Managing Information as an Asset: A Methodology for Effective Recordkeeping

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The time is right to achieve significant results

- LAC plays a key role to support and advise departments as they move towards compliance to the RK directive;

- Comprehensive and clear disposition coverage is a key pillar of the RK Directive;

- There is an opportunity to work collaboratively more closely and efficiently than ever to achieve significant results.

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It takes two to tango

It's LAC's job to:

> ➤ facilitate IM in Government, especially digital
> ➤ ensure GC information of enduring value is identified and preserved
> ➤ **be accountable for the final decisions about what gets kept and what gets deleted.**

It's the departments' job to be RK Directive compliant by 2014:

> ➤ Identify the information you need to do business
> ➤ Decide who's job it is to capture info and manage it
> ➤ Keep it safe and be able to find what you need
> ➤ Get rid of it when you don't need it anymore
> ➤ Document all of this

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What are departments telling us?

- ➤ "Give me faster disposition"
- ➤ "How can I do this in a risk-informed way?"
- ➤ "Help me understand what I need to keep and what you want"
- ➤ "Let me get rid of my legacy information"
- ➤ "Give me tools I understand"
- ➤ "Give me a way to meet the digital realities and go digital by 2017"
- ➤ "Help me be RK compliant by 2014"
- ➤ "Make IM intuitive and in line with the language of business"

Where the environment is leading us

- Convergence of business practices and technology;

- Fully digital, portable work environments;

- Greener, more efficient, less expensive management of information.

The change of culture is here and happening with or without us.

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Our response: RK Methodology

One process that is:

