

Cooperative Business Management

Level I

**Based on March, 2022, Version- III
Occupational standard**



Module Title: - Record Management

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Table of Contents

Introduction to the module.....	3
LO #1- Identification of Records and documents.....	4
Instruction sheet	4
Information Sheet 1	5
Selfcheck 1	19
Operation Sheet -1	21
LAP TEST-1	23
LO #2- Maintain Documents	23
Instruction sheet	24
Information sheet -2.....	25
Self-Check – 2.....	36
Operation Sheet -2	38
LAP TEST-2	39
LO #3- Record Preservation	40
Instruction sheet	40
Information sheet 3	41
Self-Check – 3.....	52
Operation Sheet -3	55
LAP test -3	56
Reference Materials	57

Introduction to the module

Dear students! Welcome to the Learning module “Record Management”. This Learning module has three learning outcomes such as, Identification of record and document, maintain documents and Record preservation. The **first** learning outcome of this module presents the Record management: meaning and definition, Concept of record, document, Organizational record management processes and Record receiving procedures, Recording documents and Document Formatting, Recorded data concerning Cooperative societies organs of cooperative societies and Activities and performance status of coops.

The **second** learning outcome deals about the Meaning of Maintain Documents, Duration of recording document and record state, file name and document file name, Document preservation and handling by folders and shelves, Data retention standards, Visual displays of documents and Organizational requirements in handling information and the **third** learning outcome presents record preservation Meaning of Accessibility, traceability and technological protection of information, preservation and security of Cooperative documents, Updating, altering and modification of cooperative documents, Retention and archiving records and Disposal of documents. At the end of the module the trainees will be able to Plan organizational record management proposal, create or receive records and documents, use and maintain records, retain and preserve achievable records and dumping outdated records.

LG #22	LO #1- Identification of Records and documents
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<p>• Instruction sheet</p> <p>This learning guide is developed to provide you the necessary information regarding the following contentcoverage and topics:</p> <ul style="list-style-type: none"> • Organizational record management processes andRecord receiving procedures • Recording documents and Document Formatting • Recorded data concerning Cooperative societies • organs of cooperative societies • Activities and performance status of coops <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> • Recognize organizational record management processesand Record receiving procedures • Define Recording documents and Document Formatting • List Recorded data concerning Cooperative societies • Recognize organs of cooperative societies • Grade Activities and performance status of coops
<p>Learning Instructions:</p> <ol style="list-style-type: none"> 1. Read the specific objectives of this Learning Guide. 2. Follow the instructions described below. 3. Read the information written in the information Sheets. 4. Accomplish the Self-checks. 5. Perform operation sheets. 6. Do LAP test.

Information Sheet 1

1.1 Organizational record management processes and Record receiving procedures

1.1.1 Organizational record management processes

- A. **Record:** The ISO 15489-1:2001 defines records as "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business. "Record also defined as the evidence of history. It is made after an action done as proof that this has been done and cannot be changed. They are highly durable and very precise. Records may be handwritten or typewritten, or digital, but whatever kind they maybe they are the most important files.
- **Types of record:** These generally fall into two categories: policy records and operational records.
 - ✓ **Policy records:** a set of rules to control document and information lifecycle in an organization, from the moment it is created or received, until it is stored for historical reference or destroyed.
 - ✓ **Operational records:** a record that supports and documents the mission and general administration of an organization Examples: registration card, birthday card, identity card, license, certificate, minutes etc.
 - B. **Organizational records:** They are the internal documents produced by an organization to guide its work or as a result of its work. They provide evidence on issues such as how the organization determined its goals, who had decision-making power, and how the organization evolved over time.
 - C. **Record management:** Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or receipt to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records. The ISO 15489-1:2001 standard (The ISO 15489-1:2001) defines records management as "[the] field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and

information about business activities and transactions in the form of records". RM includes everything from the creation of a record to its disposal.

- D. **Record management processes:** a records management process is comprised of identifying records, classifying records, and storing records, as well as coordinating internal and external access. The process may also incorporate policies and practices on how to create and approve records, as well as the enforcement of those policies and practices. The records management process is the entire lifecycle of records from creation to disposition.
- E. **Organizational record management:** What is organizational record management system? Records Management system (RMS) is the management of records for an organization throughout the records-life cycle. The activities in this management include the systematic and efficient control of the creation, maintenance, and destruction of the records along with the business transactions associated with them. It includes the structure, policies, procedures, and processes necessary to manage all the information stored within an organization.
- **The stages of records management:** According to the life cycle concept, records go through three basic stages: creation (or receipt), maintenance and use, and. disposition.
 - **The purpose of records management:** The purpose of records management is part of an organization's broader function of governance, risk management, and compliance and is primarily concerned with managing the evidence of an organization's activities as well as the reduction or mitigation of risk associated with it.
 - **Types of record management system:** Generally speaking, there are two systems: traditional paper record management systems (hard copy document), and electronic record management systems (soft copy documents). As the name might imply, traditional paper record management systems involve the management and storage of hard-copy documents.

1.1.2) Essential Records Management Procedures and steps

Those record management procedures are an established or official way of doing something which are a series of actions conducted in a certain order or manner to run record management process. But, step is a measure or action, especially one of a series taken in order to deal with or achieve a particular thing. So we should apply the following record

management procedures step by step to get the required work results. Those procedural steps are:-

Step 1: Set-up a Records Retention Schedule: A records retention schedule outlines how long records should be kept from an operational and legal standpoint, and that outdated records are disposed of in a timely, systematic manner.

When determining the retention period for your records, it's important to:

- I. Perform a record inventory of all physical and electronic records
- II. Establish a standardized record classification system
- III. Conduct research on all federal, state, and local requirements

Step 2: Policies and Procedures: Your records management program should support policies and procedures both legally and operationally. Policies and procedures set the standard for a compliant records management system. They should include the management of all records and media types, including email. Your company may have separate policies for records retention, active files, unused files, emails, and several other areas of information management.

Step 3: Accessibility, Indexing, and Storage: A contributing factor of a successful records management program is the ability to access your information when it's needed. Companies need to obtain information quickly for everyday business operations and compliance requirements.

Indexing parameters, including date, subject matter, creator, and location of the record, are essential to retrieving information promptly and efficiently. Depending on the information type – whether electronic or physical – storage locations may vary.

Electronic records can be stored and retrieved from an online document management system, also known as DMS. For archived documents that are required by law to be kept in physical form, offsite records storage facilities protect information in climate-controlled environments, freeing up office space. By finding a provider that offers scan-on-demand services for records stored offsite, you can quickly retrieve documents anytime, anywhere.

Step 4: Compliance Auditing: To ensure compliance by employees, your records management program should receive regular audits.

Components of a records management audit should include:

Page 7 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1 September,2022
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- ✓ Retention schedule complies with up-to-date laws and regulations
- ✓ Indexing accuracy and accessibility of documents
- ✓ Training and communication among staff and departments
- ✓ Protection and preservation of records
- ✓ Timely and consistent destruction of inactive files

A thorough audit of records management procedures will ensure that historical records are routinely maintained and destroyed in a compliant, well-enforced manner throughout your organization.

Step5: Disposal of Outdated Records: Once you’ve organized your files and determined the right retention policy, it’s time to dispose of unneeded documents. Businesses can encounter trouble when it retains documents for longer than required, including data breaches and hefty penalties. Why chance the risk and keep confidential documents past their legal requirements? Finalize your records retention policy by using shredding services with chain-of-custody procedures and NAID certification to destroy backlog files in a compliant manner.

NAID Certification® verifies secure data destruction companies’ services’ compliance with all known data protection laws through scheduled and surprise audits by trained, accredited security professionals, fulfilling customers’ regulatory due diligence obligations.

1.1. 2Record receiving procedures: A receiving procedure is needed to properly inspect all incoming goods, mark them with tags, and record them as having been received. If this is not done correctly, a business will find that its inventory records are inaccurate. When these records are inaccurate, it is impossible to fulfill customer orders or run manufacturing operations in an efficient manner.

- **Inspect Incoming Goods (Receiving Staff)**

- I. Upon receipt of a delivery, match the received items to the description stated on the accompanying bill of lading, as well as the description on the related purchase order. Major discrepancies can lead to rejection of the delivered goods.
- II. If there is no authorizing purchase order and the purchasing manager does not issue a waiver, reject the delivered goods.

