

# Changing role of information management and recordkeeping



Kerri Siatiras for ALGIM IRM  
Symposium 2018

Change is good for us, right?



# Our roles are changing

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- Greater understanding of technology
- Being able to identify and understand the record in any context
- Principle and requirements based, not detailed procedure based
- Project focussed
- Outcome driven
- Gaining knowledge about new things such as data management, information security, change management
- Less generalisation, more specialisation

So our skills need to change too!

So why the changes?



IMPORTANT EMAILS SHOULD BE MOVED TO A SYSTEM THAT ORGANISES THEM ACCORDING TO THE BUSINESS ACTIVITY THEY AROSE FROM.....

..... UNITES THEM WITH OTHER RECORDS ARISING FROM THE SAME BUSINESS ACTIVITY

..... AND ASSIGNS TO THEM A RETENTION RULE AND AN ACCESS RULE THAT THE ORGANISATION HAS AGREED FOR THAT ACTIVITY



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THIS APPROACH FITS  
IN BEAUTIFULLY WITH  
THE RECORDS  
MANAGEMENT  
THEORY WE  
DEVELOPED IN  
THE EARLY  
1990s

THERE IS ONLY  
ONE THING  
OUR THEORY  
DOES NOT  
TELL US.....



..... WHEN WILL  
THE APPROACH  
START WORKING?

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2017-11-16

# Drivers for change

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- De-centralised work practices
- User driven
- Content loaded users
- Advancement in our thinking information management processes
- New/improved technologies

# Manage in place

Question...

Which is more important:  
content or  
design?

Use.



# Changing technology suite

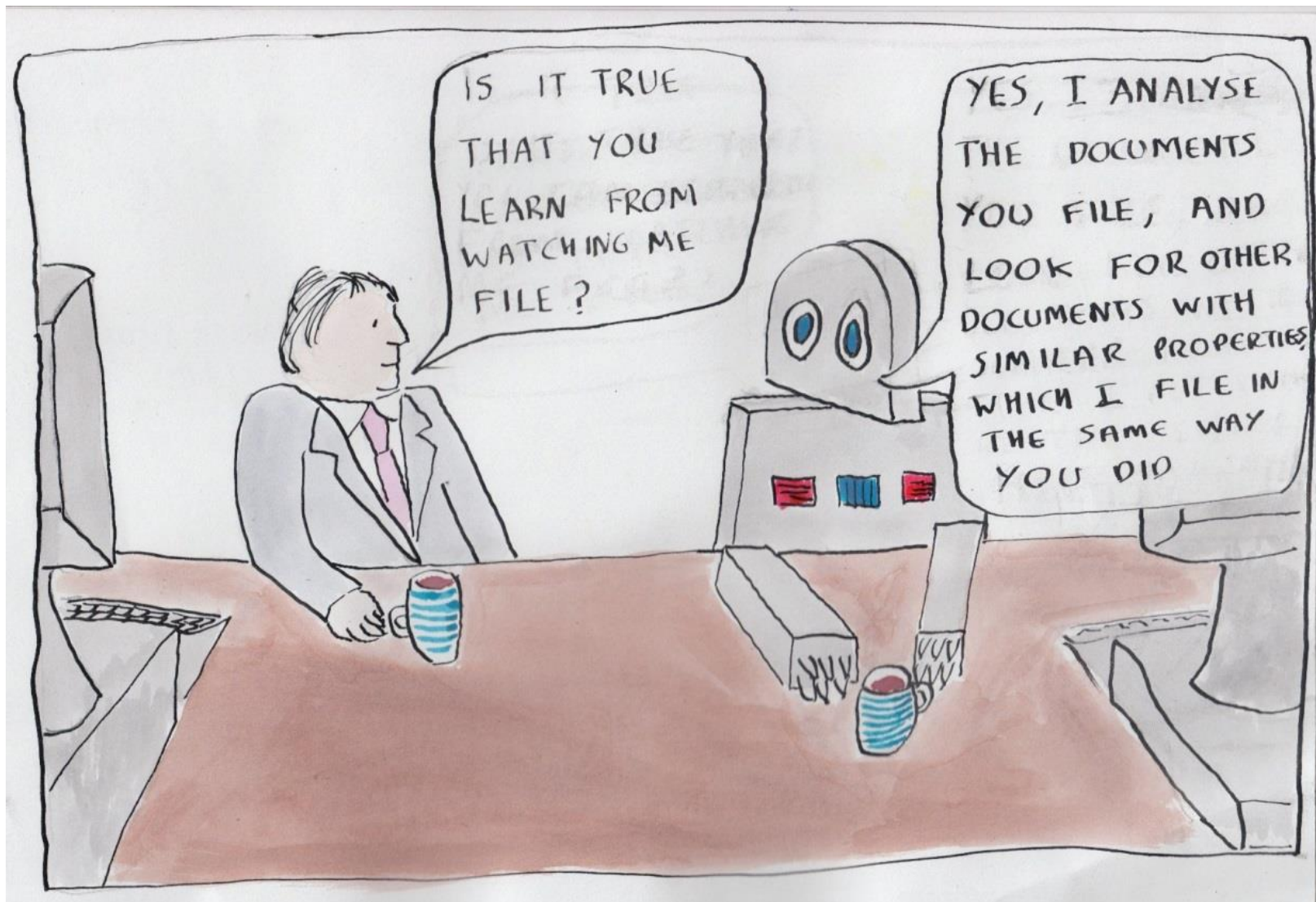
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- Really supports “manage in place” approach
- Requires:
  - Enterprise indexing and search tools
  - Ontology implementation and management tools
  - Collaboration
  - Auto-classification/auto-filing tools
  - Information analytics
- May be part of some existing technology in your organisation, or may require purchase and implementation of new things

# Auto-classification/ontology



Now... *that* should clear up a few things around here



<https://thinkingrecords.co.uk/author/thinkingrecords/>

# How are we responding?

- Structural changes
- Adoption of new approaches e.g. in-place information management, ontology and auto-classification
- Changes in our role

Where we may have been	Where we need to be
Follower	Leader
Controller	Influencer
Gatekeeper	Enabler
Operations focussed	Strategy focussed
Backroom	Front and centre
Waiting for recognition	Self-promotion

Change is mandatory for  
extraordinary results.



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