Implementing Electronic Records Management

Continuous improvement

Laying the foundations

| Assess / evaluate current status | Develop and implement change management plan | Develop business case including design of performance indicators |

Conduct records survey

Develop training and capacity building strategy

Identify and secure necessary resources

Approved RM policy

Develop records creation / capture strategies

Develop appraisal / destruction strategies

Develop preservation strategies

Develop access strategies

Define integrated functional and technical requirements for **ERMS** systems

Create implement-ation plan for **ERMS**

Implement **ERMS**: systems, facilities, training, procedures

Implement performance measure-ments

Design and implement service improve-ment plan

Create or improve RM policy