III. Use a preprinted receiving checklist to inspect each delivery. Items likely requiring review are the quantity received, comparison to a quality threshold, and the date and time of receipt.

Note any variances on the checklist. Initial the checklist when the review is complete.

IV. Sign a photocopy of the bill of lading to indicate that the delivery has been inspected and is accepted:

- i. A careful comparison of the number of pieces received with the number listed on the freight bill.
- ii. Examination of the cartons for any evidence of damage.
- iii. Examination of the contents for obvious damage if cartons show any evidence of possible damage.

- **Record management lifecycle:**

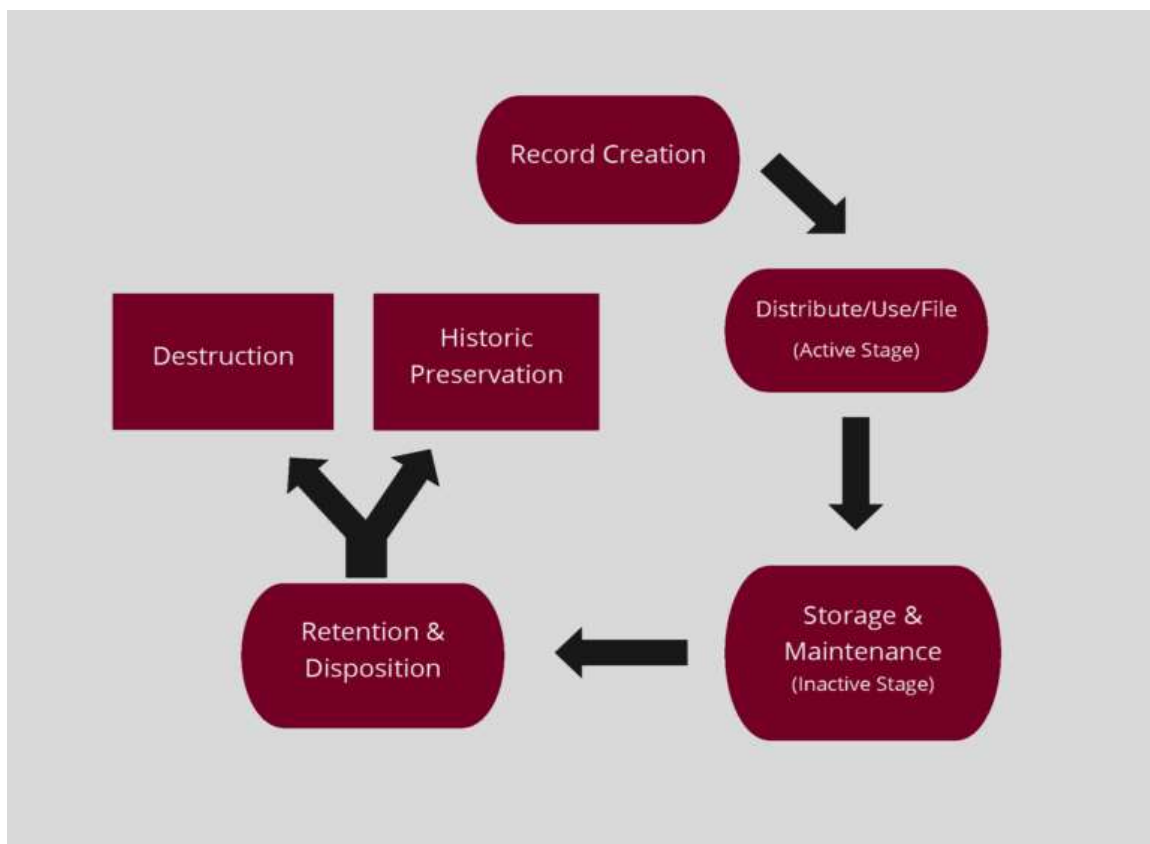


Figure 1.1 the Record Management Lifecycle

- **.Document:** The document is a representation of a thought which written, drawn, or represented. In the past, the word ‘document’ used to refer to something as written proof or evidence of actions. In the modern age, most documents are in typed form, so they include text colors, font sizes, images, tables, and graphics used in them. Based on advancements in technology, typewritten documents are much better than handwritten documents as they can easily amend. Editing and deleting is a much easier process in typewritten documents.

A document is not only something written pictures, videos rather, and sounds can also categorize as documents. Documents may be articles, newspapers, historical journals and sale invoices. The document is one of the types of information. It may be manual or electronic. It may be shorter or consist of many files i.e., part of something bigger. Examples of documents Plans, rules, regulations, directives, by-laws, management structure Budget documents and e.t.c.



Figure 1.2 Business Information Systems In Your Career Figure

Table 1.1 Comparison Table

Comparison	Document	Record
Meaning	A document is planning about how something can be and should be done	A record is evidence of something done
Completion	never complete, and there is always a space of making changes and adding something new	complete in itself as it is made after something is done
Alteration	can easily be altered	cannot be altered
Durability	Less durable	More durable
Time Duration	It gives a general status of something without any specification of time	It gives specific information about something within a specific period
Accuracy	less accurate	highly accurate
Organization	mostly unstructured but sometimes structured	highly formal and organized
Recreation	can easily be modified and recreated	It cannot be recreated
Purpose	To plan actions	To keep evidence of actions
Types	Textbooks, novels, books, websites, etc	Receipts, maps, accounting papers, payment bills, identity cards, etc
Main Difference	is planning about how something	a record is evidence of

	can be and should be done	something done.
Similarity	Both are source of information	

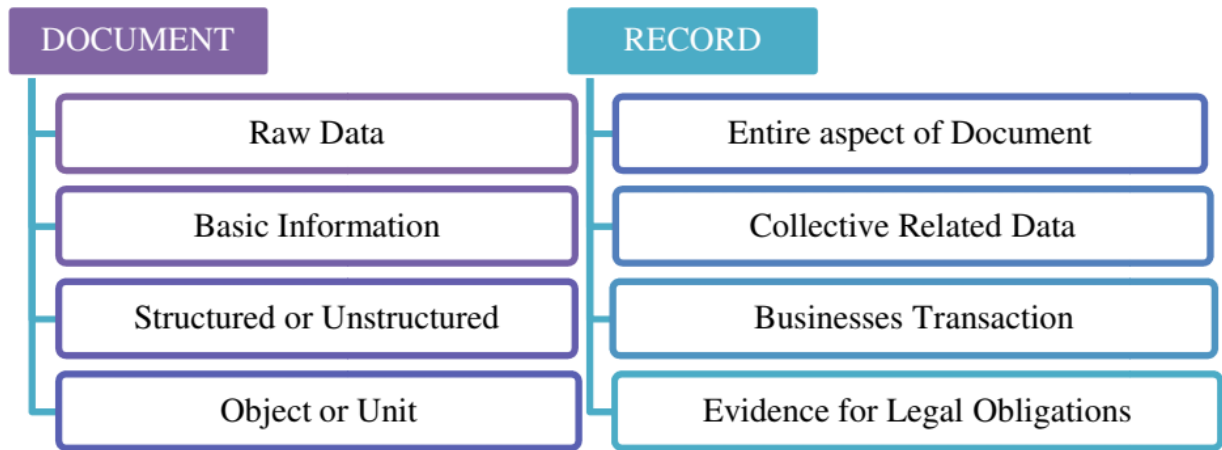


Figure 1.3 the difference between document and record

As in Figure 1.3 the “document” contains four core elements. They are “raw data”, “basic information”, “structured or unstructured” and “object or unit”. By these elements it is learnt that document is about primary source of information that organization use and handle on the daily basis. The “Entire aspects of Document”, “Collective Related Data”, “Businesses Transactions” and “Evidence for Legal Obligations” are core elements of record. This implies that the record is originated from the “document”. All records are documents, but not all documents are records.

