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
- Conduct records survey
- Develop training and capacity building strategy
- Identify and secure necessary resources
- Develop access strategies
- Develop preservation strategies
- Develop appraisal / destruction strategies
- Develop records creation / capture strategies

Approved RM policy

- 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