



Recorded Information Management & You

Records Management Resolutions for the New Year

Issue 12

Looking back on the past year, do any of these sound familiar?

- I inadvertently deleted important e-mail.
- I was unable to identify the latest draft or version of a document.
- I failed to locate a critical report, e-mail or document in a reasonable amount of time.

If you answered “Yes” to any of the above, let 2012 be the last time you fall victim to poor records management practices, costing the government precious time and money.



Lead by example!

Failure is not an option!

We all find it difficult to stick to our New Year's Resolutions. But before you give up on your records management resolutions, consider the potential consequences of failing to make available the records required to support your department:

- Extra costs
- Legal action
- Public embarrassment for your department and GNB
- Media criticism
- Disadvantaged clients



Resolutions for 2013

- I will manage my e-mail on a regular basis.
- I will review the Records Management Policy AD-1508.
- I will store GNB records on the department's shared drive or in an Electronic Document and Records Management System (EDRMS).
- I will use version control for all draft documents.
- I will use hyperlinks to share documents instead of sending attachments.
- I will discourage the creation of unnecessary copies.
- I will seek out my departmental Records Manager when I need help.

Other Provincial Archives of New Brunswick products that can help:

- A Guide to Identifying and Handling Non-Records
- Naming Conventions for Electronic Documents
- Email - What to keep and what to delete
- Guidelines for the Secure Destruction of Records
- Managing E-Mail: Guidelines for Senior Officials
- Recorded Information Management & You e-bulletins

Questions or comments? Email us at records.centre@gnb.ca or call 506-457-7249

<http://archives.gnb.ca>