

Element	Title	Type
Policy	Meeting PROV Compliance Measures - Integrated Approach to Records Management - 6 September 2012	Presentation
	eassure - Records Management Policy Template Version 2	Template
	eassure - Developing an Integrated Suite of Policies	Template
Performance Management and Reporting	Presentation - Developing RM Key Performance Indicators	Presentation
	Eassure - Operational KPIs for Records Management	Template
Business Process Management	Eassure - Survey Records Management EDRMS	Template
	Eassure - Survey Records Management Service Delivery	Template
Digitisation (scanning)	eassure - Presentation - Establishing a Digitisation Program V1	Presentation
	eassure - Activity - Digitisation Plan Template - Introduction and Digitisation Activity Plan Only	Template
	Eassure - MAV Workshop Products - Digitisation - Outsourcing VS Insourcing	Information
	Eassure - MAV Workshop Products - Digitisation - Executive Brief Scanning and Destruction	Information
Disposal	eassure - Presentation - Establishing a Disposal Program V1	Presentation
	eassure - Activity - Disposal Documentation Needs Analysis	Template
	eassure - Activity - Disposal Procedures Gap Analysis Template	Template
	eassure - Reference Document - PROS Compliance Requirements - Disposal	Information
Classification	eassure - Presentation - Developing a Classification Scheme	Presentation

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	eassure - Presentation - Implementing a New Classification Scheme	Presentation
	Business Classification Scheme for Local Government	Template
Communication	Presentation - Developing a Communication Plan for RM	Presentation
	eassure - Activity - Classification Communication Plan	Template
	Stakeholder Identification and Communication Plan - Master Template V1	Template
	Stakeholder Identification and Communication Plan - MAV Activity Plans	Example
Training	Presentation - Developing a Records Management Training Program	Presentation
	Eassure - Recordkeeping Summary Slides for General Introduction V2	Presentation
	Eassure - Records Management Induction Program Presentation V3	Presentation
	Eassure - Induction Training - Staff Comprehension Check Questions V1	Template
	Statement of Responsibility Template	Template
	Training Evaluation Survey	Template
	Training Needs Analysis Form	Template
Fact Sheets	Eassure - Recordkeeping Standard 1 - Keeping Records	Advice
	Eassure - Recordkeeping Fact Standard 2 - Electronic Records	Advice
	Eassure - Recordkeeping Fact Standard 3 - Managing Email	Advice
	Eassure - Recordkeeping Standard 4 - Document and Records Naming Conventions	Advice

Element	Title	Type
	Eassure - Recordkeeping Standard 5 - Records Protection and Security	Advice
	Eassure - Recordkeeping Standard 6 - Managing Photographic Images	Advice
	Eassure - Recordkeeping Standard 7 - Records Disposal	Advice
	Eassure - Recordkeeping Standard 8 - Full and Accurate Records	Advice
	Eassure - Recordkeeping Standard 9 - Scanning Documents	Advice
	Eassure - Recordkeeping 10 - Recordkeeping Glossary	Advice
	Eassure - Recordkeeping Fact Sheet 11- Recordkeeping Frequently Asked Questions FAQ	Advice
Email Alerts	Eassure - Recordkeeping Email Alert - Whats in a Name	Advice
	Eassure - Recordkeeping Email Alert - What is a Record and Document	Advice
	Eassure - Recordkeeping Email Alert - Sentencing Records	Advice
	Eassure - Recordkeeping Email Alert - Responsibilities for Recordkeeping	Advice
	Eassure - Recordkeeping Email Alert - Records Access	Advice
	Eassure - Recordkeeping Email Alert - How to Decide to Make or Keep Records	Advice

