

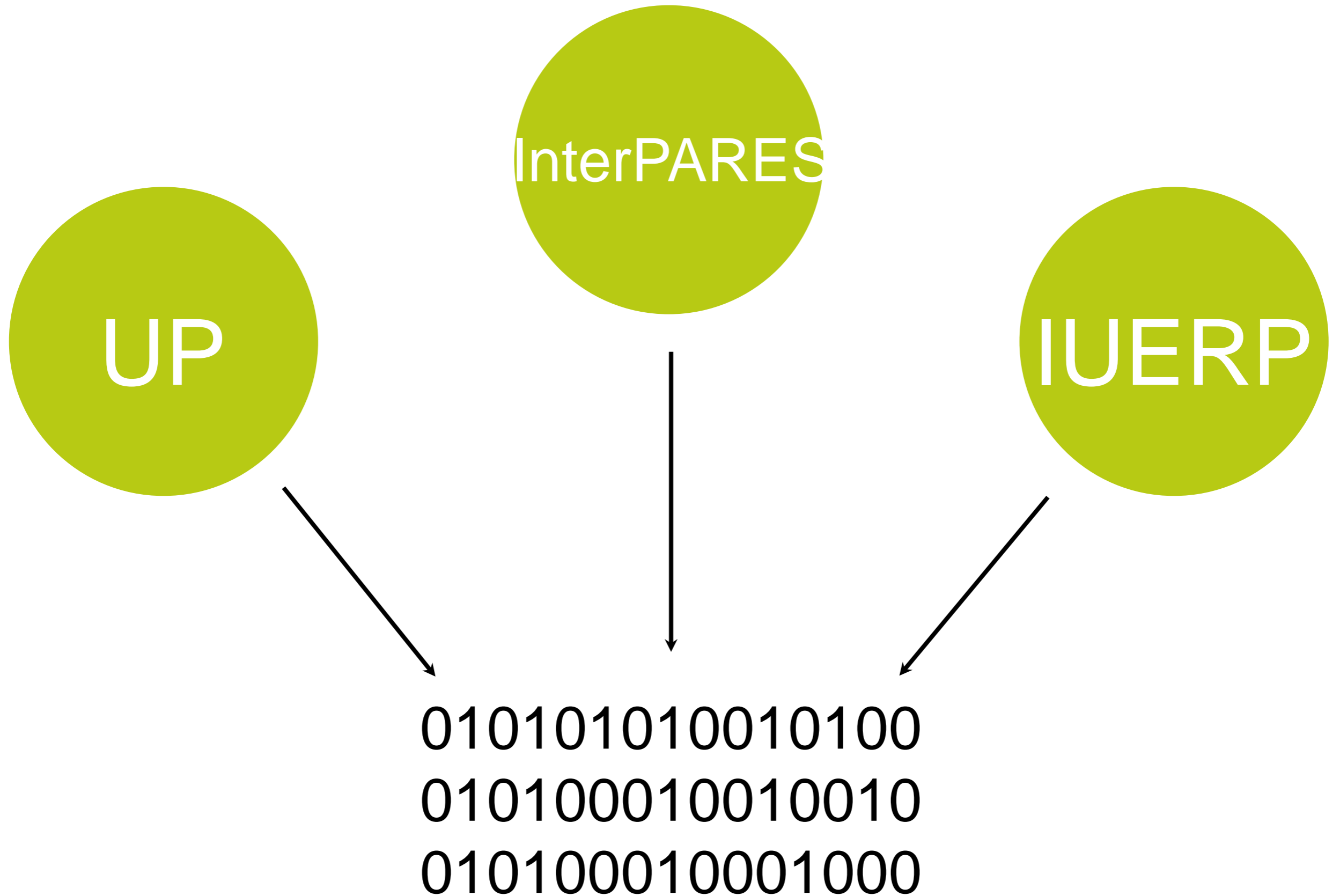
The background image shows a room with a large window and a door. The window has orange curtains and is illuminated from within, casting a warm glow. The door is white with a small window. The room appears to be a storage or utility area, with some equipment and boxes visible. The lighting is low, creating a moody atmosphere.

Recordkeeping in a Small Nonprofit Organization

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Introduction



Introduction

A world map with a light blue background and yellow landmasses. A grid of latitude and longitude lines is overlaid on the map. A dashed horizontal line is drawn across the map, passing through the equator. The text "ISO 15489" is centered on the map in a large, bold, black font.

ISO 15489

Introduction

How can a recordkeeping system be implemented in the limited resource environment of a small nonprofit organization?