1.2 Recording documents and Document Formatting

- A) **Recording documents:** Recording refers to the act of receiving, processing and safekeeping official public information in accordance with local, state and federal law. So, organizational or any other private documents should be recorded based on requirements and laws for the sake of safe documentation of records.
- B) **Document formatting:** refers to the way a document is laid out on the page—the way it looks and is visually organized—and it addresses things like font selection, font size and

presentation (like bold or italics), spacing, margins, alignment, columns, indentation, and lists. Basically, the mechanics of how the words appear on the page. A well formatting.

1.3 Recorded data concerning Cooperative societies

Like other organizations cooperative societies have their own recorded data that evidenced the the past conditions, activities and performance of cooperatives. The under listed are some of those datas:

- A. **Types:** categories of coops as service provider, producer and both i.e. accomplish both activates together.
- B. **Service:** Package/facility/ that coops provide to members and non-members like, supply of agricultural inputs and consumptions, packaging and marketing agricultural outputs and etc.
- C. **Production:** Fabrication of products or Production is the method of turning raw materials or inputs into finished goods or products in a manufacturing process.
- D. **Number of cooperatives and members:**The minimum members required to get a co-operative society registered is 10 and maximum 100 in case of cooperative Credit society and no limit for the remaining. Cooperative management should be regarded as a team consisting of four elements — members (owners), committees (elected i.e. mc, cc/watching dog/ and other committees), the manager (hired), and other responsible employees (paid). Each part of the team has its own distinctive duties and responsibilities for performing management functions in a cooperative.

The International Cooperative Alliance is one of the largest non-governmental organizations in the world today by the number of people it represents more than 1billionCooperativemembersfromanyofthe3 million cooperatives worldwide.

Current and previous performance: refers to how something has performed in the past, for example how an athlete, a business, an investment portfolio, an individual stock, a sports team or a race horse has performed. The largest 300 cooperatives and mutual report a total turnover of 2,146 billion USD, according to the World Cooperative Monitor (2020).

Cooperatives contribute to the sustainable economic growth and stable, quality employment, providing jobs or work opportunities to 280 million people across the globe, in other words, 10% of the world's employed population.

As member-owned, member-run and member-serving businesses, cooperatives empower people to collectively realize their economic aspirations, while strengthening their social and human capital and developing their communities.

- E. **Years of establishment:** a time when cooperative formation
- F. **Capital:** Co-operative capital generally comes from either members – by way of share capital – or retained earnings (reserves).
- G. **Audit report:** Cooperative audit is a close examination of financial transactions, maintenance of books of. Accounts, documents and other records of a business and includes an inquiry into the affairs of the society in. order to ascertain the correctness of accounts and the extent to which its activities were useful in promoting.
- H. **Minute of general assembly meeting:** Meeting minutes are notes that are recorded during a meeting. They highlight the key issues that are discussed, motions proposed or voted on, and activities to be undertaken. The minutes of a meeting are usually taken by a designated member of the group.
- I. **Employees:** a person employed for wages or salary, especially at non-executive level.
- J. **Stakeholder:** The stakeholders of a cooperative society are the individual members, leaders, managers, bureaucrats, and catalyst. They contribute either voluntarily or involuntarily to the development of their cooperative. Their entrepreneurial characteristics help the organization to grow and adapt to changes.
- K. **Surplus of cooperatives:** Net surplus is the excess of payments made by the members for the loans borrowed, or the goods and services bought by them from the cooperative. It is also defined as the balance due the members from the payments made to the cooperative.

- The net surplus of every cooperative shall be distributed as follows: (1) an amount for the reserve fund which shall be at least ten percent (10%) of the net surplus: (a). the reserve fund shall be used for the stability of the cooperative and to meet net losses in its operations.

L. Dividend: A dividend is simply a share of the company's profits. Profit is what is left over after the company has settled all its liabilities, including taxes. If there is no profit, then no dividends can be paid. Dividends can be paid to directors and other shareholders, according to the proportion of shares that they hold.

M. Division of cooperatives: Division of Cooperatives means breaking up of a Cooperative into two or more independent units to form new Cooperatives.

N. Amalgamation: Amalgamation of societies | Cooperative Societies Act, 2008 | Bare Acts | Law Library | Advocate Khoj. 1. Any 2 or more societies may, by a resolution passed by not less than three-fourths of all the members of each society and voting at a special general meeting called for the purpose, amalgamate as one society.

O. Diversification: Diversification is a growth strategy that involves entering into a new market or industry - one that your business doesn't currently operate in - while also creating a new product for that new market. Diversification reduces risks, smooth's out returns and helps improve long-term portfolio performance.

P. Link-up system: an instance of two or more people or things connecting or joining. In cooperatives it is the application of cooperation among cooperatives.

1.4 organs of cooperative societies

Cooperatives have their management or organizational structures that composed of the following elements among some of the organs.

- I. Members of the General assembly:** numbers of general meeting of members.
- II. Employees:** hired employees like, managers, accountants, cashier, store keeper, secretaries, guards etc.
- III. Managers:** Administrators of activates of coops who hired from the labor market as a management experts.

IV. Committee: Teams who perform activates that are given by coop laws. Example mc,cc education and social committee ,saving and credit committee, council of inspection etc.

1.4 Activities and performance status of cooperatives

Cooperative societies perform different social, economic, cultural, environmental and organizational as well as office activates to realize their formation purpose. So that their daily, monthly and yearly activates can measure performance status of cooperatives and show their progress. Those activities are:

A. **Capital**, and current capital of the Cooperative: A cooperative, like any business, requires money, or capital, for start-up, stability, and growth. Cooperatives can use both debt and equity to meet their capital needs. Initial capital or startup capital means the money that you invest, plus any early investment interest that has been added. Current capital is a company's liquid assets -- like cash -- minus its current liabilities. Current capital is often referred to as working capital. Essentially, current capital is the liquid financial assets that a company has on hand to manage the day to day operations of the company.

Current Capital = Current Assets - Current Liabilities.

B. **Initial Plans:** Developed in advance methods, acts, procedures...to achieve goals and objectives of coops by meeting needs and aspirations of members and the the surroundings. , Strategic planning allows the board to consider how the cooperative's resources can best be focused and employed to meet evolving member needs. A cooperative's governance system also creates a need for strategic planning. Most successful cooperatives have a healthy level of turnover on the board.

C. **Minutes:** Meeting minutes are some of the most important documents for co-operative businesses. Collectively, they contain the official record for decisions made by the board of directors and the membership. This is important for good governance, strategic direction, and the overall operation of the co-op. Format of Minutes of Meetings are: Attendees – Name and

designation (2 columns of a table). Agenda at hand – topic to be discussed. Issues raised – along with the names of the speakers. Suggestions – made along with the names of the speakers.

- D. **Dividend allocations:** A dividend is a distribution of profit by a corporation to its shareholders. When a corporation earns a profit or surplus, it is able to pay a proportion of the profit as a dividend to shareholders. Any amount not distributed is taken to be re-invested in the business (called retained earnings.). A dividend is allocated as a fixed amount per share, with shareholders receiving a dividend in proportion to their shareholding. Dividends can provide stable income and raise morale among shareholders. Cooperatives, on the other hand, allocate dividends according to members' activity, participation and in proportion to their shareholding.
- E. **Reports:** A report is a document that presents information in an organized format for a specific audience and purpose. Example coops annual performance and audit report for General assembly.
- F. **Rules, regulations, directives, and by-laws:** Rules are guidelines and instructions for doing something right. It is created to manage behavior in an organization or country. They are written principles. On the other hand, regulations are directives made in addition to the laws in a particular country. They are imposed to address gaps in the existing system. Bylaws set out the rules and regulations underpinning the business operations, governance, and procedures for decision-making. They define your organization and shape how decisions are made.
- G. **Management structure:** A management structure describes how a company organizes its management hierarchy. In almost all organizations, a hierarchy exists. This hierarchy determines the lines of authority, communications, rights and duties of that organization.
- H. **Contact details:** It is all about registration format and its elements at registering members.
- I. **Final records:** Final record means the record identified as being complete with no further changes planned. The last version of a document that is identified as finished, rather than just another version or draft.
- J. **Budget documents, balance sheet:** budget document is a document that contains a comprehensive update on the implementation of the budget, including a review of the economic assumptions underlying the budget and an updated forecast of the budget outcome for the current budget year. A non-technical representation of the terms. The term balance sheet refers to a financial statement that reports a company's assets, liabilities, and shareholder equity at a specific point in time.

