

Statement from London Museums Hub Records Management Toolkit

Broad objectives

1 — Get a mandate and authority

In order to take records management forward in your organisation you will need to gain mandate from senior management or your Board. This is usually done by agreeing a records management policy that clearly communicates the benefits of records management and an understanding of records as corporate assets.

Once it is agreed, your policy gives you the authority to develop and implement procedures. The policy is an essential requirement in establishing a records management programme.