



# IT'S NEVER TOO EARLY TO THINK ABOUT RECORDS MANAGEMENT

**Make Records Management Part of Your Planning for  
Enterprise Content Management**

ACCESS, RETRIEVAL, AND USE  
CONVERSION AND MIGRATION  
DISTRIBUTED MANAGEMENT  
DOCUMENTING RECORDS TRANSACTION  
PHYSICAL STORAGE MEDIUM  
AND PROTECTION  
RETENTION AND DISPOSITION

*Reference: ISO 15489-1, Information and documentation—Records management—Part 1:  
General, Section 8.3: Designing and implementing records systems  
[www.niso.org/international/index.html](http://www.niso.org/international/index.html)*

**QUESTIONS?**

**Call your Records Officer**

---