Self-check 1	Written test
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Name..... ID..... Date.....

Time Allowed 50 Minutes

Directions: Answer all the questions listed below.

Test I: Choose the best answer (10 points)

- One is NOT among organs of cooperative societies
A. General assembly B. Committees C. Plans D. Employees
- Which one is an element of recorded data concerning Cooperative societies
A. Capital B. Dividend C. Members D. All
- One is among teams who perform activities that are given by coop laws.
A. General assembly B. Committees C. Managers D. Employees
- _____refers to the act of receiving, processing and safekeeping official public information in accordance with local, state and federal law.
A. Recording B. Record C. Document D. Documentation
- _____defines as "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business."
A. Recording B. Record C. Document D. Documentation

Test II Matching(14 points)

A		B	
1	The earlier format for text-based files used by Microsoft.	A	Ppt
2	It replaced .doc and can be read by different programs.	B	Pdf

3	They contain embedded macros code.	C	Html
4	Many programmers use them for writing code or instructions.	D	Txt
5	Now, meet the language that is also a file format.	E	Docm
6	It is a portable document format which makes it appropriate for sharing any file.	F	Docx
7	People who create presentations often are familiar with these file extensions	G	Doc

Test III: Short Answer Questions (26 points)

1. What is record management?(5 points)
2. What is the difference between record and document?(5points)
3. Show the Records Management Lifecycle(6 points)
4. What are the common document formatting? (10 points)

Note: Satisfactory rating - 50 points

Unsatisfactory - below 50 points

Operation Sheet -1

1.1 Techniques/Procedures/Methods to create file

A. Tools and equipment

- I. Computers
- II. CD, flash, mouse,
- III. Table, chair,
- IV. Printer
- V. Photocopy machine

B. Procedures/Steps/Techniques

Step 1: Open an application (word, power point, etc.) and create new file.

Step 2: Click file.

Step 3: Click save as.

Step 4: Select box as the location where you like save your file.

Step 5: Name your file.

Step 6: Click save.

1.2 Procedures/Methods of Records Management

A. Tools and equipment

- I. Computers
- II. Printer
- III. Paper, pen, pencil, shelf, file cabinet, binder,
- IV. Hard disk, CD, flash, audio and video recorder, scanner,
- V. Telephone, mobile phone and telecommunication network
- VI. Management information system
- VII. Computer skill

B. Procedures/Steps/Techniques

Step 1: Set-up a records retention schedule.

Step 2: Base policies and procedures.

Step 3: Put accessibility, indexing, and storage.

Step 4: stand compliance auditing.

Step 5: outlook disposal of outdated records.

LAP TEST-1	Performance test
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Name.....

ID.....

Date.....

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **1** hour. The project is expected from each student to do it.

Task-1 Create file and folder for documents.

Task-2 Use software programs for recording or storing data.

LG #23	LO #2- Maintain Documents		
Page 23 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1 September,2022

• **Instruction sheet**

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Meaning of Maintain Documents
- Duration of recording document and record state
- file name and document file name
- Document preservation and handling by folders and shelves
- Data retention standards
- Visual displays of documents
- Organizational requirements in handling information

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Define Maintain Documents
- Identify Duration of recording document and record state
- Differentiate file name and document file name
- Explain Document preservation and handling by folders and shelves
- Describe data retention standards
- List Visual displays of documents
- Recognize Organizational requirements in handling information

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below.
3. Read the information written in the information Sheets
4. Accomplish the Self-checks
5. Perform operation sheets
6. Do LAP test

Information sheet -2

2.1. Meaning of Maintain Documents

Maintenance documentation is any record containing information that you might need to complete maintenance tasks and inspections. It tells you what you have, shows you how to maintain it, and has records of all your past work.

Of course, there's that old saying about "never putting all your eggs in one basket," but if you want accurate, accessible maintenance documentation, that's exactly what you should do. You just have to make sure you choose the right basket.

- **The importance of maintain complete documentation**

In every field, it's important to minimize as much risk as possible. Documentation is a great tool in protecting against lawsuits and complaints. Documentation help ensure consent and expectations. It helps to tell the narrative for decisions made, and how yourself or the client responded to different situations.

2.2. Duration of recording document and record state

a) Duration of recording document

The Clerk-Recorder's Office is open for all in-person services between the hours of 8:30am and 4:30pm. Customers will be assisted on a first "come first served" basis. The number of customers in the lobby area is strictly regulated, so it may be necessary to wait in the hallway for your turn to be assisted.

To avoid wait time, documents to be recorded, Clerk filings, copy order requests, and vital records certificate requests may also be submitted by any of the following:

Record in Person:

Page 25 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1
			September, 2022

Documents may be submitted in person at the Recorder's Office between the hours of 10:30 a.m. and 4:30 p.m. excluding holidays and weekends. Note: Documents that cannot be processed by 5:00 p.m. will be held (along with the proper payment of fees to be recorded on the following business day.

Each recorded document is returned two weeks after the date of recording in a windowed envelope directed to the address printed on the top left-hand corner of the first page of the document, or cover-sheet.

Conformed copies are available at the time of recording. However to receive a conformed copy you must, in addition to your original, provide a copy of your document and pay an additional \$2 fee at the time of recording.

Documents that do not meet recording requirements are returned immediately to the submitter.

- **Record by Mail:**

Documents received by mail are generally recorded within 48 hours of being received. (Excluding holidays and weekends)

Each recorded document is returned two weeks after the date of recording in a window envelope to the address printed on the top left-hand corner of the first page of the document, or cover-sheet.

Conformed copies are returned by mail at the time of recording. However, to receive a conformed copy, you must include with your original, one copy of the document, an additional \$2 fee and a self-addressed postage paid envelope for return.

Documents that do not meet recording requirements are generally returned within 3 days of being received. The original document, all accompanying paperwork and the check or money order will be returned to the submitter along with a return receipt explaining the reason for rejection.

b) Record states/ conditions

means a condition of all papers, books, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by the Office of Mental Health in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities, or because of the information they contain.

c) Types of record states

Page 26 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1
			September,2022

- I. An active record states: is best defined as a set of documents that are currently being utilized by an office or a business.
- II. An inactive record state: is a record or set of documents that are NOT currently being used by an office of a business.

2.3. file name and document file name

A) **File name:** is the complete title of a file and file extension. For example, "readme.txt" is a complete file name. A file name may also describe only the first portion of the file. For example, "readme" is the name of the file and ".txt" is its file name extension.

B) **Document file name:** A document file name is the name you give the electronic file copy of a document. The document file name does not need to be the same as the actual document. In fact, you can use the shortest version of the name that's possible. Try to keep the file name between 5 and 15 words. Your objective should be to make sure the document is short, easy to read and consistent.

- **Document file name should be:**

- ✓ **Keep it simple** – Leave the version number off of the file name. Complex naming and multiple versions might be needed on your shared drive, but not on the web. This also decreases the chance that links will break when you replace documents.
- ✓ **Be descriptive** – Use key words in the filename that would allow you to search for and find the file later. Use keywords and other text that is meaningful to the website visitor, for example: if the document is about cleaning a j-tube use that text, not some formal text that maybe has language the visitor won't understand.
- ✓ **Don't use spaces** – web browsers turn spaces between words into "%20" in the URL, which makes it long and messy? Use all lowercase letters separated by a hyphen. For example, recycling-waste-segregation-guide.pdf.
- ✓ **Don't use symbols or special characters.** For example, don't use ampersands (&), exclamation points, question marks etc.
- ✓ **Use YYYYMMDD format for dates.** For example, jtube-guide-20140921.pdf. Only use dates in file names if you need to display the date, otherwise put the date in the footer of the document itself and keep the file name generic. Ex. jtube-guide.pdf. This keeps links to that file from breaking.

a) Example

Page 27 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1 September,2022
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- **Actual document name:** Tube Feeding at Home: A Guide for Parents and Caregivers
- **Document file name:** tube-feeding-at-home.pdf

