**Week 2 short assignment**

There are several differences between records management and document management even though they go hand in hand. To explain records management as per this week’s lecture, it is most accurately, the creation and implementation of systematic controls and management of records and information activities from the point of creation to their disposition. What this means to me is that records management ultimately is the safekeeping of information that is used to describe a past event or action, until that information is no longer needed. The functions of these records include; reception, storage, distribution, preservation, retrieval and protection. All of these functions allow access to important information for future decision making.

To explain documents, they are information, most often telling someone, what to do, how to do it and when it should be done. While records provide evidence for an event or action a document describes how that event should take place, when it should take place and where it should take place. There are several types of documents; policies, procedures and work instructions.

Policies are documents that describe what is to happen, why it is important and who is responsible. They are also the least specific. Procedures are documents that are a little more specific. These documents describe who is to preform an action, what is to be done in that action and how it is to be done. The next and last document would be work instructions. These documents are arguably the most specific. In work instructions, they normally describe only one task and who is to do that task. All of these describe a correct way to preform a task, thus summing up what documents are.

Now that the main differences between documents and records have been stated, it can be much more easily stated, the differences between records management and document management. Simply, document management is the writing of these procedures, checklists, policies and work instructions. Whereas records management takes note of these procedures and checklists to make sure they were followed appropriately. These notes can be something like entries in a log book that are permanent, truthful, complete and accurate.

In conclusion a document is a description of an event that needs to happen and describes who needs to do it. Document management writes these. A record is a permanent inscription of the actions that have taken place through what a document has described to do. And records management is the one that inscribes them.

**References**

James Robertson, Rolling out a records management system, *KM column;(2004)*

James Vesper, Documents records and records management, *youtube* (2014)

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