

## Records Management In Museums - What Is It? Why Should Museum Managers Care?

**Records Management** is a set of tools, activities and guidelines to ensure: the **right** person can find the **right** record or information at the **right** time - with the **least** amount of effort.

### So - why should you care?

- ✓ Storing and disposing of records efficiently provides real savings in staff time, money and space resources
- ✓ Staff will work more productively with colleagues in other teams and on projects because key information is more accessible
- ✓ Records can be more efficiently shared and accessed, with personnel and department changes having less of an adverse effect
- ✓ Good practice will contribute to critical business continuity requirements
- ✓ An increased focus on Data Protection and Freedom of Information requirements necessitates a greater emphasis on good record-keeping – poor records management results in non-compliance and possible legal penalties

Developing your museum's records management means improving the way staff organise records, and agreeing new policies and procedures - establishing and maintaining good practice will save you time, space and money in the long term.

### What to do next

Identify who else is interested in or shares responsibility for records management in your museum and discuss:

- What currently works, and what doesn't?
- What changes do you want to make straight away?
- What are your longer-term goals?

Visit <http://www.museuminfo-records.org.uk/toolkits/RecordsManagement.pdf> for detailed guidance, interactive training for you and your staff, and resources to adapt and use in your museum, free of charge.

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