Introduction

InterPARES

UP

IUERP

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Introduction

ISO 15489
How can a recordkeeping system be implemented in the limited resource environment of a small nonprofit organization?
Introduction

- For Profit
- Nonprofit
- Government

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
- Documentary Sources
  - Control Systems
  - Policies & Procedures
  - Annual Reports
  - Organization Charts
  - Organization Records
  - Plans
Step A: Preliminary Investigation

Interviews
Step A: Preliminary Investigation

- Stakeholders
- Business Activity
- Regulatory Environment
- Corporate Culture
Step B: Analysis of Business Activities

Business Classification Scheme

Function

Activity

Activity

Transaction

Transaction

Transaction
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

Business = KEEP ALL RECORDS
Step C: Identification of Recordkeeping Requirements

Community = ?
Step C: Identification of Recordkeeping Requirements
Conclusions

Organization

Culture
Future Research