START HERE
YOUR JOURNEY TO SUCCESS

THE RECORDS MANAGEMENT ROADMAP

FRAMEWORK
Key records management principles and practices

ASSESSMENT
Your records management strengths and weaknesses

CHECKLIST
Track your progress

OUTPUTS
Products to support improvements

RESOURCES

YOUR GUIDE TO ACHIEVE
EFFECTIVENESS & EFFICIENCY
ACCOUNTABILITY
TRANSPARENCY
COMPLIANCE
COST & RISK REDUCTION

Whether you are a government agency, public sector organization or private business, this is your path to improved records management.

DEVELOPED BY THE WORLD BANK GROUP ARCHIVES
1. Recognize the value of records management
2. Manage records strategically
3. Commit adequate resources to records management
4. Link records management programs and IT
5. Manage records effectively and accountably
6. Protect & provide secure & transparent access to records
7. Retain, preserve and dispose of records appropriately

You are one step closer

7 key destinations to tailor make your records management program

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