



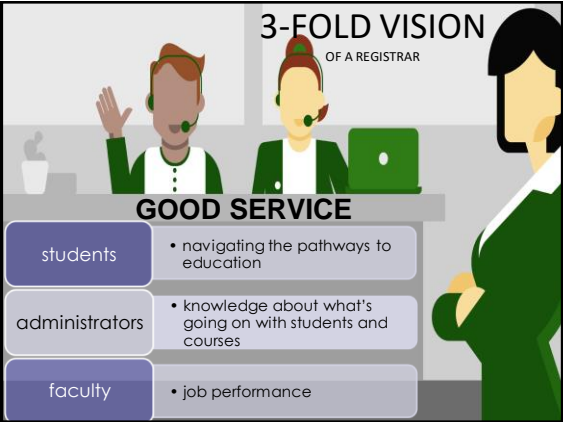
## 3-FOLD VISION OF A REGISTRAR



### BE INVOLVED!

- in the academic world
- in the profession
- in own organization

## 3-FOLD VISION OF A REGISTRAR



### GOOD SERVICE

students	• navigating the pathways to education
administrators	• knowledge about what's going on with students and courses
faculty	• job performance

## 3-FOLD VISION OF A REGISTRAR

Service takes into account good records management, keeps it in place .



*Poor RM = Poor Service*

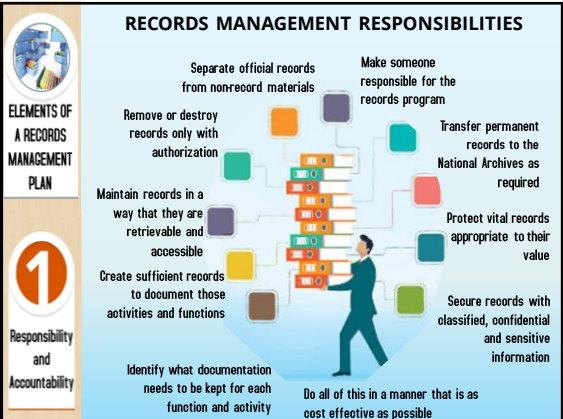


### Best Practices & Hacks for Improving Registrar Records Management

## 10 KEY ELEMENTS OF A RECORDS MANAGEMENT PLAN

<b>1</b> Senior management responsibility	<b>2</b> Records manager responsibility	<b>3</b> Records management policy statement	<b>4</b> Records classification scheme	<b>5</b> Records retention schedule
<b>6</b> Records disposition arrangements	<b>7</b> Information/ records security	<b>8</b> Business continuity and disaster preparedness	<b>9</b> Audit trail	<b>10</b> Competency framework for records management

