

the Archive-Skills consultancy

Info-byte:
**Integrating Electronic and Paper
Systems**

What are the main issues?

- Even if the organisation is creating most of its records in electronic format, there will be some records that are received in paper format
- Organisations continue to print out paper versions of electronic records for ease of use
- In some cases there may be operational, legal or regulatory requirements to create and keep records in paper format
- Hybrid recordkeeping systems risk unnecessary duplication across electronic and paper

How can we address these issues?

- Auditing both paper and electronic records
- Analysing paper and electronic recordkeeping systems to determine appropriate format for records
- Developing policies relating to media requirements for record creation and maintenance
- Implementing procedures which ensure records are created and maintained in appropriate formats in accordance with policy
- Developing a records management regime which encompasses all records regardless of media



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