

World ORT select Bramble.cc to review its records management approach...

World ORT is an international educational charity founded in 1880, and is one of the largest non-governmental education and training organisation in the world, with past and present activities in over 100 countries. ORT's mission is to work for the advancement of Jewish people through training and education; to provide communities wherever they are, with the skills and knowledge necessary to cope with the complexities and uncertainties of their environment; to foster economic self-sufficiency, mobility and a sense of identity through use of state-of-the-art technology.

A solution was put in place during 2005 to manage paper records, using a Microsoft Access database to track files, and attempts have been made to encourage staff to print important documents and emails and to subsequently send these to the records store. However, this has been done on an ad hoc basis and has not been guided by any policy or consistent professional standards or guidelines. This solution is viewed as unsatisfactory for a number of reasons, and, in particular, electronic records have not been tackled.

It has been agreed that World ORT needs to implement records management – a solution that will:

- control all records in all media throughout World ORT's administrative office from creation to disposal;
- enable quick, effective retrieval through classification and indexing;
- facilitate information sharing and workflows;
- ensure staff know and are able to use systems consistently;
- protect records from accidental or intentional damage and ensure their preservation and usability for as long as they are needed; and
- achieve all this as efficiently and economically as possible.

It was further agreed that any solution undertaken will have to encompass the following three areas:

- dealing with records created now and in future;
- dealing with legacy records that have not been managed in a consistent fashion – this includes (a) digital records, and (b) paper records that have been accumulating in offices and in the basement records store since the RM exercise of early 2005;
- integrating the existing database (and records it applies to) into whichever new procedures and computer systems are adopted.

World ORT sought advice from Bramble.cc on how to take the matter further and implement a records management programme which suits for the organisation's scale and needs.

Bramble.cc was able to provide focused guidance in the areas of:

- Records of historic value;
- Information Management; and
- Road map for records management programme.