

Record Management Process

What is Record Management Process?

Record management process refers to the systematic and organized approach for creating, capturing, classifying, storing, retrieving, preserving, and disposing of records within an organization. It involves the lifecycle management of records from their creation or receipt to their final disposition.

What is function of Record Management Process?

Record management is the process of organizing, storing, and maintaining records in an efficient and systematic manner. It involves managing both physical records, such as paper documents, and electronic records, such as digital files or databases. The main goal of record management is to ensure that records are easily accessible, accurate, secure, and can be retrieved whenever needed.



Example of Record Management Process?

Record Identification
Categorization and Classification
Record Creation and Capture
Storage and Security
Retention and Disposal



Advantages of Record Management Process

1. Control the generation and growth of records
2. Regulatory Compliance
3. Safeguard important Information
4. Effectively Retrieve and Dispose Records



Disadvantages of Record Management Process

1. Data retrieval and sharing
2. Electronic system and the people issue
3. Equipment cost and Potential for Obsolescence