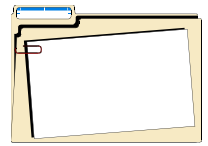


GAUGING THE HEALTH OF YOUR RECORDS MANAGEMENT



PERFORMANCE MEASURES

Does your organization have performance measures?

If yes, list some key elements. If you don't know them, make a note to find out about them.

These will form the outline for your written document and presentation

- 1.
- 2.
- 3.
- 4.
- 5.

GOALS AND OBJECTIVES

Put those performance measures somewhere very visible – that's what you always want to tie in to or work towards. That is, after all, the goals of your Executive or CEO.

Goals and objectives are drawn from performance measures. Each level of the organization has goals and objectives to support the organization in reaching its targets.

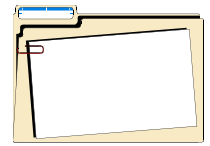
What does your Executive want/need? How will Records Management help them reach that goal?

- 1.
- 2.
- 3.
- 4.
- 5.

Next post the lower level of performance measures of your own office. That's the one's that your boss is trying to meet to keep those above happy.

What does your Boss want/need? How will Records Management help them reach that goal?

- 1.
- 2.
- 3.
- 4.
- 5.



GAUGING THE HEALTH OF YOUR RECORDS MANAGEMENT

LOOKING FOR LEMONS

RESOURCES

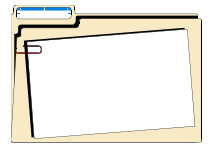
Where can I find the information about things that affect our organization?

WHAT ARE THE LEMONS?

WHAT RM ACTIVITY HAS/MAY HAVE CONTRIBUTED TO THE LEMON?

WHAT IS THE RM SOLUTION?

GAUGING THE HEALTH OF YOUR RECORDS MANAGEMENT



HOW DOES THE SOLUTION FIT INTO THE PERFORMANCE MEASURES?