

The Records Management Inventory[®]

The problem listed below are symptoms of expanding records problems increasingly common to organizations. We urge you to distribute copies of this inventory to those in your organization who work most closely with—or who most frequently need—recorded information. Ask that they consider all the indicators below and check each box that applies. You may be surprised at the results.

Contact us if you have checked more than **four** items (865-919-5878; imainc@mindspring.com)

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| <input type="checkbox"/> Managers spend too much time searching or waiting for information | <input type="checkbox"/> Volume of files grows quickly (national average: <i>25% growth each year</i>) |
| <input type="checkbox"/> No inventory of information and knowledge resources | <input type="checkbox"/> Absence of policy-based, legally-sound records retention schedules |
| <input type="checkbox"/> Current filing systems not responsive to changing and growing needs | <input type="checkbox"/> Need for managed records repository to provide organization-wide retrieval and delivery services |
| <input type="checkbox"/> Records critical to rapid resumption of business after disaster not identified and protected | <input type="checkbox"/> Valuable records sometimes removed or discarded without authorization |
| <input type="checkbox"/> Litigation liability created by keeping some obsolete records “just in case” | <input type="checkbox"/> Backups for <i>each</i> computer (not just network files) are not regularly made and media are not being rotated to secure offsite locations |
| <input type="checkbox"/> Older but necessary records sometimes kept in hostile environments (no climate control, insects, vermin, air-borne bacteria) | <input type="checkbox"/> Preservation of permanent records in all media (e.g., paper, digital, photographic, microfilm) not fully assured |
| <input type="checkbox"/> Records of permanent legal, historical, and informational value go unidentified—and are unprotected | <input type="checkbox"/> Lack of policies in information practices (e.g., open records, privacy, confidentiality) |

Want to know more? Contact us at 865-919-5878 or imainc@mindspring.com
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