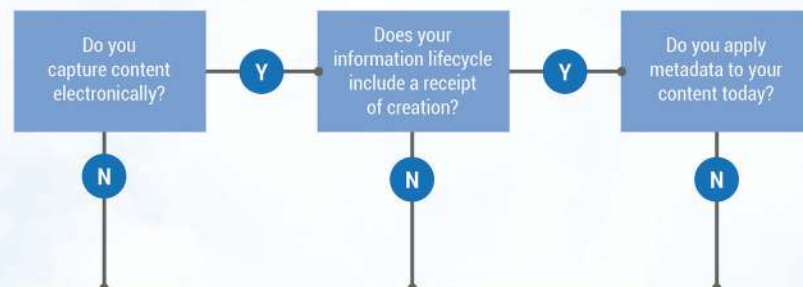


CAN YOU MAKE IT THROUGH THE INFORMATION LIFECYCLE WITHOUT LANDING IN A PIT?

STAGE 1 CREATION



STAGE 1 PITFALLS

It looks like you have hiccups in the creation phase of the records lifecycle! Metadata application, creation receipts, and content capture are all vital to ensuring you are managing electronic records to "the fullest extent possible."

STAGE 2 USE



STAGE 2 PITFALLS

Collaboration can provide some of the greatest challenges in electronic records management. You should make sure all information usage is tracked and documented and that records are easily findable. Historical versions are also very important when it comes to the ease of interpreting changes and identifying when information was added.

STAGE 3 MAINTENANCE



STAGE 3 PITFALLS

The ongoing management of content and records should be where records managers have the most control over this information. Initial classification, along with a clear and consistent file plan, greatly simplifies the day to day workload of information professional. The ability to place records on hold is vital to mitigating the risk of user error.

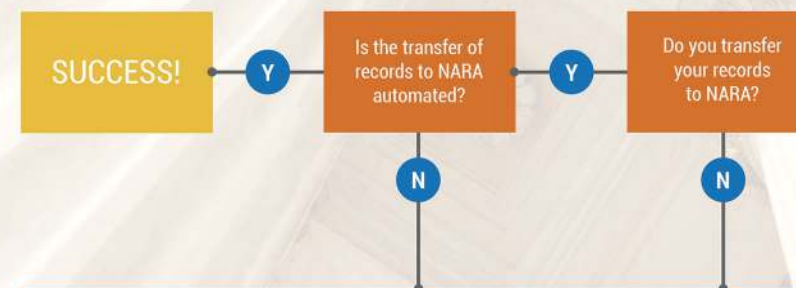


Ready to learn how to manage your information without having to deal with these pitfalls?

Ask us about **Gimmal Federal Records Management!**

Visit us at www.gimmal.com

STAGE 5 TRANSFER



STAGE 5 PITFALLS

You made it almost all the way! Federal agencies should have a comprehensive plan in place to transfer the appropriate records to NARA. If your organization is able to transfer records to the National Archive automatically, you won't have to worry about missing anything.

STAGE 4 DISPOSITION



STAGE 4 PITFALLS

No records management strategy is complete without comprehensive dispositioning. Any step that can be automated should be to prevent redundant, obsolete, and trivial (ROT) data from piling up due to a lack of clarity in process. Reduce the fear that something vital will be improperly deleted by generating defensible certificates of forensic destruction.