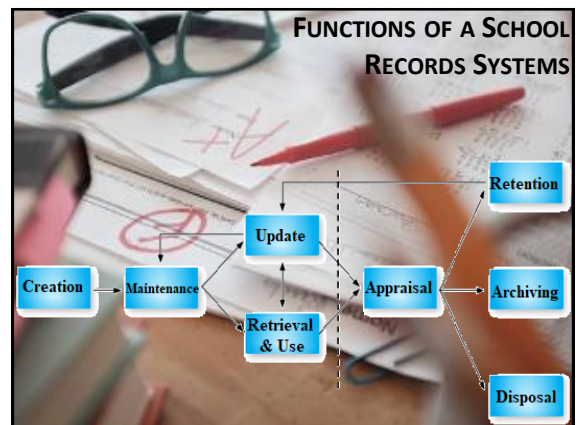
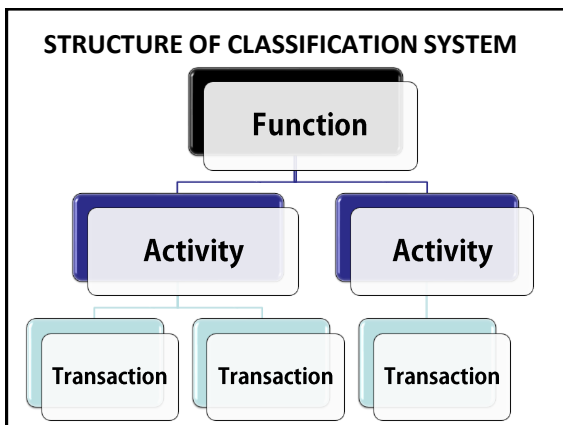
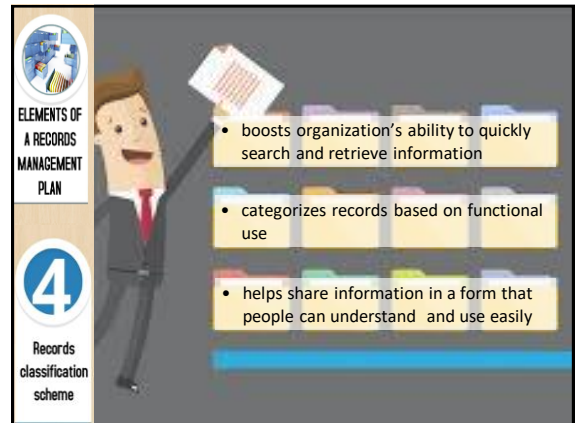
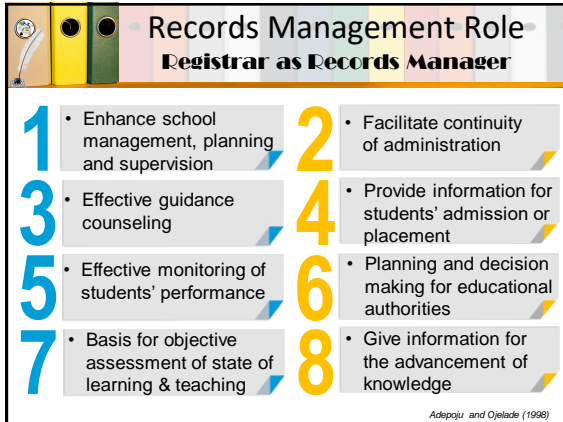
## RECORDS MANAGEMENT RESPONSIBILITIES

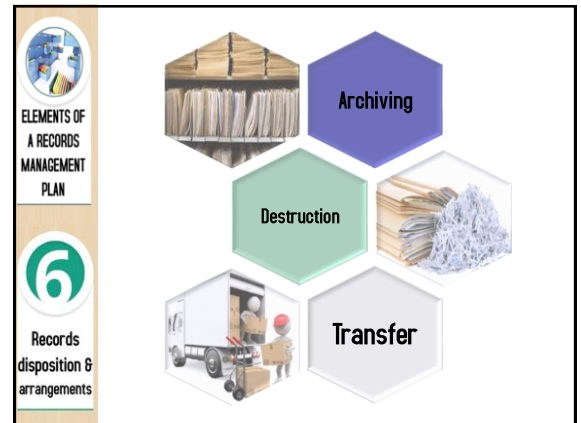
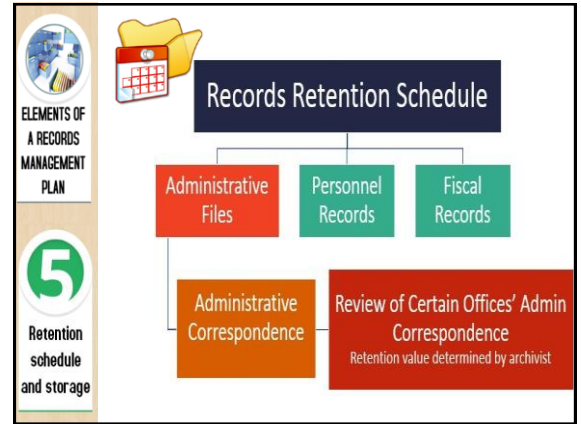
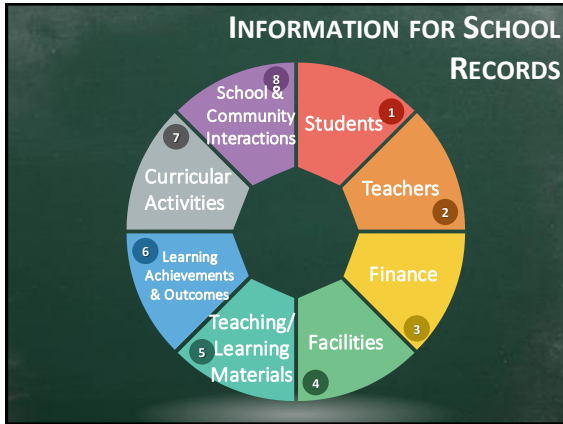


