

Business Information & Records Management 2017 Project/ Initiatives

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April 7, 2017

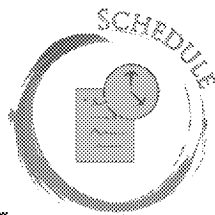


Why We Need Records Management



Centralized Records Retention Schedules (CRRS)

- Identify records at the IESO
- Update the business classification scheme (BCS) and Citadel structure
- Identify storage locations and ensure protection controls in place for reliability and integrity
- Work collaboratively to capture the business, legal and regulatory values of information to effectively create Retention Schedules
- Apply retention periods to records in repositories across the organization
- Train information stewards and records champions on the process for managing and disposing records once their retention period expires



What is a Records Champion?



A new role within business units that helps the IESO implement the corporate Records Management Program consistently across the organization. Records Champions administer RM tasks for their business unit using the Corporate wide RM standards and procedures.

Benefits Of The Records Champion Role

Promotes a corporate wide standardized approach:

- Ensures the Corporate RMP is implemented consistently across the organization
- Supports corporate wide compliance with the RMP
- Enables defensible disposition practices for IESO records, (premature destruction can carry a fine for individuals up to \$5000)
- Helps identify valuable storage metrics leading to reduced storage costs
- Supports rapid retrieveability of records for business use, audits, FOI or litigation etc.
- Helps preserve corporate memory
- Enables effective communication with lines of business

For Business Units:

- Enables a more efficient means of completing RM activities (BIRM resource provides support to Business Units)
- Promotes good relationship/partnership with BIRM and the business
- Quicker means for the legal and FOI department to locate and ensure records are put on legal hold as needed
- Primary point of contact between BIRM and the business unit
- Provides opportunities to share RM pain points and identify gaps

Questions

