

EAMIP PROJECT NO. MG06

TITLE: Records Management Work Plan

RESPONSIBILITY: Project Manager: MGI, E.H.A. Bergbusch
Project Officers: MGI, B. Wielheesen, M. Hutton

PRESENT SITUATION:

During the past two years the Department has completed a major reorganization, assumed new responsibilities and grown considerably through the integration of new organizational components (e.g. trade). These developments have had important implications for the records, mail and messenger services of the Records Management Division: the range and volume of records management has increased substantially, and the workload of the mail and messenger services has grown considerably. These increases in the division's work have occurred during a period of restraint, which has restricted the acquisition of additional staff.

Some years ago, senior management authorized the establishment of an online information system for the classification and retrieval of the Department's substantive records. The first phase of implementation of this system, involving principally political and economic records, will be completed shortly. The implementation of subsequent phases, including the extension of the system to additional categories of records and the establishment of auxiliary services and special data banks, remains to be done. The implementation of subsequent phases will require additional resources and a renewed commitment from senior management.

The Records Management Division requires a work plan to coordinate its work effectively and to obtain a mandate from senior management. The work plan will include a portfolio of projects and the development of a plan for their phased and integrated implementation. Some projects have already been identified and described; several are already in progress. Work is currently proceeding with the identification and description of other projects (see Annex A). A comprehensive plan for the implementation of the projects remains to be developed.

OBJECTIVE:

The objective is to develop, and to obtain approval of, a Records Management work plan that will provide direction to the division; enable it to increase the efficiency and effectiveness of its operations; and allow it to maintain and improve its services to Departmental clients. An approved work plan is to be in operation by January 31, 1984. At that time, this objective will be updated based on the approved work plan.

GOALS:

The goals are to integrate new file acquisitions into the Department's file classification system and records operations; to extend full