Review and evaluate the relationship between Information Governance and the management of electronic records/data. Judge and Justify how “the Principles” and maturity models can be employed to strategically plan for the management of electronic records.

In his book, Smallwood (2014) talks about information governance including the definition of it, what it does, why it’s a good thing to have it, and the laws, ethnics, and regulations of it. I think the relationship between information governance and the management of electronic records data is that they are parallel to each other; both are important and depend on one another. Smallwood (2014) lists eight reasons why information governance is a good thing for businesses and it is similar to how records management programs work: (p. 8)

- “We can’t keep everything forever.”
- “We can’t throw everything away”
- “Proactively managing information reduces the volume of information exposed to e-discovery and simplifies the task of finding and producing responsive information.”
- “…improves information delivery and improves productivity”
- “…it is a proven way for organizations to respond to new laws and technologies that create new requirements and challenges.”
- Courts will examine the records when needed; if information is not found there would be fines, sanctions, and other negative business and financial consequences.
- Manages risks
- Control of emails

Franks (2013) talks about the ins and outs of creating or reinventing a records management program and the role it plays in an organization. The Generally Accepted Recordkeeping Principles and the maturity models provide support to organizations including “…diagnosing an organization’s challenges and risk areas to prioritizing its improvement initiatives, gathering support and resources from various other interested internal stakeholders, and ensuring that routine measurements of programs contribute to the long-term sustainability of its information governance program.” (Franks, 2013, p. 335). ARMA International (2015) provides charts explaining how each of the principles is associated with each of the maturity model. I think every organization should use the charts as a starting point to see where they are at in their records management program and go from there, either from creating it from scratch or improving it.

I’m beginning to feel that the records management program is its own business in some way rather than a part of one large organization. Franks (2013) mentioned the list of tasks for needs assessment of records as defining goals, gathering information, doing interviews, and analyzing all the information. Once all that is completed a records management policy and strategic plan can be placed. Just like with a business, when all the tasks are complete the company’s mission, goals, and policies can be created.

References
