

GLA-ARMA
= *Fast Track 2003* =

Rad RRS Development at
x::RM

Session 2

- ◆ 6:00 - 6:20 - Recap Inventory Intensive
- ◆ 6:20 - 7:15 - Rad RRS Development
- ◆ 7:15 - 7:30 - Break
- ◆ 7:30 - 8:15 - Hands-On Exercise
- ◆ 8:15 - 8:30 - Wrap-Up



Inventory Intensive - Recap

- ◆ Identify the records maintained by your organization
- ◆ Interview and inventory methods

Inventory Intensive - Recap

- ◆ What is a Records Series?
 - Group of related records that share common characteristics or are used as a unit for the same purpose.

Rad RRS Development

- ◆ Records Retention Schedule
 - Specifies how long records are kept and who is responsible for maintaining them
 - Identifies vital, historical, confidential records series

Rad RRS Development

Guide to Optimum Distribution of Retention Periods in an Organization¹

Retention Range (in years)	Percentage of Total Record Series
<1	2 – 5
1 – 3	10 – 20
4 – 5	20 – 30
6 – 7	20 – 30
8 – 10	10 – 20
11 – 20	5 – 10
>20	2 – 5

¹ Robek, Mary F., *Information and Records Management*, p. 61, Glencoe / McGraw-Hill, Westerville, OH, 1995

Rad RRS Development

- ◆ RRS types
 - Functional
 - Departmental
 - Hybrid
- ◆ Advantages and disadvantages

Rad RRS Development

- ◆ Legal Research
 - Areas of operation
 - Activities subject to recordkeeping regulations
 - Business activities
 - Products and services
 - Litigation history
 - Consult legal counsel

Rad RRS Development

- Legal Research
 - Federal
 - State
 - Local
 - International
 - Statutes of limitations

Rad RRS Development

- ◆ Appraisal
 - Process of examining each records series for:
 - Administrative / operational value
 - Fiscal / tax value
 - Vital records
 - Historical value

Rad RRS Development

- ◆ Preparing the RRS
 - Sort records inventory into records series
 - Categorize / classify
 - Appraise
 - Assign appropriate retention periods
 - Assign office of record

Rad RRS Development

◆ Approval

- Issue draft RRS for comment and review
- Written sign-off required
- Who

Rad RRS Development

- ◆ Let's Develop the ***x::RM***
Records Retention Schedule

Rad RRS Development

- ◆ Classification
 - Accounting
 - Administration
 - Finance
 - Human Resources
 - Legal
 - Operations