

# TOPIC 3

## THE LIFE CYCLE & CONTINUUM CONCEPT OF RECORDS MANAGEMENT

8-Oct-17

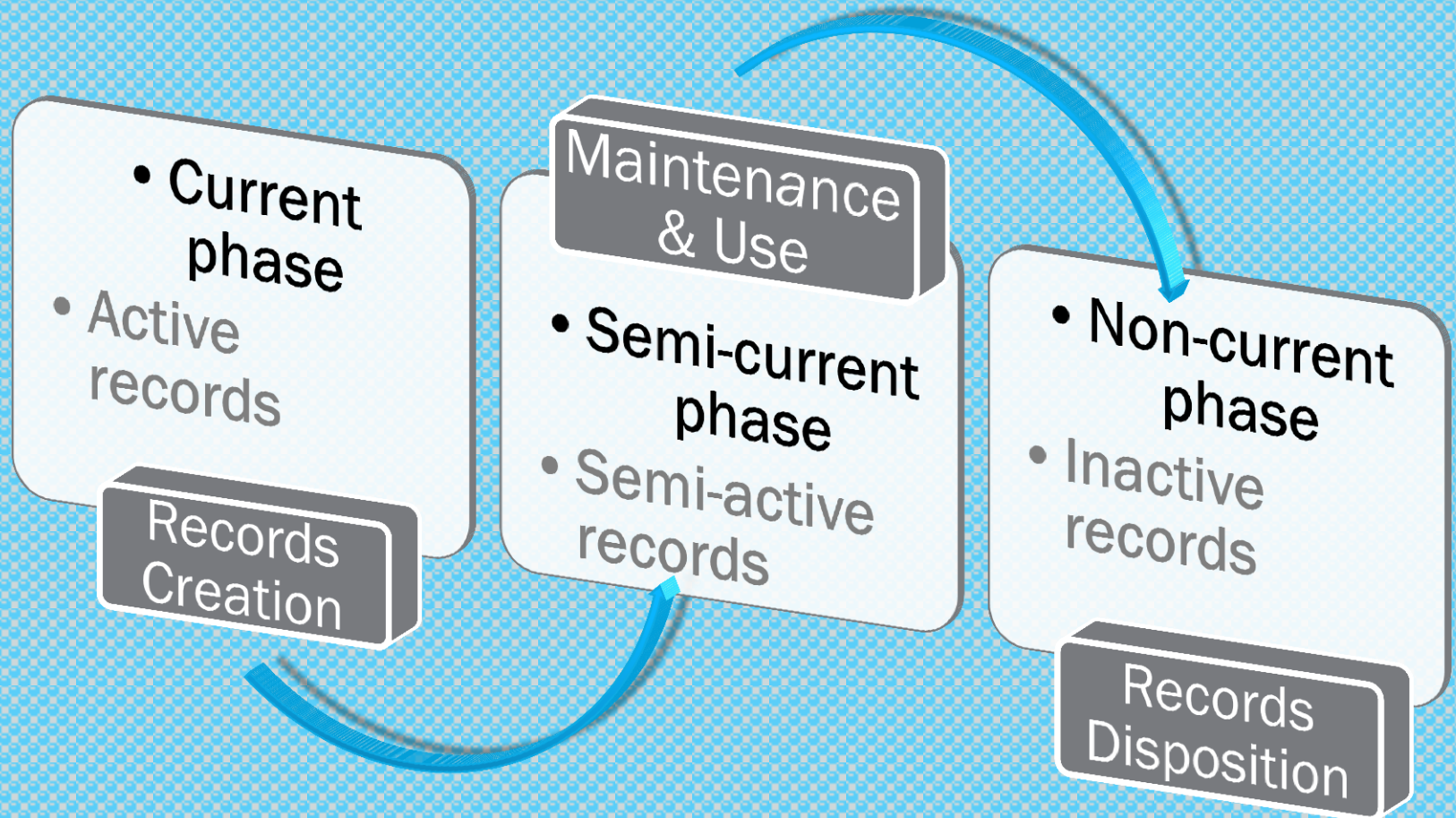
INTRODUCTION TO RECORDS MANAGEMENT

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# RECORDS LIFE CYCLE

The theory of this concept is that records are born (creation), it lives (maintenance & use) and it dies (disposition).

