



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

IMPLEMENTING
RM AT
PARLIAMENT
5 AUGUST 2015

BACKGROUND

OBJECTIVES OF KM AT PARLIAMENT

ROLE OF RECORDS MANAGEMENT IN KM

CURRENT STATUS OF RM

RM STRATEGY

IMPLEMENTATION

CONCLUSION

- **FMPA 10/2009**
- **STRATEGIC PLAN 2014-2019**
- **STRATEGIC PRIORITIES**
- **KNOWLEDGE MANAGEMENT FRAMEWORK**
- **INFORMATION HAS VALUE**
- **RM, IM, KM**

OBJECTIVES OF KM AT PARLIAMENT

- **IMPROVED DECISION MAKING**
- **SHARE BEST PRACTICE**
- **AVOID DUPLICATION**
- **SHARE INSTITUTIONAL MEMORY**
- **GENERATE NEW KNOWLEDGE**
- **RETAIN LEGISLATIVE KNOWLEDGE**
- **REDUCE PROCESS LIFE CYCLES**
- **REDUCE CARBON FOOTPRINT**

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- **STANDARDISE PROCESSES FOR HANDLING OF INFORMATION – NORMS & STANDARDS INITIATIVE**
 - **INFORMATION AUDIT**
 - **INFORMATION CAPTURE**
 - **RM AS FOUNDATION OF IM**
 - **IMPLEMENT RECORDS MANAGEMENT STANDARDS**
 - **FOCUSED ON INDIVIDUAL LEVEL**
 - **SUBSET OF DOCUMENTS**

- **POLICY NOT IMPLEMENTED**
- **DUPLICATION OF EFFORT**
- **LACK OF TRUST**
- **NO HANDOVER**
- **LEGAL RISKS**
- **INSTITUTIONAL MEMORY**
- **STORAGE SPACE**
- **REPLACEMENT OF EDRMS SYSTEM**

- **NARS ACT 43/1996**
- **PURPOSE OF STRATEGY**
- **ELEMENTS OF STRATEGY**
 - **BUY-IN**
 - **PROCESSES TO MANAGE RECORDS**
 - **CREATE QUALITY RECORDS**

- **ELEMENTS OF STRATEGY (CONT)**
 - **ROLES AND RESPONSIBILITIES**
 - **SECURITY AND ACCESS TO RECORDS**
 - **TRAINING AND SUPPORT**
 - **RECORDS AUDIT**
 - **ORGANISATIONAL STRUCTURE**

- **EMBEDDED IN STRATEGIC PLAN**
- **BALANCED SCORECARDS**
- **FILE PLAN & RETENTION SCHEDULES UPDATED**
- **POLICY & PROCEDURES UPDATED**
- **CONSULTATIONS WITH ROLE PLAYERS**
- **EXTENDED FILE PLAN**
- **ROLES AND RESPONSIBILITIES**
- **TRAINING**
- **AUDIT**

- **COMMITTEES**
- **MEMBERS INTEREST**
- **HR**

- **PARLIAMENT MUST ORGANISE ITS INFORMATION**
- **LEVERAGE RICH HISTORY**
- **DEFINE OUR ROLE**
- **EXECUTE**
- **MAXIMISE BENEFITS**

- **THANK YOU.**
- **QUESTIONS**
- **CONTRIBUTIONS?**