Introduction

For Profit

Nonprofit

Governm
ent



Small Nonprofit

MACHINE

www.machineproject.com

12-5

Saturday

Sunday



DIRKS

Designing and Implementing Recordkeeping Systems

A

Investigate

B

Analyze

C

Identify

D

Assess

E

Strategize

F

Design

G

Implement

H

Review

DIRKS

Designing and Implementing Recordkeeping Systems

A

Investigate

B

Analyze

C

Identify

Step A: Preliminary Investigation



Interviews

Control
Systems

Policies
&
Procedures

Annual
Reports

Documentary
Sources

Organization
Charts

Organization
Records

Plans



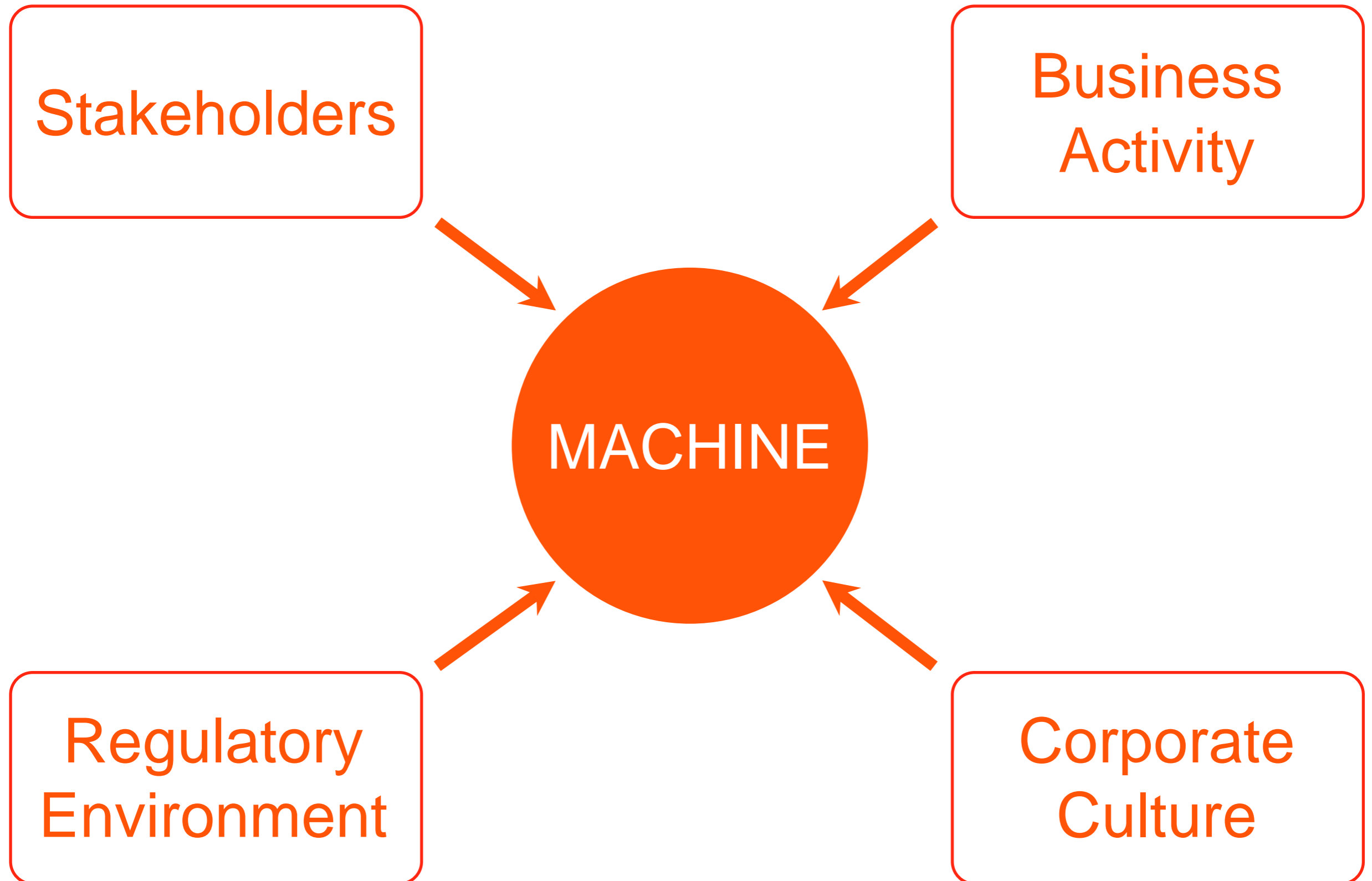
Step A: Preliminary Investigation



Interviews



Step A: Preliminary Investigation



Step B: Analysis of Business Activities

Business Classification Scheme

Transaction

Transaction

Transaction

Transaction

Transaction

Transaction

Activity

Activity

Function

Step B: Analysis of Business Activities

Programming

Documentation

Complete contracts
