

2022 STATS:

Record Liaisons reviewed, prepared, and sent for destruction a total of 130 linear feet (110 boxes) of records that had met their retention requirements.

CITY HALL STATS FOR 2022:

Of the 130 linear feet, 80 linear feet (64 boxes) were financials and utility billing. 80 linear feet is an average annual destruction of these record types. Financials rotate regularly, meaning the staff reviews, prepares, and archives approximately 80 linear feet (that's about 42 file drawers) of records each year.

City Secretary's Office

In 2022, the City Secretary's office prepared, indexed, scanned and electronically archived 281 records (252 MB) of which 135 physical records were filed. In addition, the office researched and retrieved over 75 records for staff.

RIMM was first observed in 1995 as National Records and Information Management Day, through the efforts of members of the Association of Records Managers and Administrators (ARMA).

Here are some big reasons records are so crucial to keep safe.

1. They show evidence of all transactions.
2. They give transparency and accountability for education, research, and businesses.
3. They provide resources for future needs.
4. They can help support decision making process by showing what has worked and what hasn't in the past.

Every organization, no matter the industry, private or public, is constantly inundated with information —



- ▶ whether it's hard copy records or electronic data and media, our businesses depend on the flow of information and access to important data.
- ▶ A records management strategy can mean the difference between a successful organization and one riddled with disorganization, inefficiency, and security issues.

OBSERVING RECORDS & INFORMATION MANAGEMENT MONTH:

WEEKLY SPOTLIGHTS ON SOCIAL MEDIA PLATFORMS:

- RECORDED HISTORICAL FACTS
- RECORD KEEPING AT HOME
- DEPARTMENT SPOTLIGHT - WHERE DOES THAT
INFORMATION GO?