

Generally Accepted Recordkeeping Principles®

Principle of Accountability

A senior executive (or a person of comparable authority) shall oversee the information governance program and delegate responsibility for records and information management to appropriate individuals. The organization adopts policies and procedures to guide personnel and ensure that the program can be audited.

Principle of Integrity

An information governance program shall be constructed so the information generated by or managed for the organization has a reasonable and suitable guarantee of authenticity and reliability.

Principle of Protection

An information governance program shall be constructed to ensure a reasonable level of protection for records and information that are private, confidential, privileged, secret, classified, or essential to business continuity or that otherwise require protection.

Principle of Compliance

An information governance program shall be constructed to comply with applicable laws and other binding authorities, as well as with the organization's policies.

Principle of Availability

An organization shall maintain records and information in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Principle of Retention

An organization shall maintain its records and information for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

Principle of Disposition

An organization shall provide secure and appropriate disposition for records and information that are no longer required to be maintained by applicable laws and the organization's policies.

Principle of Transparency

An organization's business processes and activities, including its information governance program, shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.

About ARMA International and the Generally Accepted Recordkeeping Principles®

ARMA International (www.arma.org) is a not-for-profit professional association and the authority on governing information as a strategic asset. Established in 1955, its approximately 27,000 members in the United States, Canada, and more than 30 other countries around the globe include records and information managers, information governance professionals, archivists, corporate librarians, legal professionals, IT managers, consultants, and educators working in a large variety of industry sectors. The association provides in-person and virtual education, and publishes standards, technical reports, guidelines, and the bi-monthly *Information Management* magazine.

ARMA International created the Generally Accepted Recordkeeping Principles®. More information about the Principles can be found at www.arma.org/principles.

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