

the Archive-Skills consultancy

Info-byte: Integrity of Records

What does integrity mean?

Integrity means that records are complete and authentic. It requires that all the components of the record are present, in the correct order.

How do we ensure integrity of records?

- Ensure records provide adequate evidence of the conduct of business to account for that conduct
- Ensure that records are what they purport to be and that their purported creators have indeed created them — so they are authentic
- Ensure records contain all the content, structural and contextual information necessary to document transactions — so they are complete
- Ensure that records comply with recordkeeping requirements arising from the regulatory and accountability environment in which the organisation operates
- Ensure that records are comprehensive and document the complete range of the organisation's activity

Remember:

- Adequate records need to be consciously created and maintained to ensure full accountability
- Authentic records may require signatures, digital signatures or other forms of verification
- Complete records require metadata relating to creators, technical or manual systems, data regarding use over time
- Compliant records require documentation of legislation, regulations and internal procedures which can be retained with the records
- Comprehensive records may require hybrid recordkeeping systems over time



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