with photographers
and videographers

Step B: Analysis of Business Activities



Step C: Identification of Recordkeeping Requirements



Regulatory

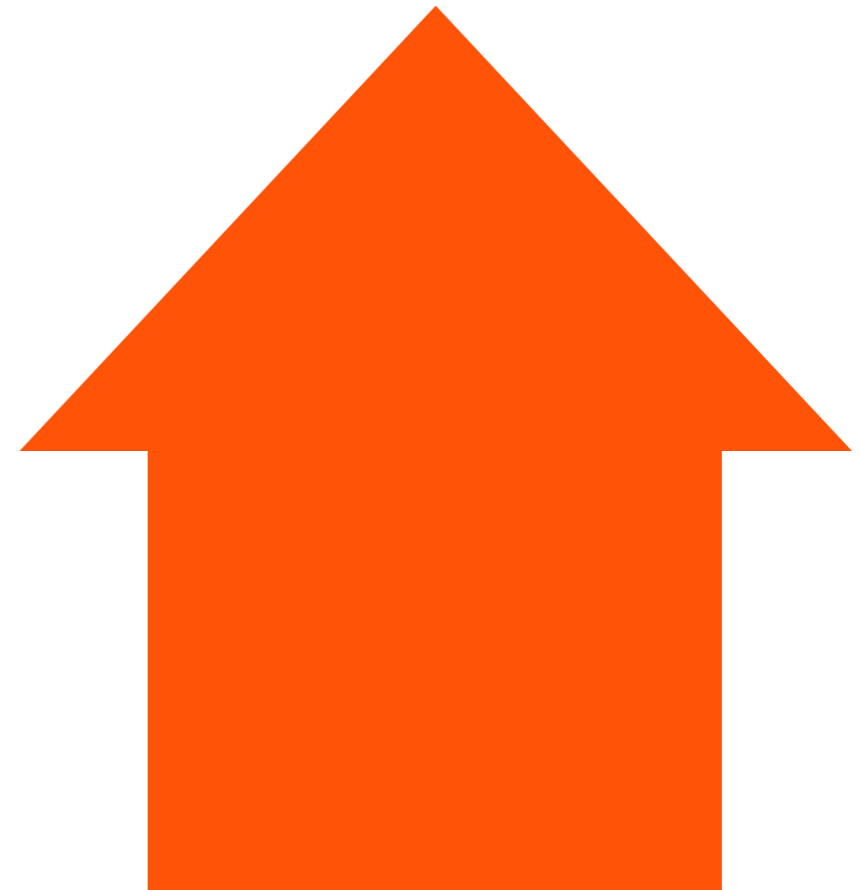


Business

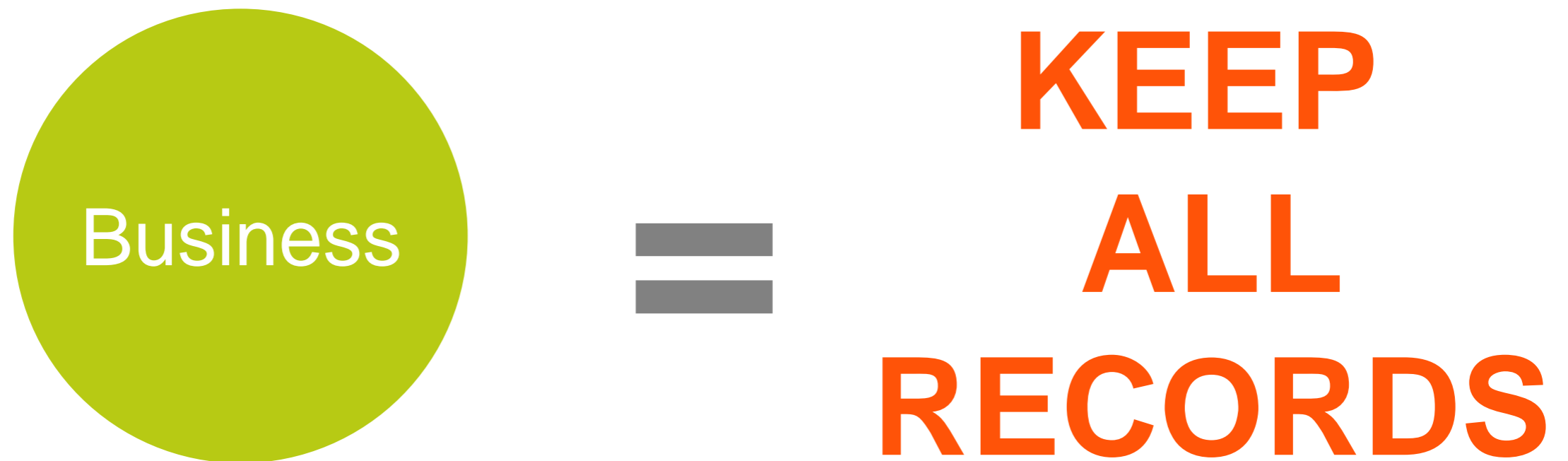


Community

Step C: Identification of Recordkeeping Requirements



Step C: Identification of Recordkeeping Requirements



Step C: Identification of Recordkeeping Requirements



Step C: Identification of Recordkeeping Requirements



Conclusions

A photograph of a cluttered workshop or office space. In the background, a person is sitting at a desk covered with papers and a green bottle. To the right, there is a white water cooler with a large blue water jug on top. On the left, a yellow step ladder is leaning against a wall. The room has wooden paneling and various pieces of equipment and supplies scattered around. A poster with the word "Molecules" is visible on the wall.

Organization
Culture

Future Research