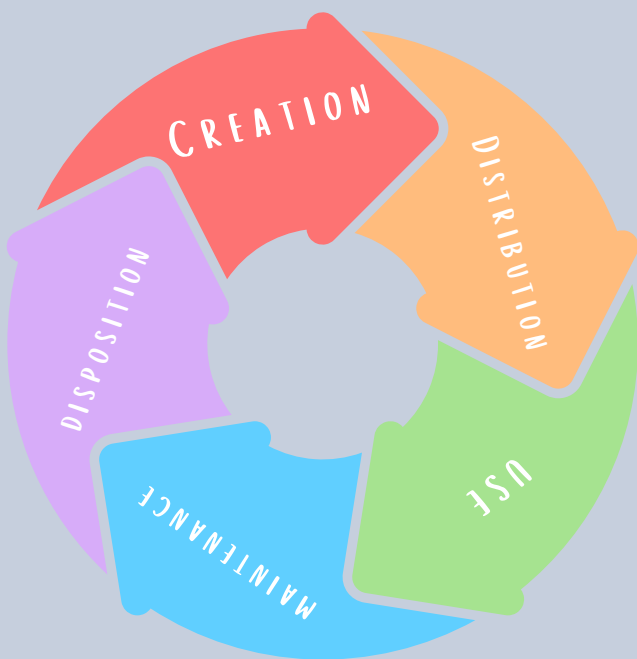


Record Management Process

The International Organisation for Standardisation (ISO) defines records as an information created, received and maintained as evidence and information by an organisation or a person, in pursuance of legal obligations or in the transaction of business. Records can be found in form of paper, digital data, photographs, audio recordings or videos. All the information must contain something that relates to legal, financial, historical and day-to-day operations.

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RECORDS LIFECYCLE

1. **Creation** - record lifecycle begin with creation where it involves in determining the record's necessity and generating the required data or documents.
2. **Distribution** - records must be appropriately classified once the record is created. Its involve assigning relevant metadata like document type, subject, author and more.
3. **Use** - in this phase, records will be used and distributed by employees.
4. **Maintenance** - records need to be updated to maintain it accuracy, relevance and integrity.
5. **Disposition** - at the end of it lifecycle, the records may be destroyed for permanent preservation.