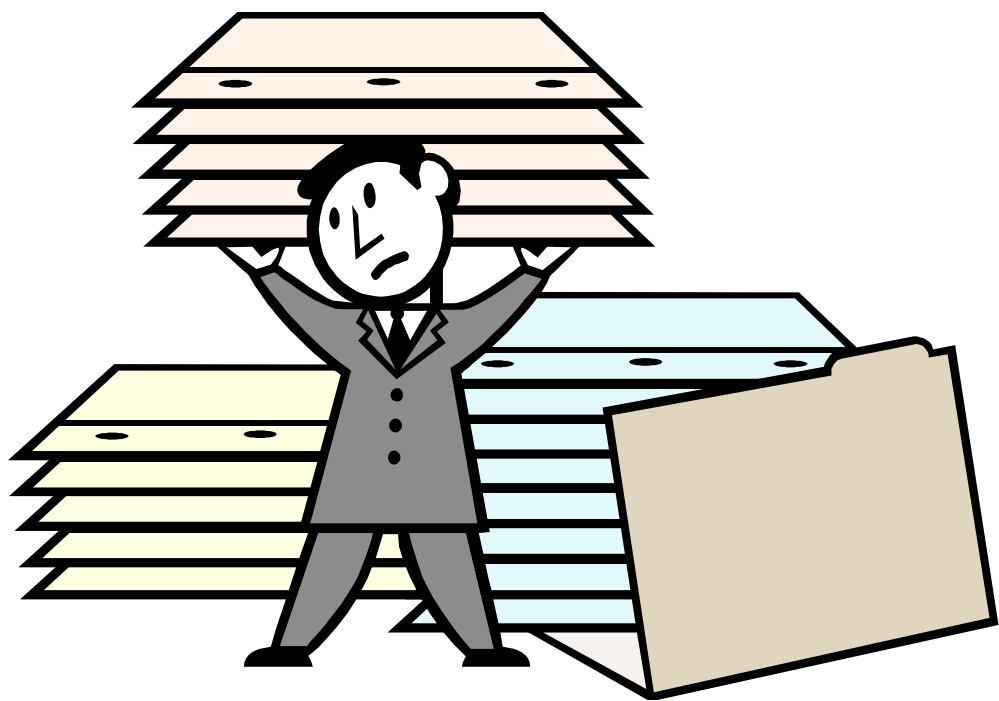


**Guilty Until Proven Innocent**



Darlene P. Barber, CRM



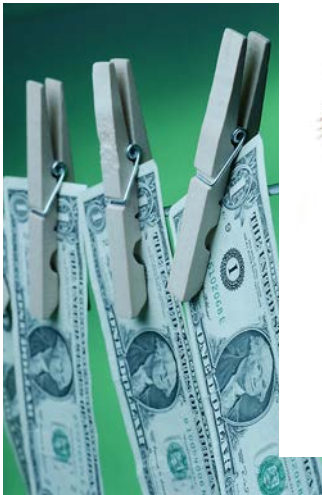
# Myths

- We will not need records management in a paperless office...



# Myth # 2

- We must keep all records...we may be sued...



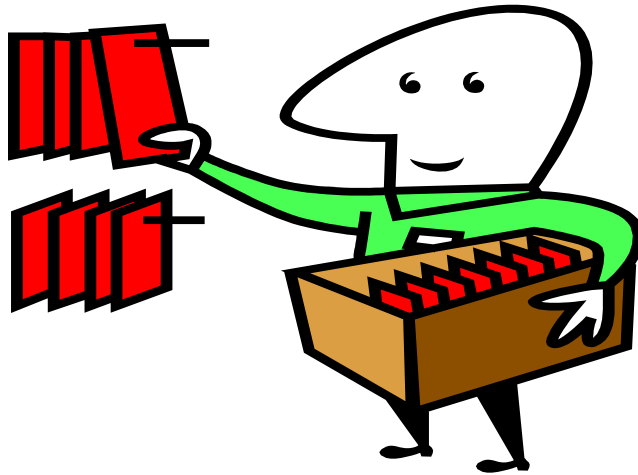
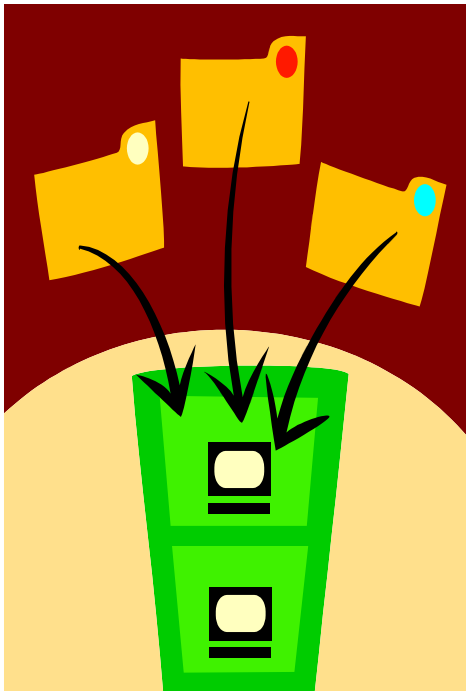
# Myth # 3

- Records Management is just a fancy name for Records Centers...



