Implementing Electronic Records Management

Laying the foundations
- Assess / evaluate current status
- Develop and implement change management plan
- Develop business case including design of performance indicators
- Identify and secure necessary resources

Create or improve RM policy

Approved RM policy
- Conduct records survey
- Develop training and capacity building strategy
- Develop preservation strategies
- Develop access strategies

Develop records creation / capture strategies
- Develop appraisal / destruction strategies

Define integrated functional and technical requirements for ERMS systems

Create implementation plan for ERMS

Implement ERMS systems, facilities, training, procedures

Implement performance measurements

Design and implement service improvement plan

Continuous improvement
INTERNATIONAL RECORDS MANAGEMENT TRUST

Route Map

IMPLEMENTING ELECTRONIC RECORDS MANAGEMENT

Training in Electronic Records Management

Produced with funding from the UK Department for International Development