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## ARMA Calls for Better Recordkeeping

4/1/2009

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ARMA International has announced a set of Generally Accepted Recordkeeping Principals that it hopes will provide a framework for guidance when companies are implementing information management programs. The principles were developed from related information management legislation, the combined experiences of the task force members, applicable ARMA International, ANSI, and ISO standards, the recommendations of ARMA International's more than 11,000 professional practitioners, and case law.

ARMA cited the explosion in the volume of information available and the need to manage the information correctly as the key reason for the introduction of the principals. ARMA notes that businesses are coming to realize greater efficiency and cost savings due to better information management. As a result, recordkeeping best practices have become a process and skill needed by not only records professionals, but by every employee.

The eight Generally Accepted Recordkeeping Principles are:

- Accountability
- Integrity
- Protection
- Compliance
- Availability
- Retention
- Disposition



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Descriptions of each of the principles, as well as other information on the principles, can be found at [www.arma.org/garp](http://www.arma.org/garp).

A task force was initially formed to help encapsulate these principles. It was comprised of a multi-disciplined group of professional practitioners. ARMA International members and non-member stakeholders reviewed the proposed principles and submitted comments that were taken back to a task force for review and consideration. This same task force will continue to monitor legislation and case law and will recommend changes to the principles when appropriate.

The principles have been approved by the ARMA International Board of Directors.

*Wednesday, April 1, 2009*

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