



eRecords & eLeadership: Your Journey to Success



TJ Wasden

Records Management
Officer &
Division Administrator



eRecords & eLeadership
Your Journey to Success



eRecords & eLeadership
Your Journey to Success



eRecords & eLeadership: Your Journey to Success

Leadership...



by Learning



with Leverage



through License

eRecords & eLeadership
Your Journey to Success

Once upon a time...



eRecords & eLeadership
Your Journey to Success

Today's challenge...

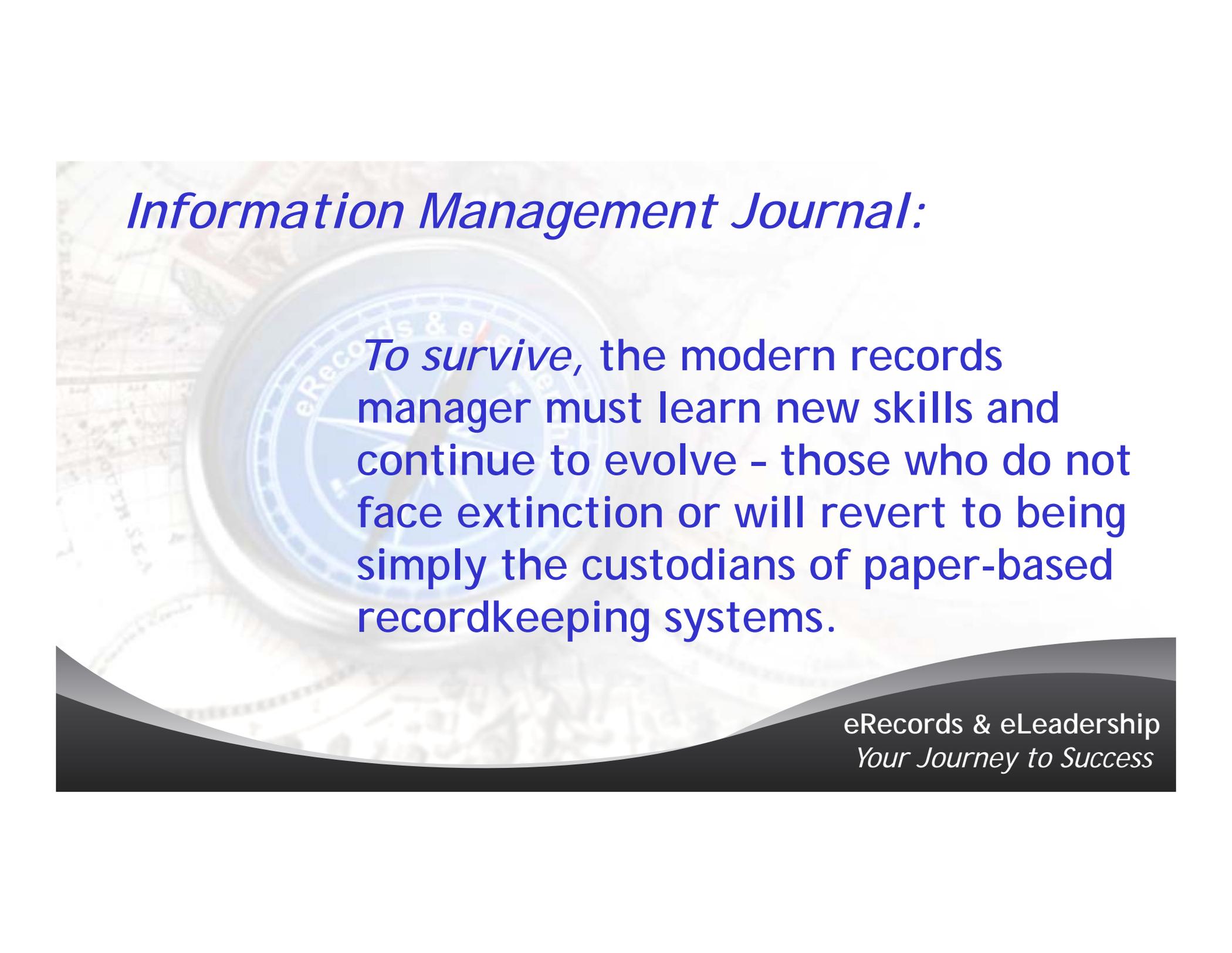


eRecords & eLeadership
Your Journey to Success



Leadership...*by Learning*

eRecords & eLeadership
Your Journey to Success



Information Management Journal:

To survive, the modern records manager must learn new skills and continue to evolve - those who do not face extinction or will revert to being simply the custodians of paper-based recordkeeping systems.

eRecords & eLeadership
Your Journey to Success

Survey says...



eRecords & eLeadership
Your Journey to Success

At what level are our RMOs?