# PHASES OF THE RECORDS LIFE CYCLE



# ACTIVITIES AT THE CURRENT PHASE

- ❑ Records are regularly used in the conduct of business
- ❑ Records are stored in the record office or registry
- ❑ Records may be created internally or externally

Forms of record creation:

- Reports
- Letters
- Forms
- Email messages
- correspondence etc.

# IMPORTANCE OF RECORDS CREATION MANAGEMENT

- ❖ Prevent the creation of non essential records
- ❖ Enhances the utility and value of records. Only valuable records are created and stored
- ❖ Enhances the quality of record media used in an institution

For instance, UG ensures that because of the value placed on its certificates, quality paper is used in producing the certificates

# ACTIVITIES IN SEMI-CURRENT PHASE

- ❑ Records are not frequently used and are maintained in the record centre
- ❑ Maintenance and use of records
- ❑ Retrieval tools are prepared at this phase

# IMPORTANCE OF RECORDS MAINTENANCE AND USE

- ❑ Ensures that records are readily available to users
- ❑ Ensures that measures are taken to reduce the cost incurred in managing these records
- ❑ Ensures that appropriate storage equipment are provided to aid the long life span of records

# ACTIVITIES AT THE INACTIVE PHASE

- ❑ Records are no longer used for conducting business
- ❑ Disposition of records
- ❑ Records with no value are destroyed and those with continuing value are sent to the archival repository for permanent preservation



# APPRAISAL AND RETENTION

- ❑ When records are appraised depending on the value of the records, periods for their retention are determined known as ***RETENTION PERIODS***
- ❑ A list of these periods containing a series of records and their retention periods either in months or years is known as ***RETENTION SCHEDULE***

# DISPOSITION OF RECORDS

- ❑ Transfer to a record centre, an archive or to a private party
    - In the case of transfer to a record centre, the value of records is for future administrative, legal or financial use
    - In case of transfer to an archival institution, the value is for research and historical purposes
  
  - ❑ Total destruction by burning, shredding or recycling
- The mode of destruction depends on the medium of the record and the volume or records to be destroyed

# End of part one

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# THE CONTINUUM CONCEPT

- ❑ The perceived weaknesses of the records life cycle concept, particularly electronic records led to the development of the continuum concept
- ❑ It was developed in the 1980s and 1990s to complement the life cycle concept
- ❑ In the continuum concept, there are no phases. Managing records is seen as a continuous process where one element of the continuum passes seamlessly into another. (Millar & Roper, 1999)

# THE CONTINUUM CONCEPT

In contrast with the life cycle where records are kept for organizational purposes during the early stage of their lives, and only later come to meet the needs of a wider society as archives, the continuum concept embraces the view that records function simultaneously as organizational collective memory right from the time of their creation.

# THE FOUR ACTIONS OF RECORD CARE

Millar and Roper (1999) identified four action which recur throughout the life of a record.

- ❖ Identification of records
- ❖ Intellectual control of records
- ❖ Provision of access to records
- ❖ Physical control of records

According to Millar and Roper (1999), the continuum principle suggest that the distinction between record and archive management does not need to be rigidly maintained.

ACTION	RECORDS MANAGEMENT ACTION	ARCHIVES MANAGEMENT ACTION
Identification and acquisition	creation or receipt	Selection or acquisition
Intellectual control	Classification within a logical system	Arrangement and description
Access	Maintenance and use	Reference and use
Physical control	Disposal by destruction or transfer to archives	preservation



# RECORDS MANAGERS AND ARCHIVISTS

The continuum concept argues that the division of activities between records managers and archivists at various stages are not really seen as separate

- A. While the record manager is disposing of records of future value to the archives, the archivist would be acquiring fresh material
- B. Reference and use in the archive phase is essentially the same task as maintenance and use in the records management phase
- C. Arrangement and description made by archivist depends vitally on the classification used by the records manager



# INTEGRATED RECORDS MANAGEMENT SYSTEM

According to Millar and Roper (1999), the records manager, records centre manager and archivist should perform their duties but their work should be undertaken within an integrated structure, with no rigid boundaries to limit professional collaboration and development.

An integrated records management therefore follows a life cycle and acknowledges the continuum concept of caring for records

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