



Vizle

1501: ADVANCED RECORDS MANAGEMENT



V



Vizle



<https://vizle.offnote.co>

Contact us: vizle@offnote.co

This document was generated automatically by **Vizle**

Your **Personal Video Reader Assistant**

Learn from Videos **Faster** and **Smarter**

VIZLE PRO / BIZ

- Convert *entire* videos ^{PDF, PPT}
- *Customize* to retain all essential content
- Include Spoken *Transcripts*
- Customer support

Visit <https://vizle.offnote.co/pricing> to learn more

VIZLE FREE PLAN

- Convert videos *partially* ^{PDF only}
- Slides may be *skipped**
- Usage restrictions
- No Customer support

Visit <https://vizle.offnote.co> to try free

Login to Vizle to unlock more slides*

Table of Content



Definition of Important Terms .jpg



Categories of Records In Business .jpg



Record Values .jpg



Records As Evidence In Business Transaction .jpg



Characteristics Of Records .jpg



The Life-cycle of Records In Business Environment .png



Records Management Program .exe



Records Management Functions and Features.png



Records Management Policy.jpg



Problems In Records Management .jpg

Categories of Records in Business

Records Categories	Examples
Vital Records <ul style="list-style-type: none">→ Necessary for the continuing operation of an organisation→ Usually not replaceable→ Highest degree of protection necessary	<ul style="list-style-type: none">• Legal paper• Articles of incorporation• Titles to property
Important Records <ul style="list-style-type: none">→ Assist in performing an organisation's business operations→ Usually replaceable but at a great cost→ High degree of protection necessary	<ul style="list-style-type: none">• Personnel records• Sales records• Financial and tax records

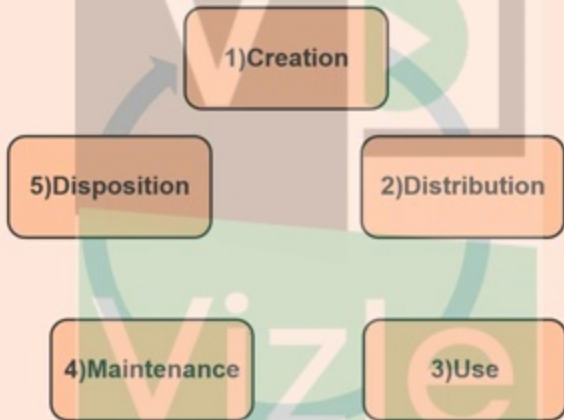


Records as Evidence in Business Transaction

Reason Organisations Keep Documents in a Proper Manner - ✖

- »→ Conduct business in an orderly, efficient and accountable manner
- »→ Provide continuity in the delivery of services
- »→ Provide continuity in the event of a disaster
- »→ Support and document policy formation and managerial decision-making
- »→ Maintain the corporate, personal or collective memory

The Life Cycle of Records in Business Environment



Vizle RECORDS MANAGEMENT FUNCTIONS

Planning

Leading

Controlling

Organising

FEATURES OF RECORDS MANAGEMENT PROGRAM

WELL-DEFINED GOALS UNDERSTAND BY ALL WORKERS

SIMPLE & SOUND ORGANIZATIONAL PLAN

EFFICIENT PROCEDURES FOR MANAGING THE RECORD LIFE CYCLE





<https://vizle.offnote.co>

Contact us: vizle@offnote.co

This document was generated automatically by **Vizle**

Your **Personal Video Reader Assistant**

Learn from Videos **Faster** and **Smarter**

VIZLE PRO / BIZ

- Convert *entire* videos ^{PDF, PPT}
- *Customize* to retain all essential content
- Include Spoken *Transcripts*
- Customer support

Visit <https://vizle.offnote.co/pricing> to learn more

VIZLE FREE PLAN

- Convert videos *partially* ^{PDF only}
- Slides may be *skipped**
- Usage restrictions
- No Customer support

Visit <https://vizle.offnote.co> to try free

Login to Vizle to unlock more slides*