Senior Management: 41%



Midlevel Management: 28%



Non-management: 30%

To whom do our RMOs report?



*Agency Head/Executive
Offices: 69%*

*Administrative Services:
16%*

Other: 15%

Texas Government Code 441.184

...an employee of an agency is eligible to be appointed as the agency's records management officer only if the employee holds a position in which the employee reports directly to the agency head or to a person with a title functionally equivalent to deputy executive director.



eRecords & eLeadership
Your Journey to Success

Scope of Policy & Procedures:



Single Comprehensive: 45%



Multiple Comprehensive: 28%



Departmental: 14%



Unknown: 12%



Other: 8%

Scope of Policy & Procedures:



Well-Documented
Procedures for e-Discovery
& Legal Holds?

51%

49%

eRecords & eLeadership
Your Journey to Success

Scope of Policy & Procedures:

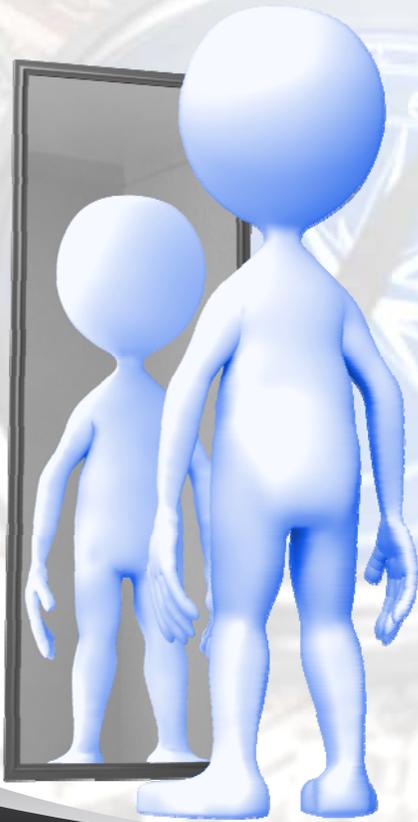


Written Policy defining scope of your agency's archives?



Scope of Policy & Procedures:

Official Record vs
Convenience Copy?



eRecords & eLeadership
Your Journey to Success

Communicating the Policy & Procedures:



Formal Guidelines: 57%



Required Training: 29%



Optional Training: 35%



Nada: 18%

Auditing adherence to Policy & Procedures:



