



GOOD PRACTICES FOR ARCHIVISTS & RECORDS MANAGERS

Albert Antwi-Boasiako
Founder & Principal Consultant,
e-Crime Bureau

Archiving & Record Management

- Traditional Archiving & Record Management (paper-based information)
- Electronic Archiving & Record Management (electronic-based information)

Archiving & Record Management

Archivists/Records Managers Functions (1):

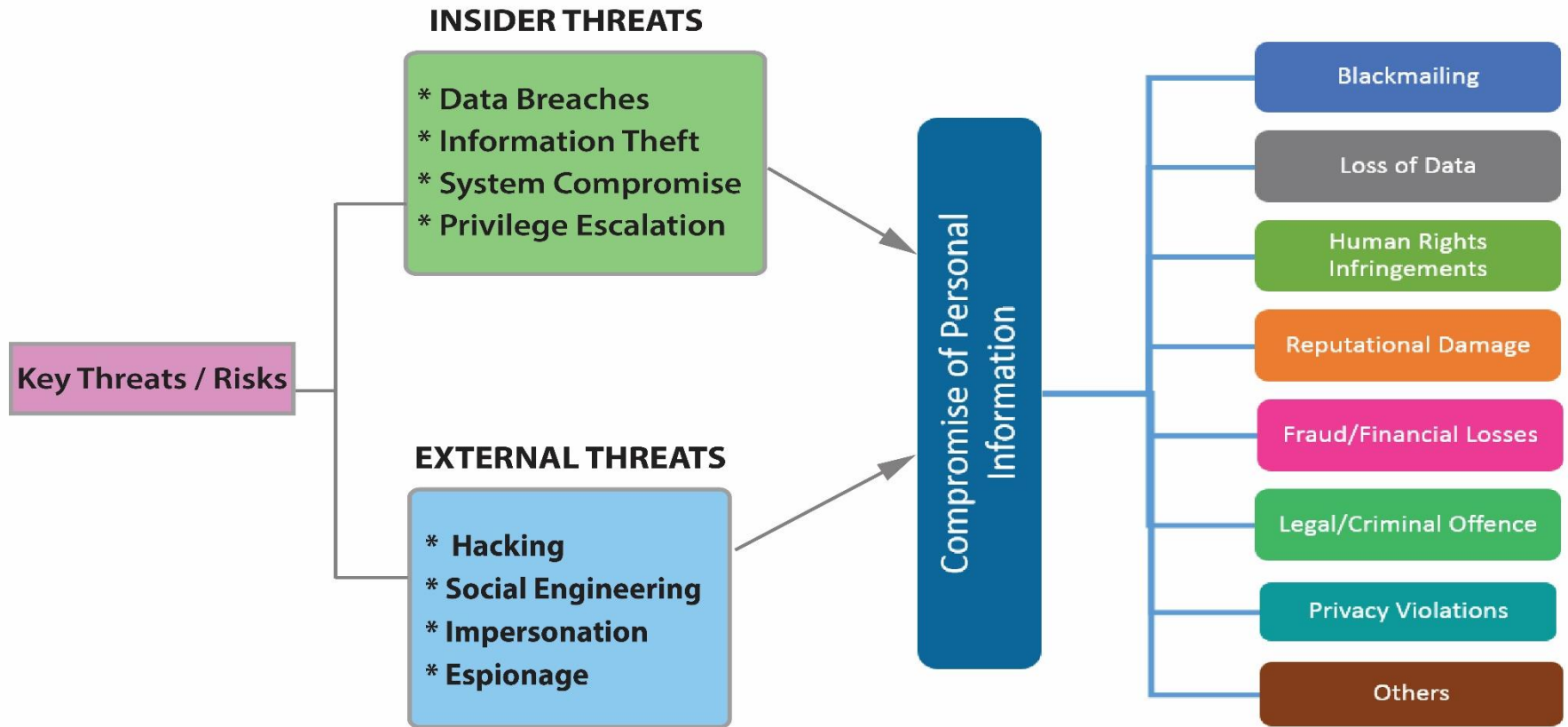
- Collect information/data
- Process information/data
- Assemble/Organize/Catalogue information or data
- Preserve information/data

Archiving & Record Management

Archivists/Records Managers Functions (2):

- Manage information/data
- Maintain control over information/data
- Classify/index information/data
- Provide access to records/information, etc.

Key Threats/Risks



Complying with Data Protection Act (Act 843)



Good Practices for Archivists & Records Managers

Contact Us:

e-Crime Bureau Inc.

P. O. Box DT 2703

Adenta - Accra

Tel: +233 (0302) 960397/ (020)
7131646

info@e-crimebureau.com