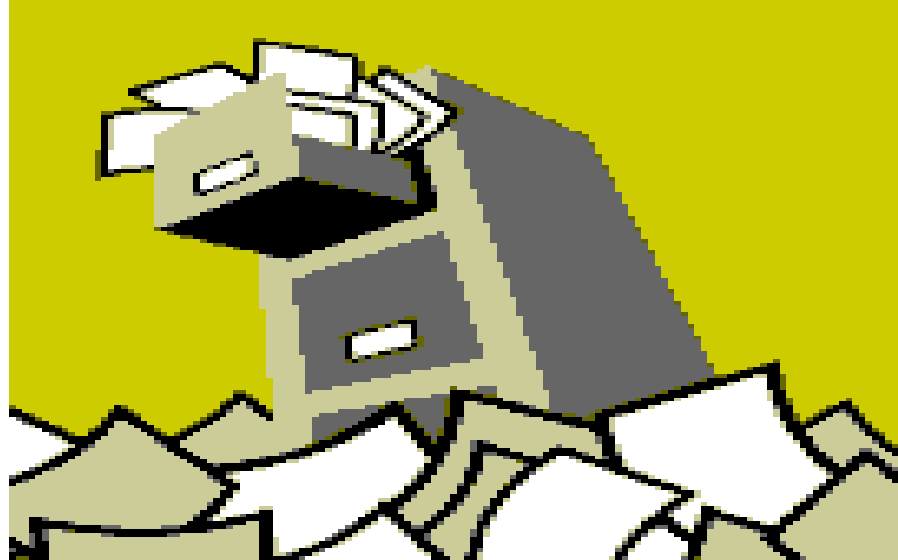
# Myth # 4

- Records Management means filing papers for later storage...



# Myth # 5

- Individual departments are the experts in determining how to manage their records...



# Myth # 6

- Only old records can be destroyed...





# Myth # 7

- Personal files are not a business concern...



# Myth # 8

- A fire, flood or other major disaster could not happen here...



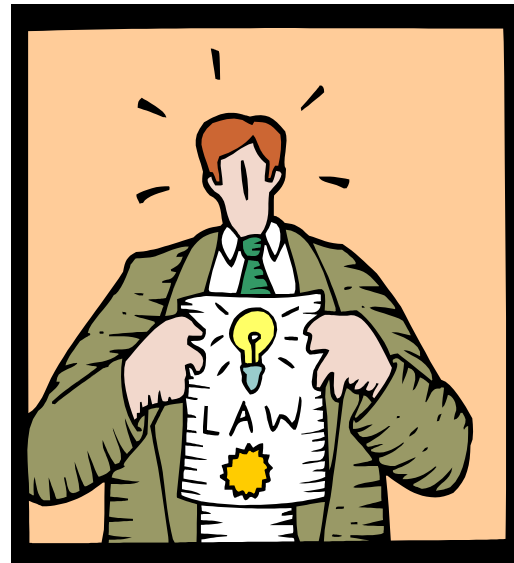
# Myth # 9

- Records are not a concern of Risk Management...

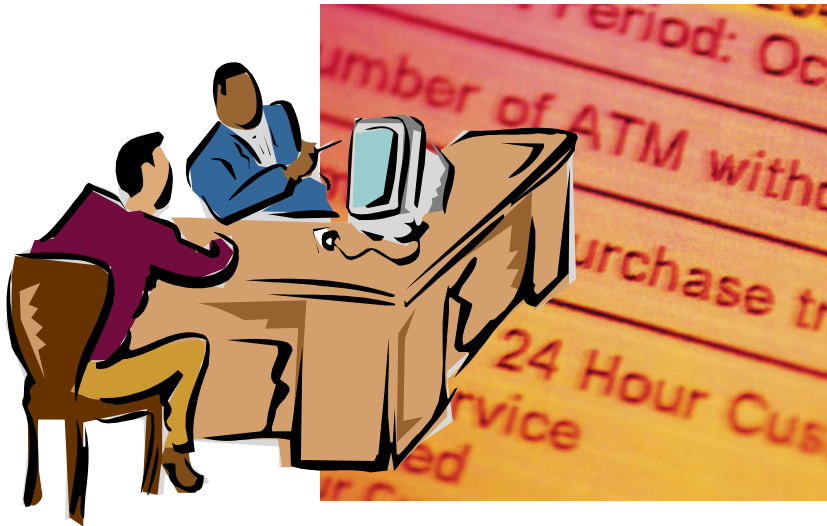


# Benefits of a Records Management Program

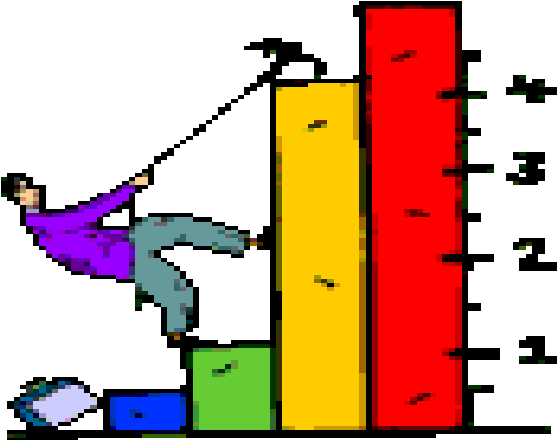
- Demonstrates evidence of the existence of a records policy;
- Demonstrates honesty and trustworthiness.



# Record-keeping Requirements



# On-Going Issues



# Compliance with Laws and Regulations



# Retrieval and Storage





# Retention and Destruction



 **SCHEDULE** 

# Permanence and Durability



# Security and Confidentiality



# QUESTIONS



# Contact information

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