No Auditing: 41%



Monitored Internally on Regular Schedule: 38%



Other: 21%



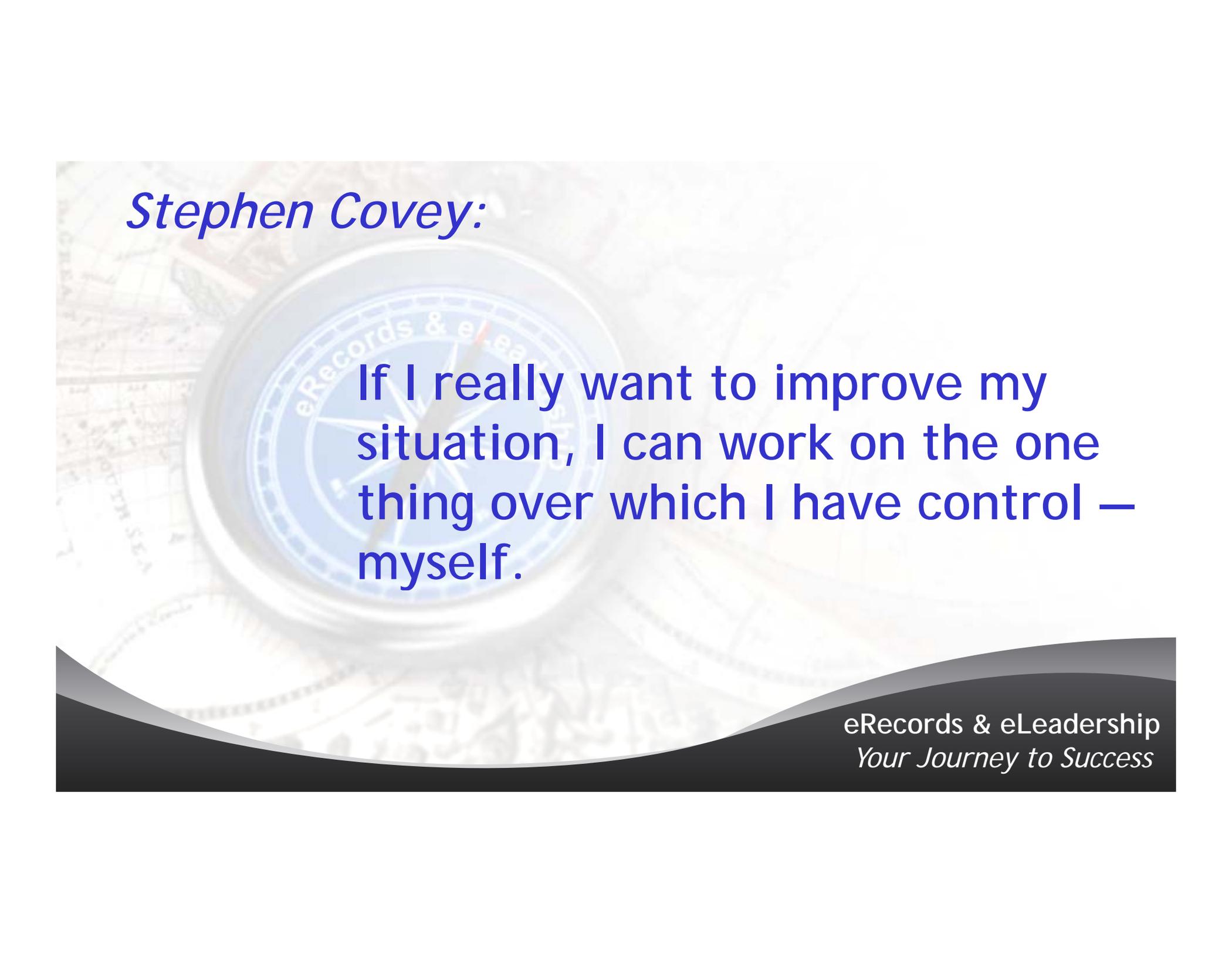
Leadership...*by Learning*

eRecords & eLeadership
Your Journey to Success



Leadership...*with Leverage*

eRecords & eLeadership
Your Journey to Success



Stephen Covey:

If I really want to improve my situation, I can work on the one thing over which I have control — myself.

eRecords & eLeadership
Your Journey to Success

Leverage:



eRecords & eLeadership
Your Journey to Success

Leverage *Yourself*:



*with Business & Personal
Productivity Literature*

eRecords & eLeadership
Your Journey to Success

Leverage *Yourself*:



*with Trainings -
In Person & Online*

eRecords & eLeadership
Your Journey to Success

Leverage *Yourself*:



