

# 7 Records Management

Although predictions were made in the early 1980s that increased use of computers would mean less paper in offices, this has not yet happened. Office professionals are constantly dealing with piles of paper, an abundance of electronic data, and diminishing amounts of storage space.

A **record** is any type of recorded information, regardless of whether it is in an e-mail, a letter, a report, a spreadsheet, a contract, a personnel record or any other type of organizational record (in digital or hard copy format). **Records management** is the systematic control of records from the creation or receipt of the record to its final disposition (destruction or storage) and includes management of paper records, micrographics, magnetically stored documents, optical information systems, and digital information.



Office professionals must be aware of available systems and options in order to manage records with the most efficient and productive methods.