

Section 1 outcomes

It would benefit our organisation to keep and look after our archives because:

You can use arguments from the 'Why are archives important for humanitarians' section. Include facts, figures, operational and strategic plans and evidence from your own organisation if you can find them.

The key stakeholders (KS) we will engage with this plan are (add names and roles):

Management:

Information Technology:

Data protection, records management, information governance, paper archives:

Other interested parties:

Our initial plan is to:

e.g. trial an archive process in one department, carry out the process outlined in this toolkit

Approval of KS for the above:

Names, roles and date agreed