

Functional Analysis – The Business Classification Scheme “A Diamond in the Rough”

Session overview

This half day session discusses the importance of analyzing an organization's business activity and documenting the results (i.e. Functions, Activities and Transactions) on the Business Classification Scheme (BCS) – a “gem” of a document. The in-depth focus required to research and develop a BCS provides the analyst with a profound understanding of what an organization does and how it does. The resulting Business Classification Schemes allow for analysis and compliance – “Is your organization creating what should be created to show evidence?” It is the basis for the development of the Records Classification System and Records Retention Schedules and substantially increases positive attitude towards records management.

Jo-Anne Holm will provide step-by-step instructions on how to research and develop a First-Draft Business Classification Scheme - Step B in the Designing and Implementing Recordkeeping Systems Methodology and will present the many lessons learned, both good and bad, during her several BCS projects with public and private sector clients.

Jo Anne Holm, is a Records Management Consultant who has over 30 years Records Management knowledge and expertise. Having completed the DIRKS training in New South Wales, Australia, Jo-Anne specializes in researching, designing and implementing function-based records/keyword classification systems including Thesaurus development and appraisal and disposal systems using functional methodology. Jo-Anne thoroughly enjoys communicating on the logic of function-based records control, appraisal and disposal – it makes so much sense to link records to the organization's business activity. Yes! She does have a life outside of Records Management.

Jo-Anne worked as a Records Management Analyst in the late 1970s and as a Records Management Consultant and trainer in the early 1980's with the Alberta Government's Records Management Branch. In 1984, she went to NAIT and taught records management, business writing, and other courses for 13 years. She has been operating her Records Management consulting business for 15 years which has exposed her to many different projects with clients from all levels of government and the private sector including extensive work with the Federal Government. Major projects have been undertaken with Health Canada, Public Health Agency of Canada, and Indian and Northern Affairs.

Register by March 12, 2010 at www.armaedmonton.com

Date: Monday, March 15, 2010

Time: 8:00 a.m. to 12:00 pm

Location: Alberta Teachers Association (Barnett House) 11010-142 Street
(Corner of 142 Street and 111 Avenue) Free parking on upper deck of parkade.

Fee: Members and Students @ \$75.00 and non-members @ \$125.00 **PLUS GST**

Materials and meals included. See www.armaedmonton.com for refund and cancellation policy.