- ➢ Faster: 3-6 month bundles
- ➢ Collaborative: dedicated expert teams (departments and LAC)
- ➢ Risk-informed
- ➢ Adapts generic tools to individual contexts
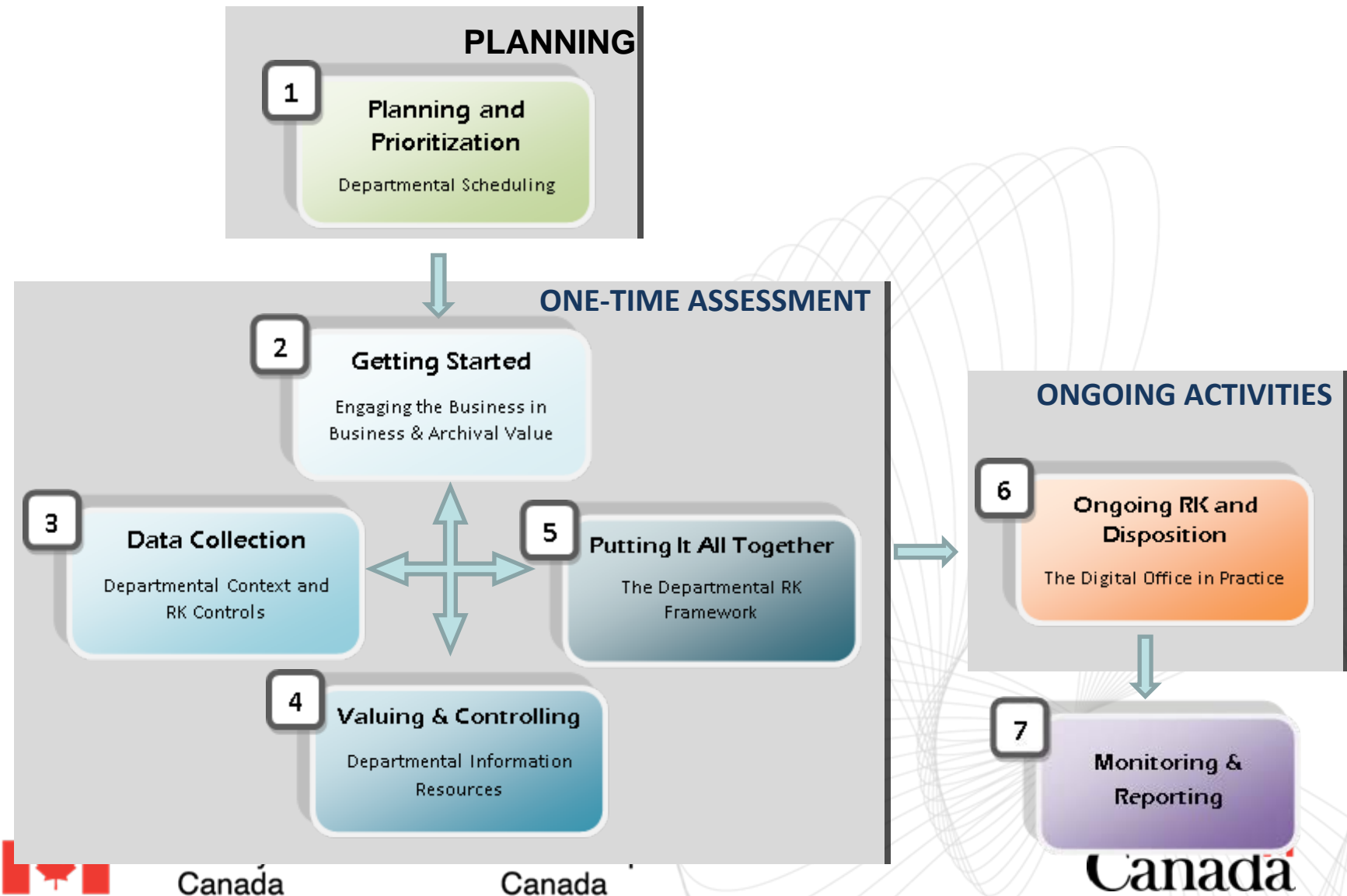- ➢ Leverages what is known
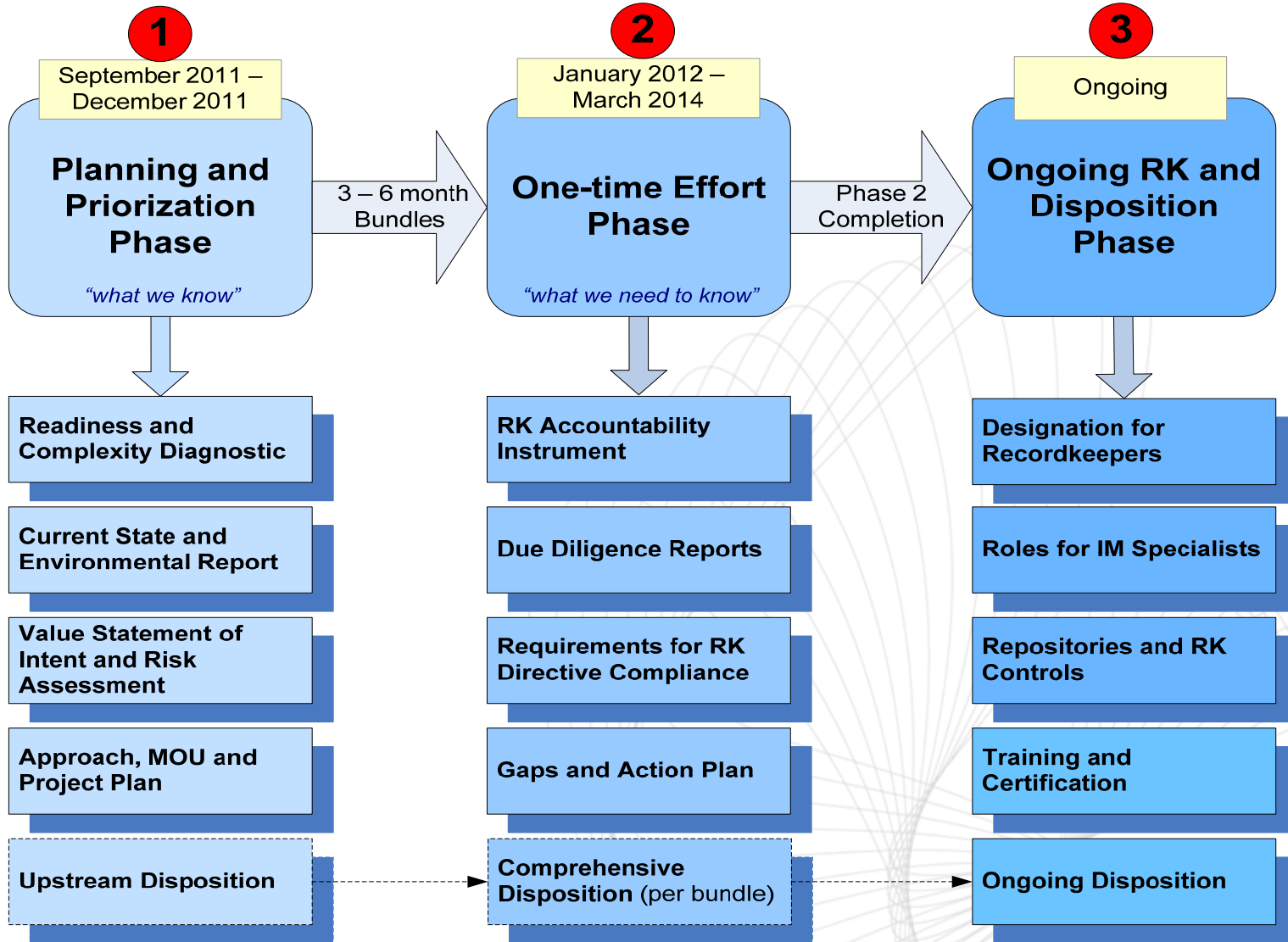- ➢ Web-based and integrated