*with Podcasts,
Blogs, & Listservs*

eRecords & eLeadership
Your Journey to Success

Leverage *by Collaborating:*



eRecords & eLeadership
Your Journey to Success

Leverage *by Collaborating:*



*with Information
Technology*

eRecords & eLeadership
Your Journey to Success

Leverage *by Collaborating:*



with Training

eRecords & eLeadership
Your Journey to Success

Leverage *by Collaborating:*



with Legal

eRecords & eLeadership
Your Journey to Success

Leverage *by Collaborating:*



eRecords & eLeadership
Your Journey to Success

Leverage *by Looking Outside:*



*National Archives &
Records
Administration*



Utah State Archives



Boulder, Colorado



eRecords & eLeadership
Your Journey to Success



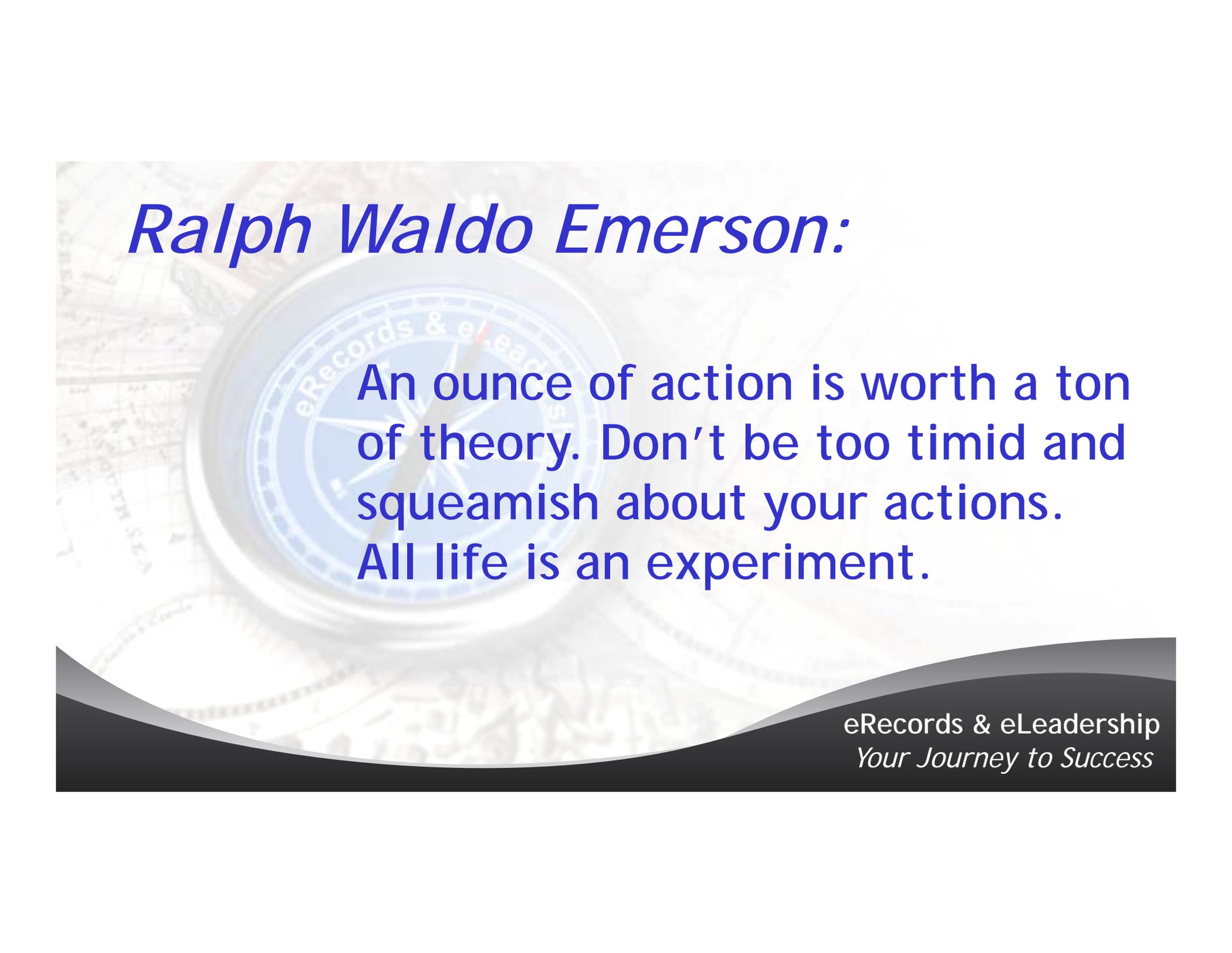
Leadership...*with Leverage*

eRecords & eLeadership
Your Journey to Success



Leadership...*through License*

eRecords & eLeadership
Your Journey to Success



Ralph Waldo Emerson:

An ounce of action is worth a ton of theory. Don't be too timid and squeamish about your actions. All life is an experiment.

Believe it or not...



eRecords & eLeadership
Your Journey to Success

Licensed... *to stop the Leak*



*with
Training*

eRecords & eLeadership
Your Journey to Success

Licensed... *to stop the Leak*



*with
Communication*

eRecords & eLeadership
Your Journey to Success

Licensed...*to stop the Leak*



by
Advocating

eRecords & eLeadership
Your Journey to Success

Welcome... *to Success!*



eRecords & eLeadership
Your Journey to Success

Leadership...



by Learning



with Leverage



through License

eRecords & eLeadership
Your Journey to Success



eRecords & eLeadership
Your Journey to Success



So ends this part of the journey -
Now on to our next one!