from two sources:

- Created internally and/or
- Received from outside sources.

#### 2. **Distribution**

Records may be drafted, edited, shared, finalized, organized, and distributed for use internally or externally.

#### 3. **Use**

The record may be presented, shared and used for decision making.

#### 4. **Maintenance**

Records are maintained, stored, protected; filed, secured, classified and retention schedules applied. Regular filing, retrieval and transfer of records to a file or folder (paper or electronic) takes place.

#### 5. **Disposition**

Final dispositions will be applied according to the retention schedule.

### Records Dispositions: The End of the Road?



Once a records reaches the inactive phase of its lifecycle, one of three dispositions will be applied:

1. **Destroy (D)**: records are to be shredded, recycled or deleted in a secure manner.
2. **Selective Retention (SR)**: records are transferred to the Provincial Archives for appraisal.
3. **Archival Retention (AR)**: records (the complete series) are transferred to the Provincial Archives for permanent preservation.

**Next Issue...**

**What is a *Retention and Disposition Schedule*?**

Questions or comments? Email us at [records.centre@gnb.ca](mailto:records.centre@gnb.ca)

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