

ARCHIDIS

Parallel seminar 8.8.

Implementing e-appraisal
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eRIM-project

- You are
 - records and information specialists in a multinational organisation, which has some national public tasks and responsibilities.
 - members in the organisation-wide eRIM-project
 - the aim of the project is to develop totally electronic recordkeeping practices including appraisal for all information and records created, received and used in decision-making and work processes.

The task of the group is:

- to identify various factors, actors and issues, which has impact on management and appraisal of e-records life
- The aim is:
- to holistically consider the records whole life and to understand different requirements and needs set for records life-cycle management

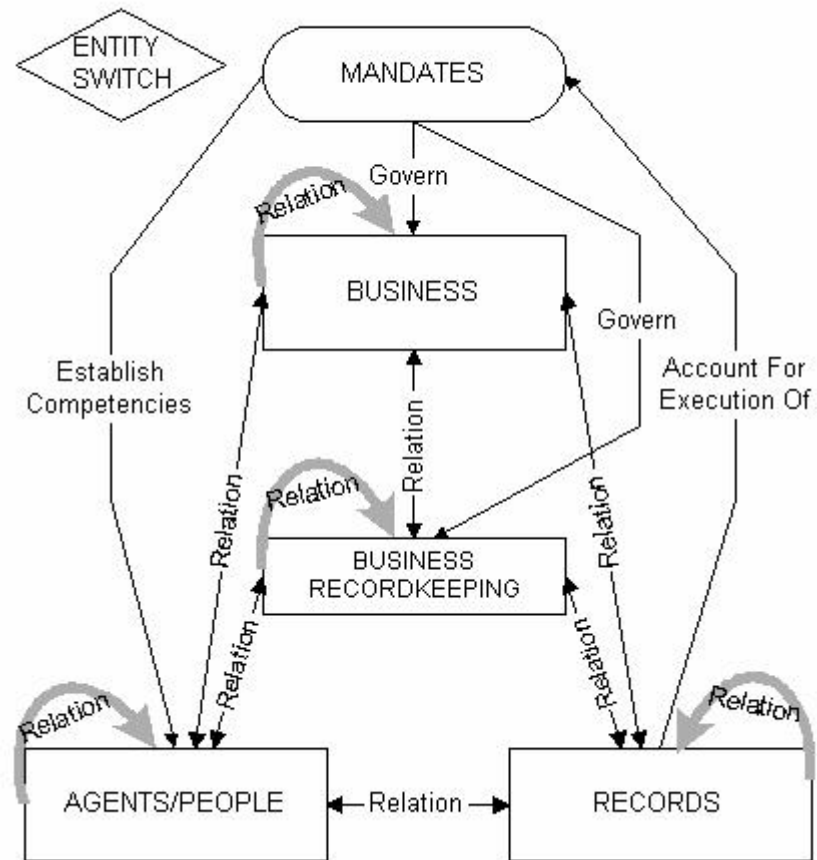
Tools for designing life-cycle management

- Records management standard ISO 15489-1, 2001
- Design methodology for recordkeeping systems is based on the DIRKS

Designing and Implementing Recordkeeping Systems (DIRKS) Manual

- [Part One: The DIRKS methodology – A users guide](#) (pdf, 489kb)
- [Part Two: Step by step through the DIRKS methodology](#) (pdf, 940kb)
- [Step A – Preliminary investigation](#) (pdf, 312kb)
- [Step B – Analysis of business activity](#) (pdf, 321kb)
- [Step C – Identification of recordkeeping requirements](#) (pdf, 698kb)
- [Step D – Assessment of existing systems](#) (pdf, 276kb)
- [Step E – Strategies for recordkeeping](#) (pdf, 508kb)
- [Step F – Design of a recordkeeping system](#) (pdf, 575kb)
- [Step G – Implementation of a recordkeeping system](#) (pdf, 629kb)
- [Step H – Post-implementation review](#) (pdf, 430kb)

Figure 5a: Recordkeeping Metadata Elements



revised version of RCM

- <http://john.curtin.edu.au/society/australia/>

