metrofile

METROFILE'S PRINCIPLES OF RECORDS MANAGEMENT

(!) Effective records information management (RIM) is a strategic resource for a company as it helps the management team to manage and analyse both physical and electronic records. RIM is a key component of information governance as information is one of a company's most critical assets.ent.

The principles of RIM may be defined as :

A — ACCOUNTABILITY

The RIM process should be assigned to a senior executive, who should be accountable for managing the information governance programme (IGP). This person should be responsible for developing and implementing RIM policies, as well as for ensuring system auditability. Equally, all managers should be accountable for information governance, RIM, budgets and costs in their respective areas of operation.

I — INTEGRITY

It is essential to ensure that the records generated or managed by or for the company have a reasonable guarantee of authenticity and reliability. Together with its RIM supplier, the company should identify technologies and processes that will provide suitable guarantees of integrity.

P — PROTECTION

Records retention schedules are used to categorise documents and other information according to statutory retention periods. As a Metrofile client, you can select a standard retention schedule or request an exception-based retention schedule based on your company's unique requirements.

C — COMPLIANCE

The company's IGP must comply with all applicable and jurisdictional laws and regulations, as well as it's own policies. The challenge is not so much in developing an appropriate programme, but in ensuring compliance across all forms of information repository.

A — AVAILABILITY

Records and information should be managed in such a way as to ensure that they can be retrieved accurately, timeously and efficiently whenever needed.

R — RETENTION

Records and information should be maintained for a statutory period but no longer. Retention schedules should take into account business, legal, regulatory, fiscal, operational and historical requirements.

D — DISPOSAL

Records and information should be slated for disposal if they are no longer required for regulatory purposes, no longer have any business value, or potentially create a liability for the business.

T — TRANSPARENCY

The company's IGP should be implemented in an understandable, accessible and defensible manner, and reports on the programme should be readily available to both internal and external stakeholders

Metrofile is fundamentally committed to these principles; a commitment that has made it the leader in fully integrated records and information management in South Africa.