

# **ALAN RIDGE AWARD OF MERIT**

## **PURPOSE OF THE AWARD**

Alan D. Ridge contributed significantly to the development of the Alberta Government's Records Management Program in his role as the Provincial Archivist. A member of the Order of Canada, Alan's contributions are being recognized by ARMA through the presentation of an annual award to a local organization for achievements in the field of records and information management.

## **SELECTION CRITERIA**

The ARMA Selection Committee is looking for an organization that has achieved a high standard or excellence in records management.

Your important records may be paper-based or electronic. They don't necessarily need to be filed and retrieved using state-of-the-art technology. We are primarily looking for demonstrable evidence of well-managed, efficient, practical, cost-effective systems that meet or exceed commonly accepted standards of information management.

## **THE PROCESS OF FINDING CANDIDATES**

Your organization may become the new recipient of this award! But first we need to have you tell us a little about your records processing activities. We have designed the enclosed survey to help you inform us of your candidacy, while imposing as little as possible on busy schedules.

Please complete the survey (or several, if you wish to submit separate survey forms for fundamentally different set of records). For example, an insurance company might have two distinctly different systems for policy documents vs. claims files.

Tell us as much as you can, without feeling constrained by the structure of the questions. Maybe one of your staff has already prepared a summary of your records management system. A copy of such a document is an acceptable alternative to the survey, providing the majority of the questions have been answered.

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## Survey of Candidate Organizations or Applications

1. Name of Organization \_\_\_\_\_

2. Name, address, position, phone number of person completing the survey. \_\_\_\_\_

3. Are you responding based on the organization as a whole, or for a specific application?

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Briefly describe the nature and content of the records upon which this survey is based.

4. Who is the senior person/position responsible for the management of these records?

5. Who developed the policies and procedures applicable to these records? \_\_\_\_\_

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Are these policies and procedures routinely assessed and updated? \_\_\_\_\_

\_\_\_\_\_

How are the policies and procedures communicated to staff who need to know?  
(eg. Formal training, reference material, correspondence) \_\_\_\_\_

6. Are the records filed centrally or decentralized in several department offices? \_\_\_\_\_

7. Are inactive records routinely separated from active records? \_\_\_\_\_

\_\_\_\_\_

Are records no longer required routinely destroyed or sent to archives? \_\_\_\_\_

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**ALAN RIDGE AWARD OF MERIT SURVEY (Continued)**

8. How are vital records protected against physical loss or damage? \_\_\_\_\_

\_\_\_\_\_

Should loss occur, how long does it take to restore these vital records? \_\_\_\_\_

\_\_\_\_\_

Do you make use of a records retention centre(s) to store inactive records or back-up copies of vital active records? \_\_\_\_\_

\_\_\_\_\_

9. How are records protected against unauthorized access? \_\_\_\_\_

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Who is responsible to ensure that such unauthorized access does not occur? \_\_\_\_\_

\_\_\_\_\_

10. What techniques are used to minimized inaccurate data or improperly filed records? \_\_\_\_\_

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What techniques or technologies are used to avoid storing multiple copies of records? \_\_\_\_\_

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11. To what degree do you use automated support systems, eg. Micrographics, computer-assisted storage and retrieval of manual records, on-line interactive entry, updating and retrieval of electronic records?

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12. Is there anything else you would like to briefly comment on that will help the selection committee to better understand the positive impact of the records management process you've described above? (use additional pages if required).

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