

Benefits of being compliant with National Archive

National Archives is a government institution responsible for collecting and keeping records, the importance of which is regulated by laws and regulations. All national and regional institutions are obliged to preserve the materials produced in the course of their work and those that they receive. National Archives provides rules and guidelines related to document management and archives of records.

State bodies regularly transfer their records to the National Archives. Moreover, certain private companies and institutions are also obliged to comply with the National Archives' requirements for record management.

Overall, records management represents an important part of every business operation, which becomes more straightforward when a proper records management solution is in place.

Records management or document organization is a process consisting of several stages, from the creation of records to their archiving or destroying, having an overall goal of proper handling of information and data in organizations. Document organization can be a comprehensive task, which often requires a specialist to execute it properly.

The records that companies generate vary across sector, business type, size, structure, and scale, and of those records, only a mere fraction will be useful as archives.

Therefore, as a rule, company archives are kept permanently and should only contain information that explains and illustrates the business development and activity over time.

All types of organizations, from state and local government offices, institutions, and agencies to the private companies that need to transition their business processes must comply with information governance rules. Furthermore, many of them are now transitioning from paper to a fully electronic environment, which is ideal for introducing the document management solution.



The objective of the Act on Public Archives is to safeguard the creation, conservation and safe handling of public records with the goal to protect the rights of the citizens and the interests of the administration and ensuring the preservation of the nation's history. To achieve this goal, the National Archives lays down rules and issues guidance on records management and preservation of public records, including the preservation of digital data, in order to ensure the longtime preservation and access to the data when needed.

Njörður Sigurðsson, National Archives of Iceland

It's important to start early

Institutions and organizations often start too late implementing information management policies and guidelines defined by the National Archives. It can be an overwhelming process because there are many things to consider. On the other hand, when the implementation of those guidelines begins, they will quickly become adopted. After that, it is easier to develop information management further.

Following the rules can save time

Many organizations have proved that implementing a record management solution and acquiring the National Archive requirements and rules did not affect their core business as they might have feared. Instead, it saved them many resources because, in return, they got an innovative and efficient system. Nowadays, many tools and assets are available to help with the recommended guidelines, standards, and information and document management policies.

Of course, there is always a possibility of hiring a specialized company and/or a private consultant to help implement these policies and standards to be aligned with the National Archive requirements.

It is also worth mentioning that National Archives and Municipal Archives are always there to offer support.

Pay attention to the benefits and carry on

Since the process can, in the beginning, seem long and complex, the advantages of having National Archives requirements implemented and followed can often get out of focus. Due to this, the organizations should constantly bear in mind the overall goal and benefits they are getting along the way.

Building a structured and robust record and document-keeping system aligned with National Archives requirements can strengthen the organization inside out and make it more reliable and credible as well.

Control your information governance

Information governance provides a framework to ensure that records is dealt with legally, securely, efficiently, and effectively to deliver the best possible protection of data and files; it also seeks to limit the risks involved in records management and ensure compliance.

Once you start implementing information governance, you will have better control.

Moreover, you will begin developing record lifecycle; file categorization, access management, document handling, secure removal, as well as record search and retrieval.

There are seven main parts of information governance: creating, storing, using, sharing, archiving, destroying, and controlling; all together describe the record lifecycle. Before the document is created, a control system of how documents should be managed, used, shared, stored, and archived in an appropriate location as per defined rules must be in place.

More efficient and secure organization

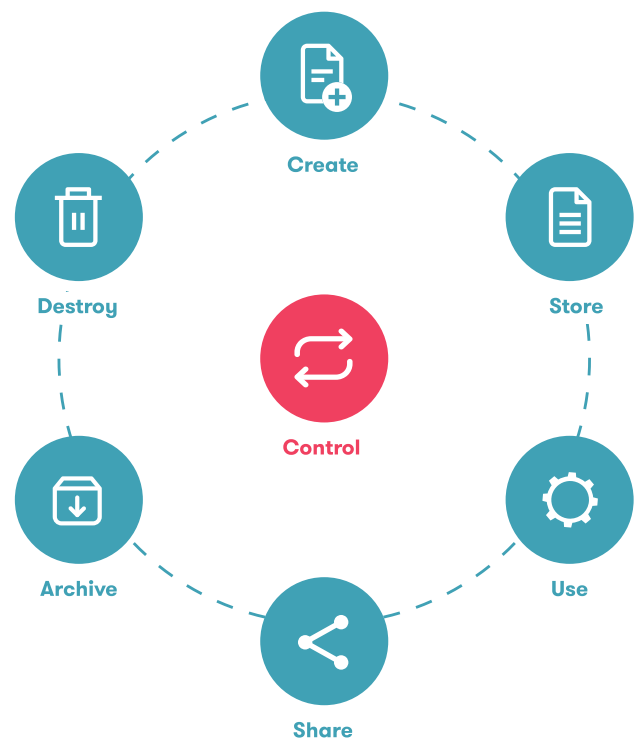
Your organization will become adequately managed, more efficient, and valuable with a controlled information governance framework. It will become easier to find information and documents in response to any internal or external requests. As a result, the risk of having records mismanaged or misplaced will be reduced.

Controlled information governance allows strategic decision-making

When organizations are compliant with National Archives requirements, it often boosts internal decision-making for continuous improvement. This means that organizations can more easily decide how to manage their records and documents and not waste time while searching.

Business continuity levels up as well

With a records management solution in place, organizations will continue functioning with as little disruption as possible in the event of a disaster or any type of crisis or disruption. Stored and organized records are like an organization's memory where all the knowledge and information are embedded in these records. This is extremely important for the organization's continued existence and operation. A proper solution identifies critical records and defines processes in any situation. This makes the organizations more secure and resilient.



Archiving or destroying

Since there is an abundant amount of data in every organization, it is essential to define the information that should be automatically archived for compliance purposes. The requirements for the archive are straightforward: either you archive or get permission to destroy it.

Managing and storing information, data, and records in the right place and the right way means they will be protected and quickly found. This will improve the business performance overall and ease the following of the compliance requirements set by the National Archives. In addition, a proper records management solution will provide many benefits for your company, some of which are not obvious at first glance, like increasing the trustworthiness of your organization.

So remember that properly governed data ensures security that will prevent business information from being compromised if not controlled properly as well as valuable data from getting lost or being underutilized. Information governance is a critical business routine in today's data-heavy age that every organization should have implemented.