**ELEMENTS OF A RECORDS MANAGEMENT PLAN**

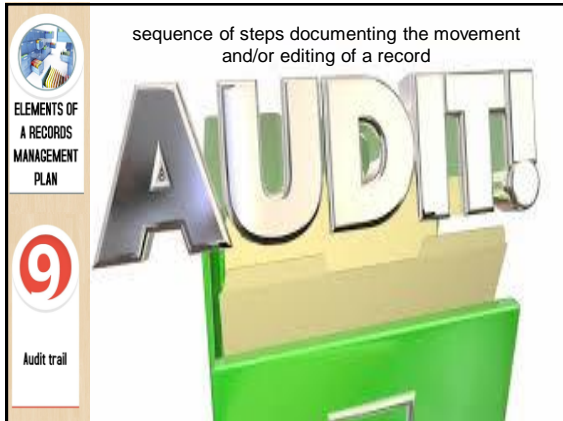
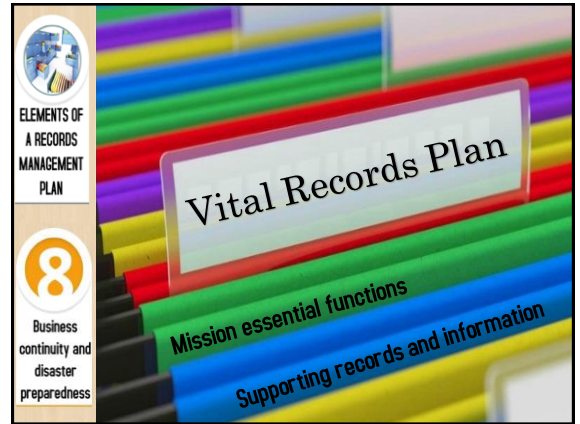
**1** Responsibility and Accountability

- Separate official records from nonrecord materials
- Remove or destroy records only with authorization
- Maintain records in a way that they are retrievable and accessible
- Create sufficient records to document those activities and functions
- Identify what documentation needs to be kept for each function and activity
- Make someone responsible for the records program
- Transfer permanent records to the National Archives as required
- Protect vital records appropriate to their value
- Secure records with classified, confidential and sensitive information
- Do all of this in a manner that is as cost effective as possible











- resources needed to reach goal
- timeline for the tasks
- means to do all

### How to Make an Action Plan

**Fundamentals:**

1. Create a Simple Template to Save Time
 

Action Step	Due Date	Aspects To
2. Use a Tool to Keep You on Task.
3. Onboard everyone into the tool so it works for the team.
4. Setup Alerts that work to help you become more effective.
  - Tasks → Added or Changed
  - Milestones → Completed
  - Notes → Feedback on Tasks/Disc

**Tips:**

1. Focus on the Priorities and what is important
2. Mark Completed Tasks Complete
3. Assign Someone to every task
4. Discuss Pending or Late Tasks

### How to Make an Action Plan

1. Create a simple planning template

- tasks
- deadlines
- assignments

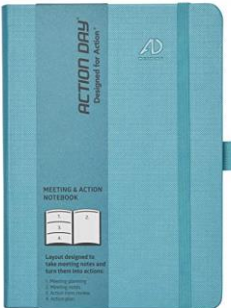
### Action Planning Template

ACTION/ STEPS/TASKS	WHO IS RESPONSIBLE	DEADLINE/ DUE DATE	RESOURCES NEEDED

### How to Make an Action Plan

2. Use a tool to keep you on task


- sheet of paper
- Digital template
- other options



### How to Make an Action Plan

3. Involve everyone into the tool

teach them on the usage






## How to Make an Action Plan

### 4. Set up alerts

- tasks - revisions
- milestones - completed
- feedback – tasks, documents



## Tips to Action Planning

- 1 focus on the priorities of what is due now
- 2 mark completed tasks as completed
- 3 assign someone to every task
- 4 discuss pending or late tasks



Three numbered boxes on the left side of a speed limit sign graphic:

- 10 Key Elements for a Records Management Plan
- 10 Records Management Commandments
- 10 Quick Tips for Improving Records Management Program

### So, why bother becoming a Registrar-Records Manager?

Recordkeeping plays a significant role in effective school management, and if records are not well managed, the school management function suffers (Gama, 2010).