| Corporate Records Management (RM) Program | High-Level Timeline | 2017-18 School Year

| Plotting major program ACTIONS within their respective FOCUS AREAS against Generally Accepted Recordkeeping Principles (GARP) and the GARP Maturity Model

Image: state	SOVERNANCE Establish Custody & Control <i>RM Progra</i> Establish Active Disposition Board Minute ARCHIVES & ARTEFACTS Offsite Storage STORAGE & DISPOSITION	Board Reports Protocols ram Protocols Protocols es Scan Project Archives Physical Infrastruct equirements for Storing, Mana	Q3 C	Q4 Q1 Q4	tive/Semi Records to Offsite	Q4	Q1 Q2		agement AR Develo	Q1 Q2 Review Draft R top Draft R Accounts Archives Inventory, As		e Protocols Conti	2016 - 2017 School Q2 Q	3 Q4	Q1 Q2	R Information Governance tability Framework	Level 5 - Transformational Future Records Management GOVERNANCE ARCHIVES & ARTEFACTS
Colorison	Only Era AR's for Student Recor Cuarterly E Establish Custody & Control RM Progre Establish Active Disposition Board Minute ARCHIVES & ARTEFACTS Offsite Storage STORAGE & DISPOSITION	ords & Archives Board Reports Protocols Protocols Protocols es Scan Project Archives Physical Infrastruct equirements for Storing, Manag	ture Requirements ging & Resourcing Arc	chives Seek Grants/Fun Relocation of Acti lyze and reclassify in Rec Migrate ren	nding - Archives Re-establish Deve tive/Semi Records to Offsite Man System maining data from old sched	ihment relop Protocols for A Verify Process	Dev Archives Management & Use	relop Records Mana	agement AR Develo	Review Draft R lop Draft RM Accounta Archives	cords Management AR Information Governan ility Framework RM & Archiv pace Requirements & Design ess, Sort & Relocate Archives	re Protocols Conti		Pro	Q1 Q2	Q3 Q4 R Information Governance tability Framework Information Governance Archives Space Construction Build out Space	GOVERNANCE ARCHIVES & ARTEFACTS
Principles (GARP)	Covernance Covernance Establish Custody & Control <i>RM Progra</i> Establish Active Disposition Board Minute ARCHIVES & ARTEFACTS Coffsite Storage STORAGE & DISPOSITION	Board Reports Protocols ram Protocols Protocols es Scan Project Archives Physical Infrastruct aquirements for Storing, Maneg e RFP	ging & Resourcing Arc	Relocation of Acti lyze and reclassify in Recl Migrate ren	Deve tive/Semi Records to Offsite Man System maining data from old sched	Verify Process	Archives Management & Use			lop Draft RM Accounts Archives	Information Governan ility Framework RM & Archin pace Requirements & Design ess, Sort & Relocate Archives	e Protocols Conti	nuous Improvement		Seek approval of RM Accoun	Information Governance tability Framework Archives Space Construction Build out Space	ARCHIVES & ARTEFACTS
Principles (GARP)	ARCHIVES & ARTEFACTS Rec Offsite Storage STORAGE & DISPOSITION	Archives Physical Infrastruct	ging & Resourcing Arc	Relocation of Acti lyze and reclassify in Recl Migrate ren	Deve tive/Semi Records to Offsite Man System maining data from old sched	Verify Process	s/Security for Offsite Storage		ation to CRS Con	Inventory, As	pace Requirements & Design		nuous Improvement			Build out Space	Th
Principles (GARP)	STORAGE & DISPOSITION			llyze and reclassify in Recl Migrate ren	Man System	dule to new CRS	Partial HR Records Recl	assification & Migra	ation to CRS Con	ntinue SU Records Re	lassification & Mintation to CRS	E				o Sillo about unatera fil de ser d	Ę
Principles	DM Querry Play P					Septen	mber	Support (97 schools)		Dffer RM Support for S	hools & SU Records Cont	inue hands-on RM		to Engage Schools	& SUs about Records Dispos	e SUs about unclassified records itions upport for Schools & SU Records	STORAGE & DISPOSITION
dkeepin	TRAINING & AWARENESS	Dev & Approval evelop CRS Web Content SA Convention, 3 Are M Practices in school opening	ea Offices, Student Lea	Develop and establish Nev	Develop and implement RM 1	f) ing (77 schools)	iinual RM Communications Archival [*] Develop RM Guidance/S School Train	Establish Form	tation mal On-Goin g-S ystem		chool Training	Continue Ha	-Going System-Wide RM ands-on Training - 15 Sch &T on CRS, governance Streamline SIRS,	ools and expectations	Continue Hands	em-Wide RM Training -on Training for Schools governance and expectations	nded to shift understanding of Records from TRAINING & AWARENESS
Generally A Generally A	Investigate feasib	bility of using vendor's support	Solution Investigation	n: In-house SharePoint, or	or 3rd Party SharePoint, or Fi RM Enterpri adoption of a CBE meta-data	rise Document Mana	mber 2015	Cloud Functionality	Investigation		201 Continual Enhancement and M		anagement Pilot (Cloud)		oud Service Implications for F		TECHNOLOGY
Tholiance RE	ASSIFICATION & RETENTION	CRS Review & Updati		CRS Review a	RM Spot Audits Develop S & Updating	s (schools) School File Plan	File Law Legal Revi	RM Spot Audits (sch iew on a 3-year cycl	hools) le Extern	RM Sp. Site visits to e mal CRS Review & Up		RM Assessme CF	SR Folder Continuous Su 38 Schools all grädes on nt / Spot Audits (Schools RS Review & Updating	JSR /SU)	Continue Support of RM Assessment / Spot A CRS Review 8	& Updating	CLASSIFICATION & RETENTION

Completed Activities

Ongoing Operational Activities Planned Activities