2.4 Document preservation and handling by folders and shelves

a) Electronic Document Management Systems/ soft copy

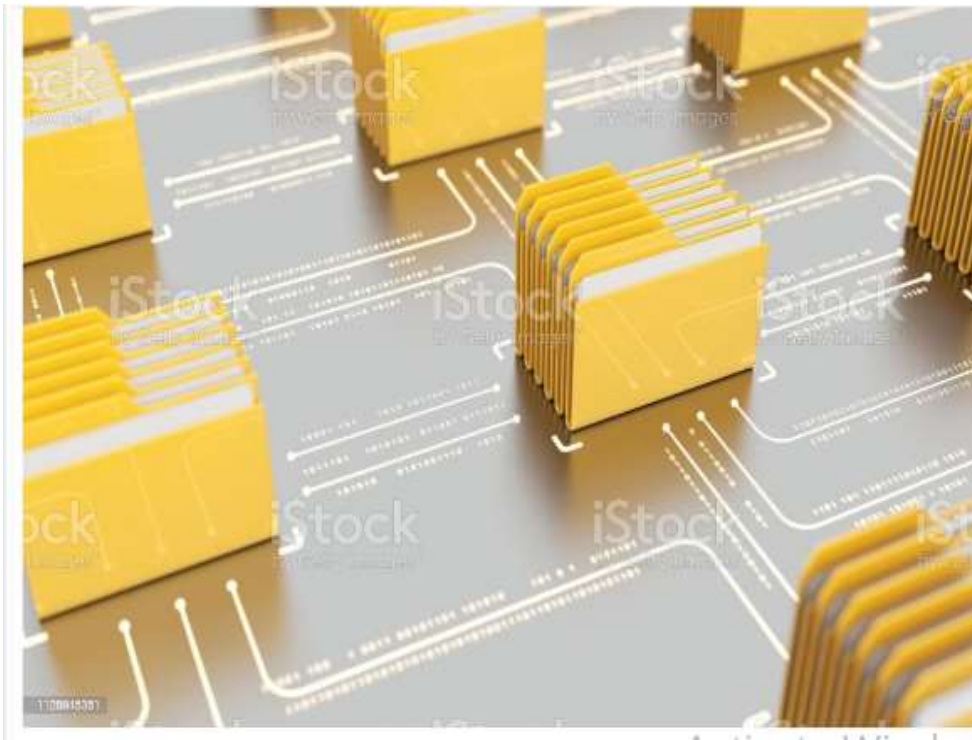


Figure 2.1 files and folders network



Figure 2.2 Database archive data storage concept. Folders on CPU processor and motherboard.
3d illustration

Nearly every record you retain can be scanned and converted to a digital format. Digital files create quick access and instant backups for a business's entire record archives.

An electronic document management system (DMS) provides version control, remote retrieval, and OCR & indexing, making it easy for businesses to track record retention times and retrieve documents remotely.

b) Manual document management system Facilities / Hardcopy

Some records are required to be kept as hard-copies, however creating an in-house storage area wastes space and is cost prohibitive, which is where offsite storage comes in.

Offsite facilities store records in secure, climate-controlled areas with fire-suppression systems in place to ensure all threats are covered.



Figure 2.3 manual file folder

2.5 Data retention standards

Data retention, or record retention, is exactly what it sounds like — the practice of storing and managing data and records for a designated period of time. There are any number of reasons why a business might need to retain data: to maintain accurate financial records, to abide by local, state and federal laws, to comply with industry regulations, to ensure that information is easily accessible for Discovery and litigation purposes and so on. To fulfill these and other business requirements, it's imperative that every organization develop and implement data retention policies.

- **What Is a Data Retention Policy & Its Importance**

A data retention policy, or a record retention policy, is a business' established protocol for maintaining information. Typically, a data retention policy will define:

- a) What data needs to be retained
- b) The format in which it should be kept
- c) How long it should be stored for

- d) Whether it should eventually be archived or deleted
- e) Who has the authority to dispose of it, and
- f) What procedure to follow in the event of a policy violation

Though the primary purpose of a data retention policy is to ensure proper data management in accordance with relevant legal statutes and regulations, it's also an excellent way to enhance efficiency within your organization.

- **Data retention** defines the policies of persistent data and records management for meeting legal and business data archival requirements. Although sometimes interchangeable, it is not to be confused with the Data Protection Act 1998.

The different data retention policies weigh legal and privacy concerns against economics and need-to-know concerns to determine the retention time, archival rules, data formats, and the permissible means of storage, access, and encryption.

In the field of telecommunications, data retention generally refers to the storage of call detail records (CDRs) of telephony and internet traffic and transaction data (IPDRs) by governments and commercial organizations. In the case of government data retention, the data that is stored is usually of telephone calls made and received, emails sent and received, and websites visited. Location data is also collected.

2.6 Visual displays of documents

Those are tools to show organizational documents in a photographic way to transmit a simple, clear and easily understandable message.

It include the following Visual displays of documents:

- A. **Chart:** a chart is a graphical representation for data visualization in which "the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or pieces in a pie chart. A chart can represent tabular numeric data, functions or some kinds of quality structure and provides different info.
- B. **Graphical:** Graphical representation refers to the use of charts and graphs to visually display, analyze, clarify, and interpret numerical data, functions, and other qualitative structures. While you might hear chart and graph used interchangeably, these two terms are not exactly the same. Graphs are types of charts. Charts are a way to present information graphically, including graphs, diagrams, tables, and other visual representations of data. So while all

graphs are charts, not all charts are graphs. Since that's confusing, it might be easier to remember that visual representations of math relationships are found in graphs.

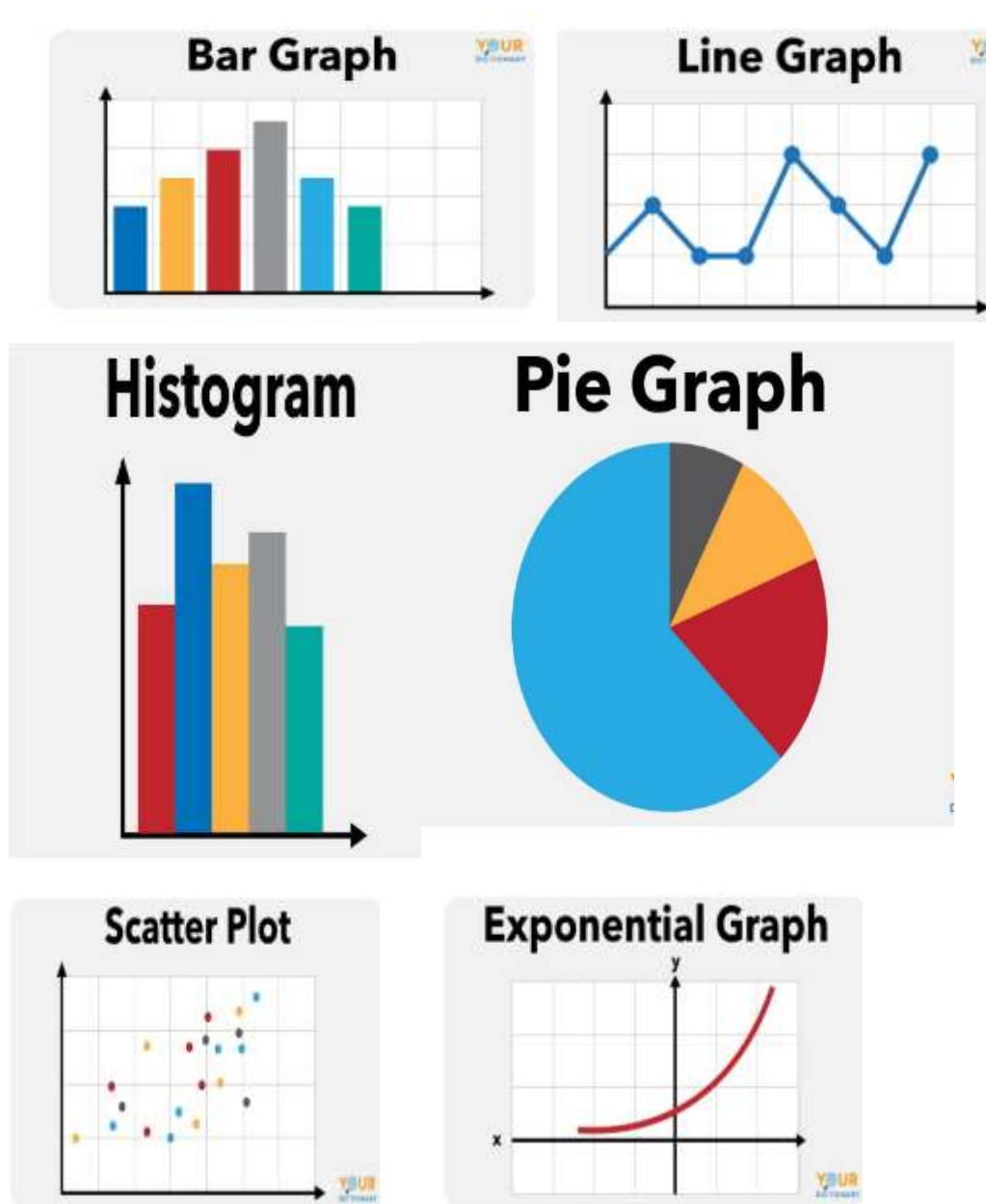


Figure 2.4 Types of graph

C. **Poster:** a poster is a form of wall art with printed image or text on paper. The modern poster, as far as we know, dates back to the 1840s and 1850s.

