

MONTHLY BULLETIN

MARCH 2025



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CENTRE D'AFFAIRES BUSINESS CENTRE

DID YOU KNOW?

April is internationally recognized as Records and Information Management Month.

DEVELOP, GROW, SUPPORT BUSINESSES

 Federal Economic Development Agency for Northern Ontario Agence fédérale de développement économique pour le Nord de l'Ontario 

No matter what industry you work within, every organisation deals with a constant influx of information – from physical documents to digital data and media. Mismanagement of records and information will lead to wasted time and resources, may lead to accidental noncompliance with importation legislations, and may open up your organisation to liability issues.

April is known around the world as 'Records and Information Management Month'. This makes April a great time to prioritise developing a successful and secure long-term information management strategy while also reviewing and updating your existing approach to ensure it remains aligned with evolving technology and organisational needs.

Effective records management can save time and resources, streamline operations, enhance data protection, improve information accessibility, and ultimately improve productivity.

Whether you are the sole employee of your business or the leader of many, efficient record-keeping is essential. Consider taking the time this Records and Information Management Month to review, update, or create Standard Operating Procedures (SOPs). SOPs are step-by-step instructions for performing a routine activity.

Depending on the nature of your business, SOPs can be as simple as where and how employees are expected to store financial records or can deal with more complicated routines such as yearly audits. The more employees and departments your business has, the more important SOPs become. SOPs ensure that important activities are being completed the same way each time, resulting in consistent results and adherence to important regulations.

Some other ways you can promote efficient record keeping and emphasize the importance of organized information management this April:

Training – Host training sessions on different aspects of records management, such as retention and disposal, legal and regulatory requirements, and the benefits of good records management practices.

Update Your Security – Review the current security measures in place to protect your records and identify any weaknesses. If you discover potential threats, do what you can now to eliminate them. Also consider scheduling regular security reviews.

Records Clean-Up Day – Organize a ‘Records Clean-Up Day’ where employees can dedicate time to clean up their workspaces and properly manage their digital and physical documents. Provide supplies like file folders, labels, and storage boxes to help employees organize their records.

Whether you dedicate a few hours or a few days, improving your records and information management systems this month will pay off exponentially.

“Records management is knowing what you have, where you have it, and how long you have to keep it.”

– Rich Lauwers

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