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Archives and Records Management Towards Organization Goals: Accountability and Ethical Issues

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**Synopsis:**

What do most governments, organizations and institutions strive for? These are some of their organizational goals:

1. Effective delivery of services
2. Efficient business operations
3. Reduction in maintenance costs
4. Full utilization of personnel
5. Rationalized use of equipment, office space, furniture, etc.
6. Access to information in whatever format
7. Retrieval of historic information

How can records management and archives administration contribute to the fulfillment of such organizational goals?

"The next best thing to knowing something, is knowing where to find it." (Samuel Johnson, 1760)

"Without access to information there is no transparency; without transparency there is no accountability; and without transparency and accountability there is no democracy." (Dr. Harrison Mwakyembe, Senior Lecturer in Law from the University of Dar es Salaam)

What services can records management and archives administration offer to Management to become effective channels to fulfill organizational goals?

1. Maintained and organized information sources; easy retrieval of documents/information – now called Records and Information Management (RIM)
2. Available information resources when and where needed; as tools for effective decision-making; coming up with a common taxonomy across the different operational departments of the organization;
3. Records are kept for the period they are required; destruction of records after they have fulfilled the function for which they were created;

4. Less staff time used for searching for information; physical and intellectual control of information;
5. Valueless records are not needlessly kept in high cost office space;
6. Historic records (archives) are identified at the creation stage and conserved at the stage of appraisal and not when records are already deteriorated; archival preservation and treatment is costly; prevention is better than cure.

What tools can records management and archives administration offer to Management in pursuit of organizational goals?

1. Vital records protection program;
2. Business continuity management;
3. Records retention and disposition schedules;
4. Disaster preparedness, response and recovery
5. Information security program;
6. Archives program.

What are the challenges faced by records managers and archivists?

1. Explosive growth of content
2. Storage capacities for print and electronic records
3. Regulatory and compliance requirements
4. Authenticity and integrity of information
5. Accountability and ethical issues

Accountability and Ethical Issues

Philippine situation

Alleged falsification of documents at the National Archives

Hello Garci CDs

Ethical standards for Philippine archivists

Role of professional organizations