

Barcelona school aces **records management**

Keeping business records safe can be a corporate headache. The School of Archival and Records Management in Barcelona was faced with this predicament. They needed an efficient system to keep control of their documents but also felt they had to be a reference for good practice in records management. That's when they turned to ISO 30300, a management system for electronic records, to help them work smarter rather than harder.



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and be a reference.





School of Archival and Records Management in Barcelona, Spain.

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Established in 2002, the School of Archival and Records Management, which is linked to the Autonomous University of Barcelona, trains up experts who can respond efficiently to the challenges of information and records management in a world context marked by technological innovation and quality of service.

The problem

We were looking for a management system that would allow us to guarantee the creation and control of our documents in a transversal way. As an authority on archival and records management, we had to take the lead and be a reference.

The solution

ISO 30301 helped us make a transversal analysis of how we work with a view to simplifying processes, generating standards and quality documents, and minimizing the risks associated with records management.

Risky business

Good records management is essential for any corporate body to function efficiently and protect its assets. But collecting, controlling, storing and retrieving records are not without risk. For example, what happens when documents are misfiled, damaged, or even worse, deleted. Quite simply, they fail to meet the organization's purpose.

But help is at hand with the recently published technical report ISO/TR 18128:2014, *Risk assessment for records processes and systems*. Developed by ISO/TC 46/SC 11 on archives and records management, it is intended to help records professionals identify, analyse and evaluate the risks associated with managing their records. Based on the structure of ISO 31000:2009, which sets out the ground principles for managing risk, the new technical report includes an easy-to-follow checklist to help records professionals find their way around the document. Now organizations can go about their daily business safe in the knowledge that their records are in good hands.



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Initiatives taken

We established a work system that allows us to be more efficient and competitive. Procedures and documents have been standardized, which saves us time and reduces costs.

Staff and resources

It was important for us to be able to rely on a records management expert who could lead the design and implementation of the management system at the operational level.

Biggest challenge

Without a doubt, going from the ISO theory to real solutions for a truly functional management system... not to mention the change of management inside the company.

The results

We now have more control over our management system, which has allowed the company to grow and become more competitive. As an educational institution, we are at the cutting edge of records management and this is fundamental to our business.

Trusted tips

Seek out an expert in documents management who will be capable of making the informed choices and decisions you can't make! ML