Cooperatives Poster 2022 Banner



Figure2.5 International Cooperative Day 2022 | International Day of Cooperatives Poster 2022 Banner

D. **Diagrams:** a diagram is a graph, chart, drawing or plan that explains something by showing how the parts relate to each other. An example of diagram is a chart showing how all the departments within an organization are related.

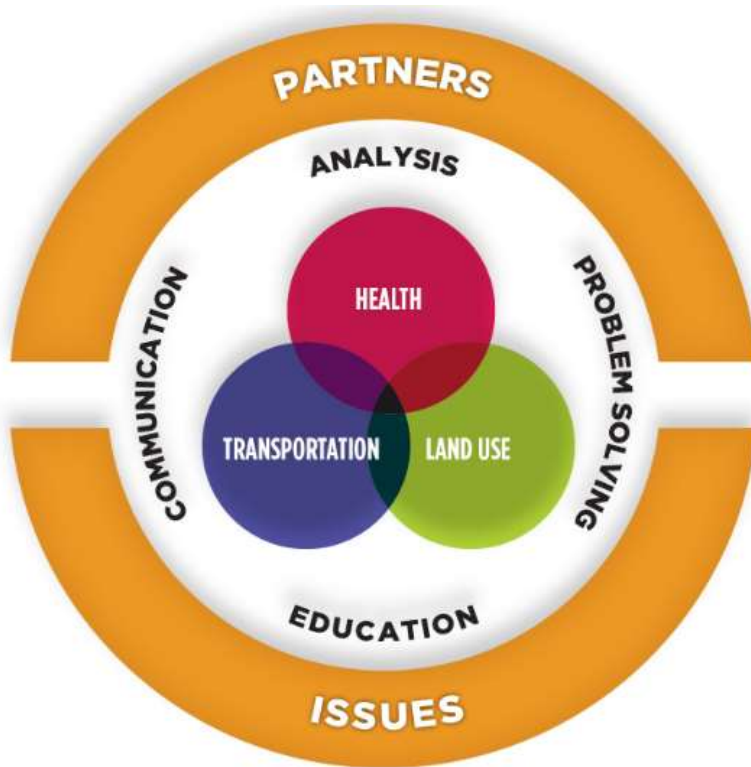


Figure 2.6 cooperative partners

2.7 Organizational requirements in handling information

Every organizations have their own desires to handle information's in the safe way to handle its customer and to achieve organizational goals. The following are among few of those requirements:

- I. **Rules**an accepted principle or instruction that states the way things are or should be done, and tells you what you are allowed or are not allowed to do. The definition of a rule is an official regulation, code of regulations or set practice. An example of a rule is that a red light means stop. An example of a rule is an employer demanding their employees arrive at 8am. To have an influence over; guide.

- **The 5 Golden Rules of a Great Workplace**

- i. Build a strong culture. ...
- ii. Recognize and reward your employees. ...
- iii. Create a good office environment. ...
- iv. Encourage a work: life balance. ...

- v. Active, transparent and empathetic leadership.
- II. **Regulation:** Regulation is the act of controlling, or a law, rule or order. An example of a regulation is the control over the sale of tobacco. An example of a regulation is a law that prevents alcohol from being sold in certain places. A Regulation is an official rule. In the Government, certain administrative agencies have a narrow authority to control conduct, within their areas of responsibility. These agencies have been delegated legislative power to create and apply the rules, or "regulations". Derived from "regulate".
- III. **Guideline:** Guidelines are generally defined as “systematically developed statements to assist practitioners and patients make decisions about appropriate health care for specific circumstances.” Guidelines are “tools” to help decision-makers make better decisions and therefore it is essential that both development and implementation strategies are clearly focused on the “end user” decision-makers.
- IV. **Legislation:** legislation, the preparing and enacting of laws by local, state, or national legislatures. In other contexts it is sometimes used to apply to municipal ordinances and to the rules and regulations of administrative agencies passed in the exercise of delegated legislative functions.
- V. **Policies:** Policy is a law, regulation, procedure, administrative action, incentive, or voluntary practice of governments and other institutions. Policies provide guidance, consistency, accountability, efficiency, and clarity on how an organization operates. This offers members of the co-operatives guidelines and principles to follow.

c) Self-Check – 2	Written test
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Name..... ID..... Date.....

Time Allowed 30 Minutes

Weight 20%

Directions: Answer all the questions listed below.

Test I: Choose(2 points each)

1. _____ any record containing information that you might need to complete maintenance tasks and inspections.

A. Maintenance documentation

B. Recording

C. File name

D. Formatting

2. One is NOT among the elements of visual displays of documents

A. Chart

B. Graphical

C. Poster

D. Studies

3. It is the practice of storing and managing data and records for a designated period of time.

A. Data retention

B. Data collection

C. Filing

D. Folder networking

E. Deleting

5. Why a business might need to retain data?

A. to maintain accurate financial records,

B. to abide by local laws,

C. To accept by state laws,

- D. To abide by federal laws,
- E. to comply with industry regulations,
- F. to ensure that information is easily accessible for Discovery and litigation purposes
- 6. Data retention policy will define:
 - A. What data needs to be retained
 - B. The format in which it should be kept
 - C. How long it should be stored for
 - D. Whether it should eventually be archived or deleted
 - E. Who has the authority to dispose of it, and
 - F. What procedure to follow in the event of a policy violation
- 7. It refers to a set of documents that are currently being utilized by an office or a business.
 - A. An inactive record states
 - B. An active record states
 - C. Electronic document management system
 - D. Manual document management system
- 8. It is a record or set of documents that are NOT currently being used by an office of a business.
 - A. An inactive record states
 - B. An active record states
 - C. Electronic document management system
 - D. Manual document management system

Note: Satisfactory - 50 rating points Unsatisfactory - below 50 points
 You can ask your teacher for the copy of the correct answers.

Operation Sheet -2

2.1 Techniques/Procedures/Methods of effective document management or maintenance.

A. Tools and equipment.

- I. Computers
- II. Printer
- III. Paper, pen, pencil, shelf, file cabinet, binder,
- IV. Hard disk, CD, flash, audio and video recorder, scanner,
- V. Telephone, mobile phone and telecommunication network
- VI. Management information system
- VII. Computer skill
- VIII. Safe workplace and office setups

B. Procedures/Steps/Techniques

STEP 1: Designate a file management team.

STEP 2: Establish your file management procedures.

STEP 3: Create a file plan & schedule.

STEP 4: Organize existing files.

STEP 5: Distinguish existing files for out-of-date, unnecessary or comfortable.

STEP 6: Arrange maintenance, storage or disposal.

LAP TEST-2	Performance Test
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Name.....

ID.....

Date.....

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **1** hour. The project is expected from each student to do it.

Task-1 Perform document maintenance.

Task -2 Organize document storage and disposal.