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How do we get there: RKM Steps

Outputs of the RK Methodology

1

September 2011 – December 2011

Planning and Priorization Phase

"what we know"

3 – 6 month Bundles

2

January 2012 – March 2014

One-time Effort Phase

"what we need to know"

Phase 2 Completion

3

Ongoing

Ongoing RK and Disposition Phase

Readiness and Complexity Diagnostic	**RK Accountability Instrument**	**Designation for Recordkeepers**
Current State and Environmental Report	**Due Diligence Reports**	**Roles for IM Specialists**
Value Statement of Intent and Risk Assessment	**Requirements for RK Directive Compliance**	**Repositories and RK Controls**
Approach, MOU and Project Plan	**Gaps and Action Plan**	**Training and Certification**
Upstream Disposition	**Comprehensive Disposition** (per bundle)	**Ongoing Disposition**

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RK Accountability Instrument

PAA Sub-Activity	Business Process	Generic Valuation and Disposition Module	IRBV	IREV	Role	Repository	RK Functionality Controls	EV tag / security / privacy / timestamp / retention period / disposition
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	Business Process	Generic Valuation and Disposition Module	IRBV	IREV	Role	Repository	RK Functionality Controls	EV tag / security / privacy / timestamp / retention period / disposition

Repository Identification

Repository Name	RK Storage Controls					
	EV Tag	Retention	Disposition	Transfer	Reporting	Etc.
Role	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated
	Role	Role	Role	Role	Role	Role
Repository Name	EV Tag	Retention	Disposition	Transfer	Reporting	Etc.
Role	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated	Manual/ automated
	Role	Role	Role	Role	Role	Role

Designation for Recordkeepers

RK App

Roles for IM Specialists

Ongoing RK and Disposition

The vision – It's just an app

- The individual works where they want to be

- They know their RK responsibilities

- They are able to identify and tag information immediately on save

- They are able to retrieve those information resources for as long as they are needed

Information Resource of Business value / Enduring value

Why does it work

- It is based on lessons learned and results from pilots of the last three years on various aspects of Recordkeeping;

- It leverages and repurposes the work done by departments for other reporting and accountability processes;

- It adapts to the level of complexity and RK maturity of individual departments;

- It is based on service delivery model which takes into account complexity and risk in departments.

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What is in it for you?

One process that delivers:

- RK compliance resource requirements and engagement tools
- RK compliance by 2014 through:
  - RK Accountability Instrument aligned to PAA and enabling all info-reporting requirements
  - Accountability of Recordkeepers at the desktop
  - Roles for IM Specialists
- Complete disposition
  - Keep/destroy decisions for your IRs
  - Actionable decisions delivered throughout the process
  - Digital transfer capabilities by 2017

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What's next?

1. Letter From Daniel Caron with Initiation Survey (April)

2. Meetings with GC institutions – overview training and initiation of planning (Spring and Summer)

3. Planning and training phase (Sept –Dec)

4. Implementation phase with all GC institutions (Jan 2012 – June 2014)

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