

RECORDS MANAGEMENT IN THE MODERN WORLD

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Public and public sectors maintains their own records for their personal, business, or organizations transactions. Records are vital in any organization. It serves as a reference or backbone in the formation of company and organization's goals, policy and decision making. In this regard, it is important to have an effective and efficient records management. It provides a framework to gain control over piles of paperwork and locate documents, and ensures that needed information is easily accessible and readily available.

Records management is the supervision and administration of digital or paper records, regardless of format. Records management activities include the creation, receipt, maintenance, use, and disposal of records. In previous decades, records are in physical form using papers which is stored in filing cabinets or any physical storage facilities. Managing those records is tedious, it requires more time in extracting needed data that will suit the need of the company or organization units for decision making for their goals and targets. Due to technological advancement, organizations embark in a new way of records management. Nowadays, especially during pandemic almost all workforces use digital technology to adapt to the new normal. We scampers to advance in digital literacy to adapt to the pandemic. Today, records were created, processed, and used more efficiently using digital platforms created by organizations and companies to still operate despite restrictions caused by the pandemic.

We could see a huge leap in the ways that records/data/information were easily made available, accessible, easily manipulated to further suit the needs of their users. The goal of records management is to help an organization keep the necessary documentation accessible for business and/or organization operations. In some small to mid-sized businesses/agencies, spreadsheets are used to track where records are stored, but larger organizations may find records management software to be more useful. Thus, records management in an organization constantly improves to be more effective and efficient in the so called digital or modern world.

References:

<https://www.techtarget.com/searchcontentmanagement/definition/records-management-RM>