LG #24	LO #3- Record Preservation
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• **Instruction sheet**

This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:

- Meaning of Accessibility , traceability and technological protection of information
- preservation and security of Cooperative documents
- Updating, altering and modification of cooperative documents
- Retention and archiving records
- Disposal of documents

This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:

- Define Accessibility , traceability and technological protection of information
- Identify preservation and security of Cooperative documents
- Determine Updating, altering and modification of cooperative documents
- Adjust Retention and archiving records
- Define Disposal of documents

Learning Instructions:

7. Read the specific objectives of this Learning Guide.
8. Follow the instructions described below.
9. Read the information written in the information Sheets
10. Accomplish the Self-checks
11. Perform Operation sheets
12. Do LAP test

Information sheet 3

3.1 Record preservation

It is the act, process, or result of preserving something: such as. a : the activity or process of keeping something valued alive, intact, or free from damage or decay preservation of state parks/monuments preservation of an old tradition. The special emphasis of recent years on preservation continued in 1988.

Preservation encompasses the activities which prolong the usable life of archival records. Preservation activities are designed to minimize the physical and chemical deterioration of records and to prevent the loss of informational content.

Some of the basic archival conservation techniques include encapsulation, bookbinding, and restoration, photocopying, and photographing, amongst others. To keep the records in usable condition for as long as possible.

According to Akussah (2013), preservation of library materials is defined as activities including upholding and keeping materials away from deterioration, to prolong the lifespan or keeping the document for a long period of time either in the formal or original state or in such a way that is useful to the user.

Preservation of records is of utmost importance in records management. Many documents have been lost through time due to torn pages, rust from paper clips, improper storage containers, and exposure to negative elements such as pests, water and heat.

Inspect and stabilize each document. Remove non-archival materials such as tape, glue, fasteners, and lamination. Mend tears and fill voids with 100% archival products. Deacidify all documents stabilizing the document to prevent further deterioration.

Conservation of records is an important component within any Archives Management Programme. It ensures that records of enduring value are preserved for the benefit of present and future generations. As such, it is a prerequisite for an archival institution to have a preservation/conservation programme, where all the norms of preservation and conservation are

put in place to control internal and external agents of deterioration of archival materials and to retain records as long as they are needed.

Conservation or archival preservation refers to the specific steps undertaken to maintain, repair, restore and otherwise conserve archival records.

Objectives of Conservation:-

- i. To conserve, protect and preserve the archival records so that they are available to users in the best possible condition; and
- ii. To keep the records in usable condition for as long as possible.

The Preservation/Conservation Programme of the National Archives

For the purpose of preserving our national records, a Conservation Unit has been created under Section 12 of the National Archives Act No. 22 of 1999, to cater for archival materials, which are subject to deterioration or which require attention. This Unit comprises of the following sections:-

- Restoration;
- Bindery;
- Reprographic;

Each of these sections has its own specific functions and each contributes to the conservation and preservation of records at The National Archives Department.

• Kinds of preservation:

(a) Preventive conservation – putting into action the norms to prevent deterioration. In the absence of air-conditioning system, measures have been taken to have all the records well aerated to keep humidity and heat under control. The records are housed in archival storage boxes to protect them from light, heat and dust. In respect of insects and rodents, pest control is carried out on a monthly basis to prevent the proliferation of insects and rodents. Regular cleaning of stack areas, records, and shelves is also effected. In addition, regulations with regard to manipulation and handling of records by the public in the search rooms are displayed.

The Bindery Unit is involved in preventive/restorative conservation. It deals with the sewing and re-covering, minor repairs, binding and stitching of records and volumes.

(b) Restorative conservation – A set of activities is initiated to repair, restore deteriorated paper documents. While doing so, it is important that the originality of the record be retained. This task is carried out at the Restoration Unit which was created in 2001 and the technique used is a reversible method to conserve paper manuscripts.

(c) Content preservation – A set of actions are initiated to reproduce certain documents with a view to preserve their contents. Microfilming, photographing, photocopying and digitization are common means used to safeguard the content of the records. The Reprographic Unit caters for these methods.

Actually many of our records have been:-

- ✓ Photocopied;
- ✓ Photographed; and
- ✓ Digitized.

3.2 Meaning Accessibility , traceability and technological protection of information

a) **Accessible Information:** is information which is able to be read or received and understood by the individual or group for which it is intended.

b) **Traceability of information:** is the capability to trace something. In some cases, it is interpreted as the ability to verify the history, location, or application of an item by means of documented recorded identification.

c) **Technological protection of information:** Technological protection measures (TPM) encompass software, devices or other technologies used to block or limit access to a work, or certain actions with respect to the work (e.g., copying). TPMs include such things as encryption, passwords, and access controls.

Technological Protection Measures (TPMs) TPMs are technological protection measures placed on copyright material to prevent unauthorized copying. Examples include software locks or password protection measures. There are two types of technologies protected by the Copyright:

- **Access Control TPMs** – technologies that copyright owners use to control access to copyright material (such as a password control or technology that manages how long you have access to an electronic file).
- **Copy Control TPMs** - technologies that prevent, restrict or inhibit you from doing an act that is covered by copyright laws (such as a lock that stops you from copying software to a different computer or a copy-prevention measure on a music CD).

✓ **Digital Millennium Copyright Act (DMCA)**

Section 1201 of Title 17, enacted as part of the Digital Millennium Copyright Act (DMCA), prohibits anyone from circumventing a “technological measure that effectively controls access to a work.” There is no ban on circumventing a technological measure that protects a right of a copyright owner, such as reproduction or distribution, without controlling access to the work. Circumventing a copy control in and of itself, for example, is not prohibited.

Section 1201 also prohibits manufacturing, providing, or trafficking in devices or services primarily designed to circumvent either access controls or rights controls. There are a number of exceptions to these anti-circumvention provisions.

3.3 preservation and security of Cooperative documents

Since the 1980s, the library and archival communities have used "preservation" as an umbrella term for activities that reduce or prevent damage to extend the life expectancy of collections, while "conservation" refers more specifically to the physical treatment of individual damaged items. "Preventive conservation" is another term that is used to describe broad collections care activities that support the longevity of artifacts and records, such as environmental monitoring. The term "restoration" is used mostly in the context of museum objects or motion picture films. It generally refers to the process of returning an object to its original state, or what is thought to have been its original state.

The American Institute for Conservation of Historic and Artistic Works (AIC) defines these three terms as follows:

- Preservation**—the protection of cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property.

Page 44 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1
			September,2022

- B. **Conservation**—the profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.
- C. **Restoration**—Treatment procedures intended to return cultural property to a known or assumed state, often through the addition of non-original material.

In the widest sense, preservation encompasses activities that prevent damage to paper-based and audiovisual collections, such as proper housing, environmental control, and disaster planning; and activities such as treatment, replacement, or reformatting that address existing damage.

The basic elements of a preservation program are as follows:

- I. **Environmental Control**—providing a moderate and stable temperature and humidity level as well as controlling exposure to light and pollutants. This should be a priority for all institutions, although control will usually be less tight for general circulating collections than for rare books special collection or archival material.
- II. **Disaster Planning**—preventing and responding to damage from water, fire, or other emergency situations. Again, this should be a high priority in all institutions. The reasons are obvious for collections of enduring value, but even collections that are not meant to be retained over the long term represent a capital investment for an institution and as such must be protected from loss.
- III. **Security**—protecting collections from theft and/or vandalism. This type of protection is needed for both special and general collections, since loss and vandalism of general collections results in unnecessary replacement and expense.
- IV. **Storage and Handling**—using non-damaging storage enclosures and proper storage furniture; cleaning storage areas; using care when handling, exhibiting, or reformatting collections and educating staff and users in proper handling techniques. Again, this should be a priority for all types of collection.

Reformatting—reproducing deteriorating collections onto stable media to preserve the informational content or in cases where the originals are fragile or valuable and handling is restricted. This category includes microfilming, production of preservation facsimiles, and duplication of audiovisual collections. These strategies are most appropriate for collections

whose intellectual content needs to be preserved over the long term and/or where security copies are needed for unique items. Preservation microfilming is still an effective strategy for unique paper-based collections, but a low priority for institutions with general collections that are duplicated elsewhere.

Library Binding—rebinding of damaged volumes to provide sturdy use copies. This strategy is used by libraries with general collections in heavy use. It should not be used on any items that have art factual value.

