Implementing Records Management

☐ Managers or employees spend too much time waiting for or searching for files or documents.

☐ Sometimes, someone inadvertently discards or removes important documents without authorization.

☐ Filing systems are no longer able to house the growing volume of records.

☐ The office space is crowded with filing cabinets.

☐ Employee morale is low because people need to compete with paperwork for workspace.

☐ There is no set policy about what to keep or how to keep it.

☐ There is no protection system in place for vital records.

☐ Records end up in unfriendly environments, like basements, storage units, garages, or abandoned buildings, where they can be exposed to bugs, dirt, mold, mildew, etc.

☐ You're uncertain about exactly what your current records management system does and what its limitations are.

☐ Computer backups are not in an off-site location or are not regularly maintained.

☐ Your reputation with a client or customer has suffered as a result of your not being able to locate records.

☐ A crisis (like a broken water pipe or fire) exposes a need for a better system.

☐ A lawsuit or audit yields unsatisfactory results that better records could have avoided.