

Learning Theories 6

Record Officer
Responsibility





Who is Record Officer?

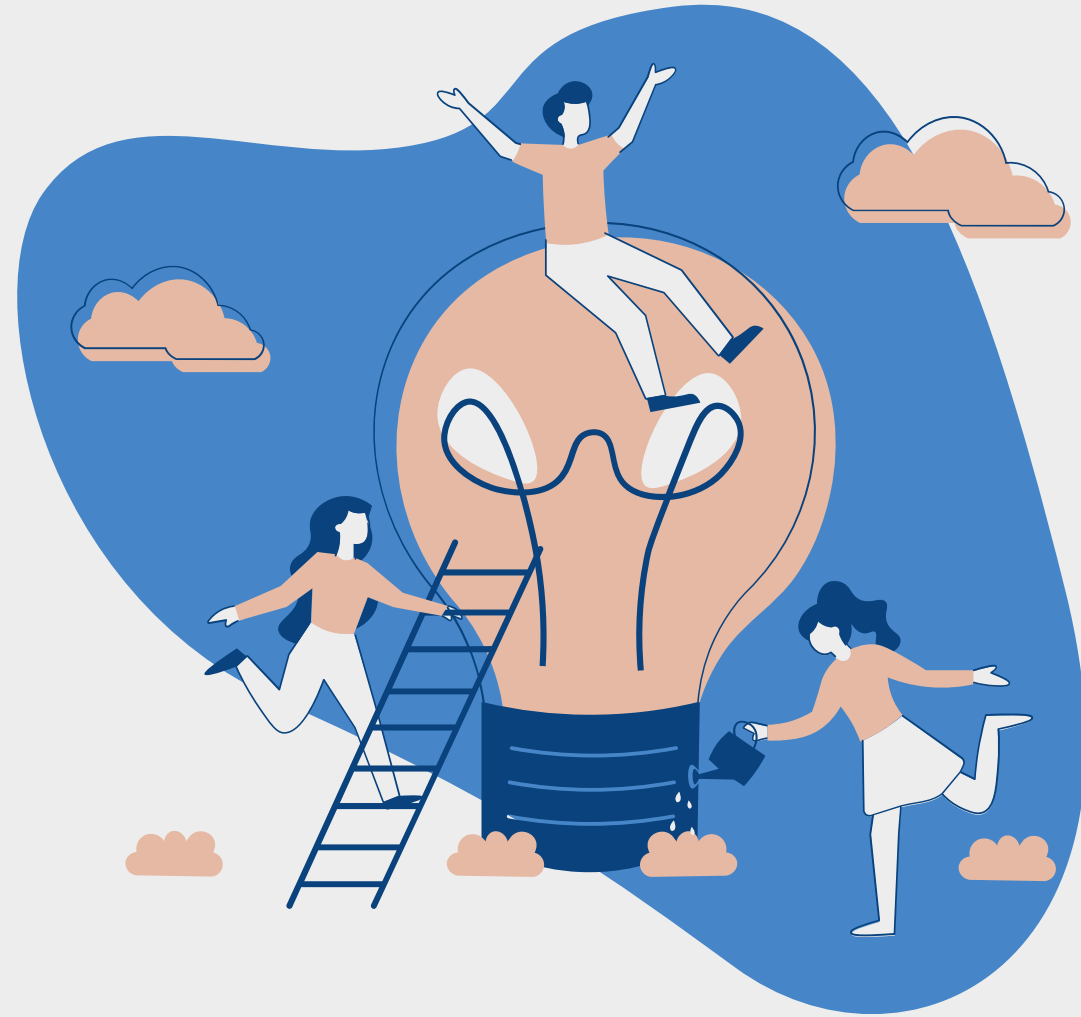
The person in charge of record management unit or engaged in records management activities.

What Record Officer do?



1) create (or receive) records needed to do with the business practice

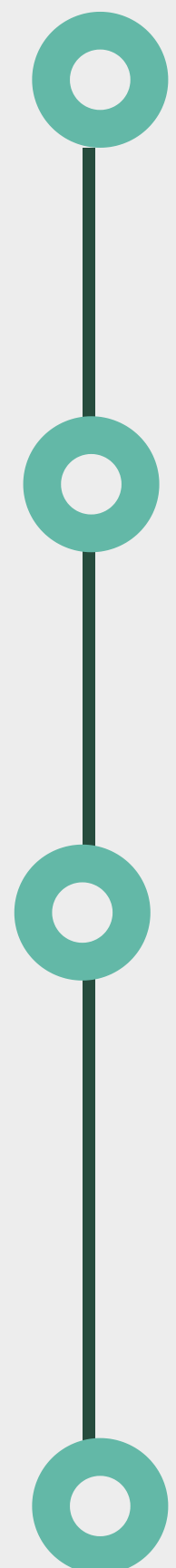
2) ensure that your records are maintained so that they are accessible to others and easy to retrieve.



Record Officers are to assist the members of the department or unit for the effective and appropriate management of records within their respective administrative units from their creation through to their eventual disposal.

Record Officers must ensure all members of the department or unit are following the legal obligations for such creation and retention of records. This includes controlling the number of records created and stored, and identifying which records are to be preserved for historical and reference purposes and which should be destroyed as authorized by the Retention and Disposal Schedule.

Record Officers from all departments will become the focal person to communicate with Records Dept. / unit for packaging materials request, records deposition, retrieval and loan, disposition, destruction and any issue pertaining to the record keeping management.



Record Creation

Document types identification
Taxonomy building

Filing of Records

Coding of subject and terms
Files Storage and Retrieval

Files and Document Preservation

Retention Schedule
Records Disposal

Audits and Assessment

Quality Control
Sustainability



Responsibilities

Succession of
Good Practices



comes from a
Good Record
Officer!



