**Short assignment 8**

There are several main components that exist within a records management set of policies. A good majority of which are required practices. These policies are put in place to facilitate the safe and secure implementation of records into the system and the transference of paper documents to digital. There are different category types for each policy put in place by and organization. The first category type is mandatory, this type is used for legislative instruments and standing orders (procedures with legal obligations). The second type is a required practice. In this procedure agencies must be aware of and implement to the level required, which includes the relevant policy, standard or guideline. The third category type is a recommended good practice. In this, Agencies are not obliged to comply and may adopt the advice and guidance as best suits their needs. However, agencies are strongly recommended to follow, to the extent needed, the advice and guidance in these products. The final category type is called, information resource. In this policy type, agencies may benefit by consulting this material which may provide information on records management issues and requirements.

A first major component of an organizations policy is that any paper document received, must be scanned and made into a digital record. This is for risk management purposes, allowing for a document to be stored on a database and as a backup in the event the paper document is lost or destroyed. This is a required practice under the national archives association.

The second major component of an organizations policy is a metadata standard. This standard is put in place to provide a set of metadata properties and associated usage guidelines to improve the visibility, manageability and interoperability of online information and services. Some of the components of the metadata standard consist of; updating references to the most recent version of RFC, required terminology, property descriptions and recommended formatting in order to be consistent with DCMI.

There are many policies that must be put in place in order to run a well operating records management system. That being said one of the last policies I have is a mandatory policy, meaning it is a legal obligation by the government. This policy is for an organization to provide the Archives with specified documentation or advice supporting agencies’ dealings with their records, such as information for appraisal, notification or confirmation of destruction or other disposal, and notice of consent to destruction or another disposal.

In conclusion, each policy has a different meaning and reason for existing. Without them a records management system could never run smoothly. Each one is classified by importance and legal obligation. The policies is what our archives rely on.