



RECORDS MANAGEMENT

INFORMATION TECHNOLOGY



# **Avoiding a Collision at the Intersection of IT and Records Management**

**2007 New Jersey  
State League of  
Municipalities Annual  
Conference**



# Welcome

- **Second of a series of seminars.**
- **First was at the State AGA-ASPA last spring**
- **Hopefully a third next year – a full day seminar on the project, sponsored by NJ-GMIS**



# What is NJ-GMIS

- NJ Chapter of Government Management Information Sciences, International
- The association of local government information technology managers – by whatever title
- It's networking of peers and resources to help government agencies manage their technology
- 2008 National Conference in NJ
- [www.njgmis.org](http://www.njgmis.org)
- Stay behind and talk to us, or
- Consulting table on Thursday



# Why Records Management Matters

- **Strengthening performance management**
- **Implementing the policies envisioned by local councils**
- **Planning strategically**
- **Managing for emergencies**
- **Helps government employees find the information they need**

# Why Records Management Matters

- **Helps local government administrators and executives find the information needed for decision making**
- **Helps local government respond to citizen requests for records and information.**
- **Saves money**
- **Ensures the documentation of local government's accomplishments**
- **Complies with the law**



# *The Jersey Challenge*

**OPRA**



# And About IT and Records Management

- **IT needs to be incorporated appropriately in plans to improve service delivery, information sharing, and citizen access, including managing the electronic records that are created in the process.**



# What's Happening at the Intersection

- **There's a collision at the intersection e-mail collided with OPRA, and technology:**
- **Accident waiting to happen: E-discovery**
- **Accident Prevention: how to manage your records and some new resources to support you in doing it.**

