

Records management policy pdf

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This policy applies to all departments and all records, regardless of whether the records are maintained in hard copy (paper), electronically, or in some other fashion 3 Records Management Policy University. This policy outlines broad responsibilities related to records management, retention, disposal, and preservation. records are stored appropriately and as cost-effectively as possible This policy outlines broad responsibilities related to records management, retention, disposal, and preservation. The Vital Records Policy provides further information on the identification, registration, storage and disposal of Vital RecordsTechnology-dependant records Technology-dependent records, including digital records, micrographic records and audio-visual The Records Management Unit/Section is responsible for coordinating the implementation of this policy and all associated requirements by developing an archives and records management programme to meet the operational business needs and accountability requirements of ECA. In that regard, the mandate of the Records Management Unit/Section is to records are managed efficiently and effectively in support of business objectives. ONC BOCES' recordsIt states ONC BOCES The purpose of the Record Management Policy is to promote proper management, retention, preservation, and disposal of records of college operations, in order to ensure efficient current and future operations, preserve a historical record, comply with legal obligations, and eliminate outdated and unnecessary records The key objectives of this policy seek to ensure that: records of all activities and isions are created, managed and retained for the length of time required. This policy applies to all departments and all records, The University's Records Management Service is responsible for liaising with Records Management Champions, for providing and regularly reviewing policy, Records management is defined as a field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, distribution, storage The Records Management Unit/Section is responsible for coordinating the implementation of this policy and all associated requirements by developing an archives and records Records management is the systematic control of records in an efficient and economical manner throughout their life cycle.

 Difficulté Difficile

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