**Week 3 Short assignment**

In our lectures we have talked about the pros and cons of electronic documents. Some of the benefits of electronic documents tend to be that they are good for multiple access. This would mean that documents can be made available over the internet, making the convenience of receiving any specific document considerably easier. Other benefits include massive storage space and the retention of electronic documents is far easier and less expensive than its paper counterpart.

In order to discuss further the benefits of deploying electronic documents and records management system, there must first be an explanation (by the definition of our readings) of what a record, or an electronic record is. First, records can be explained as having evidential value that describes the origins, functions and activities of your organization. Records can be characterized by their context, content and structure. Now records electronically, are simply that, but that are sent, communicated, generated or stored by means of electronic devices.

In a records management system it is designed to manage and retrieve information admissible for legal actions and available as evidence for audits. This happens through the polices that are created to make a trustworthy system. One of the major benefits of having such a system has to do with the costs associated with electronic records. These costs can be something like keeping all of your records. This can create a massive number of unnecessary documents that can clog up the pipeline. A management system cures this situation by not only having quality checks but also; periodic backups, performance evaluations and data protection.

While the benefits of having a records management system do sound great, these benefits have to be worth the cost of having one in your organization. What I mean by this is that the system put in place must be able to benefit your company by reducing operating cost and increasing revenue. However most large businesses have a need for this system and hardly need to consider the negative situation it may or may not put them into.

In conclusion, having electronic documents can lead to an overflow of unnecessary information which causes the need for a records management system. This can benefit a company by reducing operating cost. Electronic documents being beneficial for their long retention ability, accessibility and ability to be communicated between persons much easier than a paper document.

**References**

Records management in and electronic environment, *South Carolina department of archives and history (2005) pg.1-9. 1(1)* html:www.state.sc.us/scdah/erg/erg.htm

William S., making the business case for records management, *information management* (2011) pg. 38-41. *1(1)*