



Recorded Information Management & You

What is “Records and Information Management”?

Records and information management is the responsible, efficient, and systematic control of the creation, capture, management, use, and disposition of records.

Why is records and information management important?

- It allows the orderly and efficient conduct of business.
- It provides evidence of business activities and transactions.
- It helps meet legislative and regulatory requirements.
- It enhances accountability.
- It facilitates consistency, cost reductions, efficiency, and productivity.
- It helps minimize risks (protection and support for litigation).
- It protects the rights of citizens and employees.
- It helps maintain corporate strategy, identity, and memory.
- It identifies and verifies roles and responsibilities.
- It documents policies and procedures.

How does records and information management affect me?

As a public servant you have a responsibility to manage government assets efficiently and appropriately.

You are responsible for the records and information you create and receive during the regular course of business

According to the **Records Management Policy (AD-1508)**, all departments, agencies, commissions, and corporations **must**:

- Assume responsibility for the administration, control, security and management of records within their custody;
- Develop and maintain a program for the management of records;
- Establish and adequately staff the records management program;
- Assign responsibility for the management of all departmental information resources to a records manager who reports to senior management; and
- Designate a senior management position which is accountable for all records management activity

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Records and Information Management Objectives

- **Authenticity**: proving that records are what they purport to be; who created them and when.
- **Reliability**: ensuring the content of records are a full and accurate representation of the business transacted, and that they can be depended upon for future use.
- **Integrity**: ensuring that records remain complete and unaltered.
- **Usability**: ensuring that records are easily located, retrieved, and interpreted



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PANB's Ten Principles of Records and Information Management

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

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