Managing Records to Mitigate Risk

PRIMARY RISKS	
Inadequate records and information	Lack of awareness of the importance of records as evidence

OPERATIONAL CONSEQUENCES			
Ad hoc practices result in untrustworthy, unreliable, inaccessible records	Records not considered in emergency management and business continuity planning	Inadequate protection of records with information security requirements and sensitivity	Recordkeeping requirements not considered when designing or procuring technology

SECONDARY RISKS & CONSEQUENCES			
• Staff cannot find the records they need when they need them • Records do not provide evidence of activities or decisions • Loss of productivity or poor use of resources • Quality of public service compromised • Failure to meet legislative requirements • Inability to protect against legal liability	• Risks to staff, public, resources and facilities because essential records are not available immediately • Inability to maintain or restore core operations quickly because critical records are lost or damaged • Reduced public confidence in government	• Danger of security breaches and information leaks • Increased risk of sabotage or damage to operations • Violation of public security or privacy • Reduced public confidence in government	• Combination of paper and electronic "work arounds" used, resulting in wasted resources / duplicated effort • Records are not being captured with reliable metadata • Users' habits are not in line with business requirements • Systems do not meet business needs

RISK MITIGATION	
Meet the requirements of the Records and Information Management Framework	Raise awareness of the importance of records as evidence. Complete the Introduction to Records and Information Management in the Manitoba Government