

Myths in Records Management

MYTH #7: So now I can't use the cool new tools for collaboration and mobility? I live for my technology!!

Answer:

You can still use the cool stuff! Just use them appropriately and consider any public records implications, not just because you want to be first to use the cool stuff. The same thing applies to mobile devices — using these tools strategically can improve workflow and collaboration and be an effective means to work smarter, not harder. Assess the situation, make sure mobility will truly improve things and not add to the problem.

Know what needs to happen to any records if using mobile devices, sharing online or creating collaboration sites. **It's important to make sure the records officer knows what's going on so they can appropriately manage agency records and keep disclosure specialists in the loop so they can appropriately deal with public records requests.**

Get permission from the agency **prior to** using any consumer level products or services to ensure compliance with business and legal requirements, security, and other issues surrounding using cloud resources.

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RECORDS MANAGEMENT
IS EVERYONE'S JOB

