

Checklist

Records and Information Inventory Guideline

Use the below to support your understanding and implementation of the guidance provided in the GuideBook: Records and Information Inventory.

Understanding a Records and Information Inventory

- The creation of a records and information inventory is a foundational component of an organization's IM Program.
- The inventory should document the entire records and information holdings, both physical and electronic, of the department or other public body. The inventory collects data related to a records series versus a detailed file listing.

Planning the Inventory

- Getting organized and overseeing the activities and processes involved in conducting an inventory is critical to a successful outcome. This includes:
 - Support from executive and other management highlight the importance of the initiative.
 - Preliminary preparation to support understanding of the organization, any safety equipment and other access or license requirements.
 - Develop a plan that provides consideration to scope identification, communications, training and other work commitments of the organization.
 - Monitor and update the plan to ensure continual progress and regular updating to key stakeholders.

Conducting the Inventory

- Worksheets support a consistent approach to data collection related to the record series, which are groups of identical or related records that are identifiable as a unit.

Documenting the Inventory

- Data entry of worksheet contents into the Inventory File supports data analysis and generating reports.
- It is important to generate an inventory report for each business unit as their section is completed and request feedback to ensure that the information is correct and to confirm the proper identification of their record series including analysis for decisions related to disposition authorities.

Understanding the Findings

- Effectively evaluating information gathered from the inventory supports an overall understanding of the information assets of an organization, the overall information risk and identification of continual improvement tasks.

Monitor and Verify

- Review and validate compliance, performance and capacity of the records and information inventory needs of the organization.