



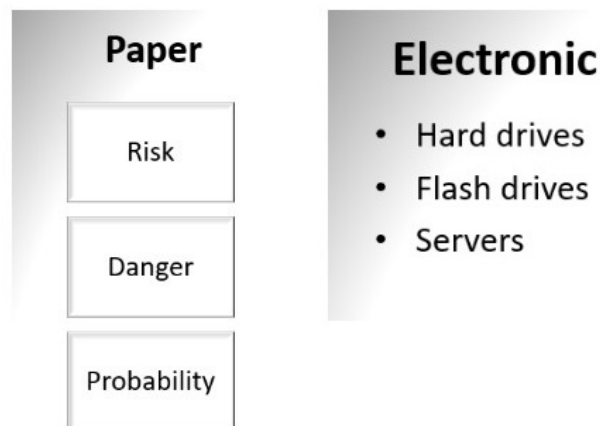
## Record Maintenance

Regardless of the types of records or details of the records program, it is important to make sure that they are maintained properly. It is better to prevent a disaster than address it afterward. Be aware of any risks and make sure that everyone understands the proper procedures for storing and handling important documents and records. Proper records maintenance will also address archives and the correct records conversion.

### Paper

Paper records can be stored in centralized or decentralized locations. In many organizations, centralization of paper records is not logical or functional. We have touched on the needs of paper records earlier. Whether stored in a centralized location or not, it is important to be aware of the processes around them as well as the risks involved. For example, what is the process for sending records to archives? How are boxes labeled? What is the process for document destruction; do you use an outside company?

Once one all elements of the paper record system are identified, the next step is to complete a risk analysis.





## **Risk analysis:**

- Determine the scope and context – legal requirements, environment, business, regulations
- Discover risks – natural, technical, or human-made risks
- Analyze the risks
- Establish priorities
- Make changes
- Monitor and review

## **Review Questions**

- 1) What is the first step of a risk analysis?
  - a. Analyze risks
  - b. Find risks
  - c. Determine scope
  - d. Create priorities



- 2) What does the risk assessment examine?
  - a. Function
  - b. Probability
  - c. Scope
  - d. All of the above
  
- 3) A risk analysis will benefit which type of record?
  - a. Paper
  - b. Hybrid
  - c. Electronic
  - d. All of the above
  
- 4) What should be discouraged?
  - a. Unauthorized storage
  - b. Electronic storage
  - c. Paper storage
  - d. All of the above



- 5) How long are archives stored?
- a. 7 years
  - b. Indefinitely
  - c. 10 years
  - d. 5 years
- 6) What should you consider when creating an archive?
- a. Security
  - b. Humidity
  - c. Environment
  - d. All of the above
- 7) What is a converted file?
- a. Copy
  - b. Official record
  - c. Backup
  - d. Security risk



- 8) Why perform migration?
- a. Make the record official
  - b. Create a copy
  - c. Keep files updated
  - d. Begin conversion
- 9) Why did Caitlyn send the memo?
- a. Enforce process
  - b. Establish new process
  - c. Weather risk
  - d. Unknown
- 10) How were files converted?
- a. Scanned
  - b. Unknown
  - c. Pictures
  - d. Saved