OUTLINE OF PRESENTATION

BACKGROUND
OBJECTIVES OF KM AT PARLIAMENT
ROLE OF RECORDS MANAGEMENT IN KM
CURRENT STATUS OF RM
RM STRATEGY
IMPLEMENTATION
CONCLUSION
- FMPA 10/2009
- STRATEGIC PLAN 2014-2019
- STRATEGIC PRIORITIES
- KNOWLEDGE MANAGEMENT FRAMEWORK
- INFORMATION HAS VALUE
- RM, IM, KM
OBJECTIVES OF KM AT PARLIAMENT

- IMPROVED DECISION MAKING
- SHARE BEST PRACTICE
- AVOID DUPLICATION
- SHARE INSTITUTIONAL MEMORY
- GENERATE NEW KNOWLEDGE
- RETAIN LEGISLATIVE KNOWLEDGE
- REDUCE PROCESS LIFE CYCLES
- REDUCE CARBON FOOTPRINT
- Standardise processes for handling of information – Norms & Standards Initiative
- Information audit
- Information capture
- RM as foundation of IM
- Implement records management standards
- Focused on individual level
- Subset of documents
CURRENT STATUS

- POLICY NOT IMPLEMENTED
- DUPLICATION OF EFFORT
- LACK OF TRUST
- NO HANDOVER
- LEGAL RISKS
- INSTITUTIONAL MEMORY
- STORAGE SPACE
- REPLACEMENT OF EDRMS SYSTEM
NARS ACT 43/1996
PURPOSE OF STRATEGY
ELEMENTS OF STRATEGY
BUY-IN
PROCESSES TO MANAGE RECORDS
CREATE QUALITY RECORDS
- ELEMENTS OF STRATEGY (CONT)
  - ROLES AND RESPONSIBILITIES
  - SECURITY AND ACCESS TO RECORDS
  - TRAINING AND SUPPORT
  - RECORDS AUDIT
  - ORGANISATIONAL STRUCTURE
IMPLEMENTATION

- EMBEDDED IN STRATEGIC PLAN
- BALANCED SCORECARDS
- FILE PLAN & RETENTION SCHEDULES UPDATED
- POLICY & PROCEDURES UPDATED
- CONSULTATIONS WITH ROLE PLAYERS
- EXTENDED FILE PLAN
- ROLES AND RESPONSIBILITIES
- TRAINING
- AUDIT
CURRENT INITIATIVES

- COMMITTEES
- MEMBERS INTEREST
- HR
CONCLUSION

- PARLIAMENT MUST ORGANISE ITS INFORMATION
- LEVERAGE RICH HISTORY
- DEFINE OUR ROLE
- EXECUTE
- MAXIMISE BENEFITS
THANK YOU.
QUESTIONS
CONTRIBUTIONS?