- V. **Conservation Treatment**—treating individual objects using the services of a trained conservator. This may be appropriate for a wide range of institutions, provided they hold unique materials that are of sufficient value to justify treatment.
- VI. **In-House Repair**—repairing objects that do not have art factual value using a trained collections conservator or trained in-house staff. In-house book repair is used by public and academic libraries to keep non-unique books in good condition for use, and some institutions use basic paper repair techniques (e.g., mending, encapsulation) for historical materials. For special collections libraries, archives, and historical societies, general preventive activities such as rehousing should be given a higher priority than in-house repair.

Digital Reformatting and Preservation—using digital imaging to provide access copies of deteriorated original collections; creating digital objects that will act as preservation copies of original items; and/or preserving objects that are "born-digital." Digital projects may be appropriate across a wide range of institutions; the key in undertaking such a project is for the institution to have a good understanding of the requirements and limitations of digital imaging.

3.4 Updating, altering and modification of cooperative documents

Co-operatives can change their Articles of Incorporation and by-laws by filing a special resolution with Registry of Joint Stock Companies. They also need to file a special resolution to mortgage property, sell property or do something out of the ordinary like borrowing money that's more than the borrowing limit in their by-laws.

Use the Special Resolution Form to make changes to Articles of Incorporation and by-laws or to make any other changes that are out of the ordinary.

Page 46 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1 September,2022
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You can also use this form to file a special resolution to mortgage property, sell property or do something out of the ordinary like borrowing money that's more than the borrowing limit in your by-laws.

Updating: Modifies an existing document or documents in a collection. The method can modify specific fields of an existing document or documents or replace an existing document entirely to inform someone with the latest information.

Altering: change, modify, and vary. While all these words mean "to make or become different," alter implies a difference in some particular respect without suggesting loss of identity.

Modification: Document editing is, simply put, the process of having someone review your document to the writing quality assess and make suggestions or changes to improve it. These changes can vary in scope and substance depending on the specific type of editing you request or how well-written your document is.

Passing a special resolution:

These changes can only happen by special resolution. To pass a special resolution, you need to comply with the Co-operative Associations Act and your by-laws, including:

- A. ensuring the by-law or other change complies with the Co-operative Associations Act
- B. notifying members of the time and location of the meeting and the intention to vote on a proposed change
- C. having a quorum (minimum number of members necessary) at the time of the vote
- D. having at least two-thirds of members who are present (in person) at the meeting vote in favour of the change
- E. having the secretary fill out and sign the Special Resolution By-law and/or Other Changes Form
- F. filing the Special Resolution By-law and/or Other Changes Form with Registry of Joint Stock Companies within 15 days of passing the special resolution

The secretary who signs the form needs to be listed with Registry of Joint Stock Companies as an officer or director of the co-operative.

3.5 Retention and archiving records

Retention arrangements must be designed to protect data, records and materials from deliberate or accidental changes, manipulations or deletions thus ensuring integrity throughout the retention period. Archiving is defined as the long-term retention of completed data and relevant metadata, records or materials.

Records retention describes the methods and practices an organization will use to safeguard important records and maintain them for the required period of time until they need to be stored, redirected or otherwise disposed of.

Archiving is the process of moving files that are no longer actively used to a separate storage device for long-term retention. Archived files are still important to the organization and may be needed for future reference or must be retained for regulatory compliance.



Figure 3.1 Archive of financial record and retention of pension

3.6 Disposal of documents

Non-essential documents are disposed at the end of their lifespan based on organizational laws and regulations.

Disposal of business-related and confidential documents involves highly sensitive material, which requires special attention throughout its life span. This type of documents frequently contains a great deal of classified information that is critical for the operation of the company. Preventing such information from getting into the wrong hands should be a constant undertaking, even in the ultimate stage, i.e. the disposal of documents.

The documentation is usually disposed of:

- at the client's request, after successfully scanning the documents
- after regular maintenance work on the archived documents, following the procedure of extracting documents with expired retention period

- as an autonomous procedure in cases where the client has already extracted the relevant documents





Figures 3.2 Disposal of outdated documents

d) Self-Check – 3	Written test
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Name..... ID..... Date.....

Time Allowed 40 Minutes Weight 30%

Directions: Answer all the questions listed below.

Test I: Multiple choice (3 points each)

- It is the activity or process of keeping something valued alive, intact, or free from damage or decay.
 - Record preservation
 - Record retention
 - Record destructions
 - Documentation
- Which one of the following incorporates among the basic archival conservation techniques?
 - Encapsulation,
 - Bookbinding,
 - Restoration,
 - Photocopying,
 - Photographing
- _____ is a set of actions are initiated to reproduce certain documents with a view to preserve their contents.
 - Content preservation
 - Restorative conservation
 - Preventive conservation
 - Restoration
- It is important that the originality of the record be retained.
 - Preventive conservation
 - Restoration
 - Content preservation

- D. Restorative conservation
5. Describes the methods and practices an organization will use to safeguard important records and maintain them for the required period of time until they need to be stored, redirected or otherwise disposed of.
- A. Records retention
- B. Archiving
- C. Records disposal
- D. Recording
6. _____ is the process of moving files that are no longer actively used to a separate storage device for long-term retention.
- A. Archiving
- B. Documenting
- C. Filing
- D. Folder networking
7. It is document editing and it is, simply put, the process of having someone review your document to the writing quality assess and make suggestions or changes to improve it.
- A. Modification
- B. Uploading
- C. Altering
- D. Updating
8. _____ Change, modify, and vary. While all these words mean "to make or become different," and it implies a difference in some particular respect without suggesting loss of identity.
- A. Altering
- B. Modification
- C. Updating
- D. Timing
9. The method can modify specific fields of an existing document or documents or replace an existing document entirely to inform someone with the latest information.
- A. Altering
- B. Informing

C. C. Updating

D. Retrieval

10. Which one is among the objectives of preservation?

A. To conserve records

B. To protect and preserve the archival records

C. To keep the records in usable condition for as long as possible

D. All

Note: Satisfactory - 50 rating points

Unsatisfactory - below 50 points

Note: Satisfactory rating - 50 points

Unsatisfactory - below 50 points

Operation Sheet -3

3.1 Techniques/Procedures/Methods of record preservation

A. Tools and equipment's

- i. Computers
- ii. Printer
- iii. Paper, pen, pencil, shelf, file cabinet, binder,
- iv. Hard disk, CD, flash, audio and video recorder, scanner,
- v. Telephone, mobile phone and telecommunication network
- vi. Management information system
- vii. Computer skill
- viii. Website, email, internet server, backup

B. Procedures/Steps/Techniques

Step 1: Determine what records you need to have. ...

Step 2: Take inventory to see what records you are keeping. ...

Step 3: Create a document retention schedule based on legal requirements and business needs.

Step 4: Figure out the best way to store each type of record.

Step 5: Create a location for records storage.

Step 6: Develop appropriate security to protect records from damage, loss or unauthorized access.

Step 7: Develop a procedure for archiving inactive records.

Step 8: Create a policy and procedure for destroying expired records.

Step 9: Take advantage of technology.

LAP TEST -3	Performance Test
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Name.....

ID.....

Date.....

Time started: _____ Time finished: _____

Instructions: Given necessary templates, tools and materials you are required to perform the following tasks within **1** hour. The project is expected from each student to do it.

Task 1 Use software programs to preserve records.

Task 2 Observe and evaluate enterprises record storage and record preservation ablates.

Reference Materials

Articles:

Proclamation 985/2009

Books:

- 1) U.S. National Archives and Records Administration, “Disposition of Federal Records: A Records Management Handbook,” www.archives.gov/records-mgmt/publications/disposition-of-federal-records/chapter3.html (accessed April 3, 2012)
2. Government of Alberta, “Developing Retention and Disposition Schedules,” 122.
3. Rita Mulcahy, “Project Management Crash Course: What Is a Project Charter?” October 28, 2009, www.ciscopress.com/articles/article.asp?p=1400865.
4. National Archives, “Frequently Asked Questions about Records Scheduling and Disposition,” updated June 6, 2005, www.archives.gov/recordsmgmt/faqs/scheduling.html#why sche
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Page 59 of 60	Ministry of Labor and Skills Author/Copyright	Cooperative Business Management Level -1	Version -1
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