

Records Management : Issues and challenges

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Documents and Records

Management how they differ?

- Workers need documents to do their jobs—but they need records to *prove* they did their jobs;
- The goal of document management is **efficiency**, **but** goal of records management is to meet **compliance**.
- document management is comprised of **transient content**, **but** the information of records management is comprised of **historical content**.
- The methodology of document management is **content-driven**, **but** the methodology of records management is **context-driven**.

What is Record Management?

- Records management establishes policies and standards for maintaining diverse types of records. Some, but not all, documents within an organization become records.
- Identifying what records exist by records inventory.
- Applying required retention periods to stored items.
- Identifying the owner of each records series.
- Determining that a chain of custody and a proper audit trail both exist.
- Assisting in e-discovery issues and applying legal holds to records when needed.
- Managing disposition (disposal of documents).
- Developing and administering defined records policy and procedures, regardless of if the records are electronic or paper.
- Preserving records throughout their life cycle.

What is Record Management?

- Records are the assets.
- Old is gold.
- Records are the facts.

Elements of an Effective Records Management

- Records Inventory & Classification
- Retention scheduling
- Records Storage & Conversion
- Vital Records Program
- Disaster Prevention & Recovery Planning
- Disposition

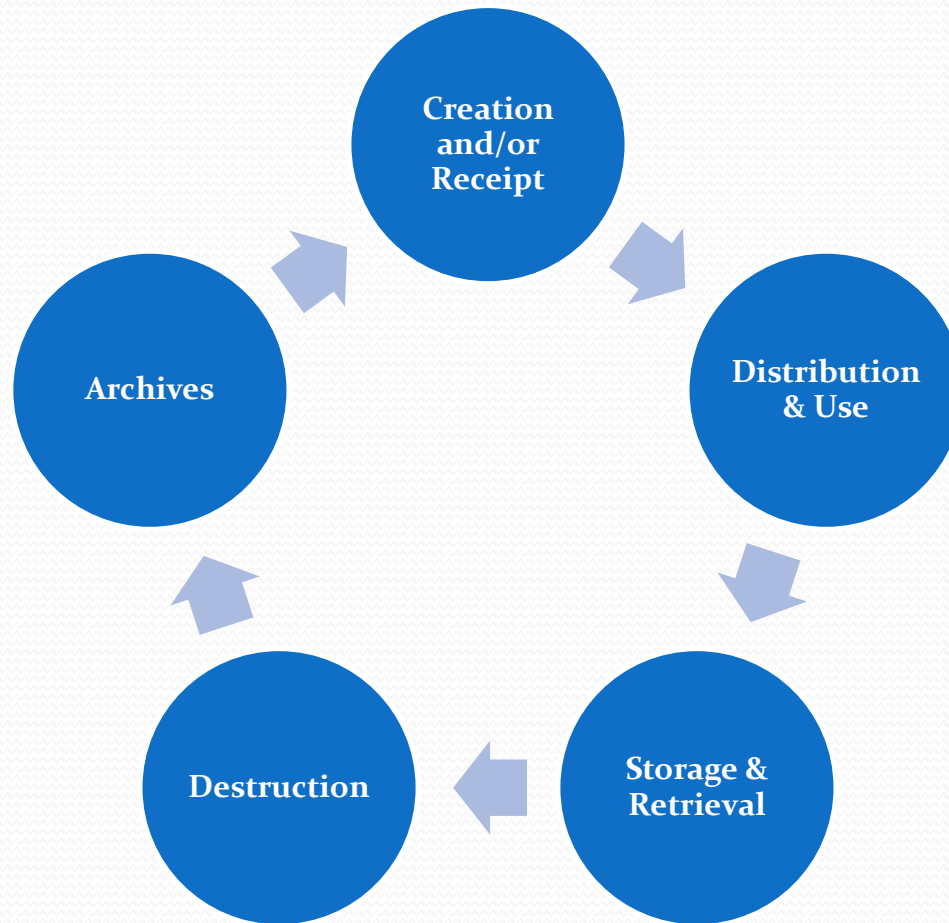
Questions one needs to address include:

- How do you classify your records for ease of retrieval?
- What are the access procedures for sensitive records?
- Where and how do you store your active records?
- Where and how do you store your inactive records?
- Do you have a "records hold" procedure in event of litigation?
- What are your procedures for transferring records of enduring historical value to the archives?
- How are you storing your electronic records?
- Have you identified your Vital Records?
- What are the environmental condition of your storage facilities?

Records have Life cycle?

- Yes, all records have a life cycle even though it varies from issues to issues.
- That life may be as short as a few or may be as long as forever.

Records have Life cycle



Constitutional provision on Records management

- Federal Government – Treaties; Borders management ; Foreign aid; International trade; IPR; Central Plan; Census; Social security; Poverty alleviation etc.
- Provincial Governments- Provincial records of land; Provincial records of road; Provincial statistics; etc.
- Local level – Local statistics ad records collection; Unemployment statistics collection; Local records managements etc.
- Legislative – Legislative procedures and others.
- Judiciary- Judiciary related issues and decisions

Strategies of Records Management

- Digitization of records;
- Storages in different forms and locations;
- Raise the public awareness regarding the records and its importance;
- Clary specify the organizational accountability and responsibility for the records;
- Prioritize the documents and make the records of highly importance documents;

Benefits of good records management

- Supports to RTI;
- Supports to corporate Transparency;
- Facilitates organizational performance;
- Increase compliance of works done;
- Supports to evidence based policy formulation;
- Promotes speedy decision making ;
- Make ease to service delivery;
- Reduces error;

Broad areas of record management

- Citizenship card(National Identity card);
- Land ownership entitlements;
- Vehicles ownership entitlements;
- Driving licenses cards;
- Students academic records of transcripts ;
- Tax payers PAN Number cards;
- Bank customers records;
- Company's stakeholders records

Broad areas of record management

- Personnel records of civil servants, Nepal police, Nepal army, armed police force, public enterprises etc;
- National laws, regulations, procedures and policies;
- National treaties and multilateral and bilateral agreements ;
- Voters records;
- Records of passport distributions;
- Records of National boundaries;

Records management tools

- CD-ROM- Compact Disc read only memory;
- DVD-ROM- Digital versatile Disc-Read only memory, Capacity 4 GB to 17 GB(8 to 30 times more storage capacity than CD ROM) ;
- Microform- Microfiche and microfilm; practices in National library, central library TU, National archaeology ;

Issues on records management

- How to maintain national data base?
- Demand huge financial resources issues;
- How to meet the required budget Funding?
- Digitization of Traditional Knowledge(TK), Traditional Cultures(TC), Traditional customs(TC), Traditional Practices(TP);
- Human Resources and other administrative ;
- Legal issues ;

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- Thank you for your kind attention.