

Records Management Technicians

Records Management Technicians are professionals who organize, maintain, and safeguard an organization's records and information. They ensure accurate documentation, efficient retrieval, and compliance with legal and organizational recordkeeping standards.

Duties and Powers

- Organize, classify, and maintain physical and electronic records and documents.
- Ensure accurate filing, indexing, and storage of records for easy retrieval.
- Monitor records retention schedules and implement proper disposal procedures.
- Assist in developing and maintaining records management policies and procedures.
- Retrieve and provide records to authorized personnel as required.
- Maintain confidentiality and security of sensitive information.
- Conduct audits and inspections to ensure compliance with recordkeeping standards.
- Assist with digitization, archiving, and electronic records management systems.
- Prepare reports and summaries related to records and information management.
- Support departments in maintaining accurate and up-to-date records for operational and legal purposes.