



Recorded Information Management & You

PANB – RIM's Ten Principles of Records & Information Management

The key to efficient and effective records and information management is understanding and adhering to the following principles:

- 1. Compliance:** Records and information management must support the government of New Brunswick in meeting its regulatory and legislative requirements concerning access to information, litigation and legal discovery, and all functions of program administration.
- 2. Vital Corporate Assets:** Records and information of the government of New Brunswick are vital assets. They form an important part of the province's history as they provide evidence of business activities, decision-making and legal processes. Many records are fundamental in protecting citizens' rights and interests, and must be managed as legal and cultural property
- 3. Accountability:** Records and information management programs must be adequately staffed, and responsibility for the management of all departmental information resources must be assigned to a records manager who reports to a senior management position which is designated as accountable for all records management
- 4. Availability and Accessibility:** Records and information management programs must ensure that the right information is made available in a timely manner and is easily accessible.
- 5. Transparency and Trust:** Records and information management programs must protect the integrity of the Province's government records so that the information remains accurate, reliable, and trustworthy. They also ensure that decisions made and activities undertaken by the Province are well-documented, disseminated where appropriate, and traceable.
- 6. Security:** Records and information management programs must ensure that the Province's information assets are kept secure, unaltered, and authentic.
- 7. Adaptability:** Records and information management programs must be adaptable to new trends and practices in information management, access, public administration, and technology.
- 8. Retention and Disposition:** Records and information management programs must enable the proper organization and identification of records to ensure that valuable records are retained and records of minimal value are disposed of in a timely and efficient manner.
- 9. User-Focused:** Records and information management programs are designed to support public servants in their work by providing them with the records and information they need. Ultimately this serves the public by ensuring efficiency, policy based on informed decisions, and the preservation of the province's corporate memory.
- 10. Information Technologies:** Records and information management programs must be supported by information technology that enables the deployment and implementation of these principles.

Issue 4



PANB-RIM Records & Information Management Principles

- 1. Compliance**
- 2. Vital Corporate Assets**
- 3. Accountability**
- 4. Availability and Accessibility**
- 5. Transparency and Trust**
- 6. Security**
- 7. Adaptability**
- 8. Retention and Disposition**
- 9. User-Focused**
- 10. Information Technologies**

Next Issue...

Who is my Departmental Records Manager?

Questions or comments? Email us at records_centre@gnb.ca