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RAMA KABA

Analyzed

Analyzed how Compliance and Ethics Department creates and uses records

- Examined and compared the paper records to the department's electronic records
- Compared OMERS Classification Scheme and Retention Schedule with actual department's practice
- Located problems in the stages of the record's life cycle



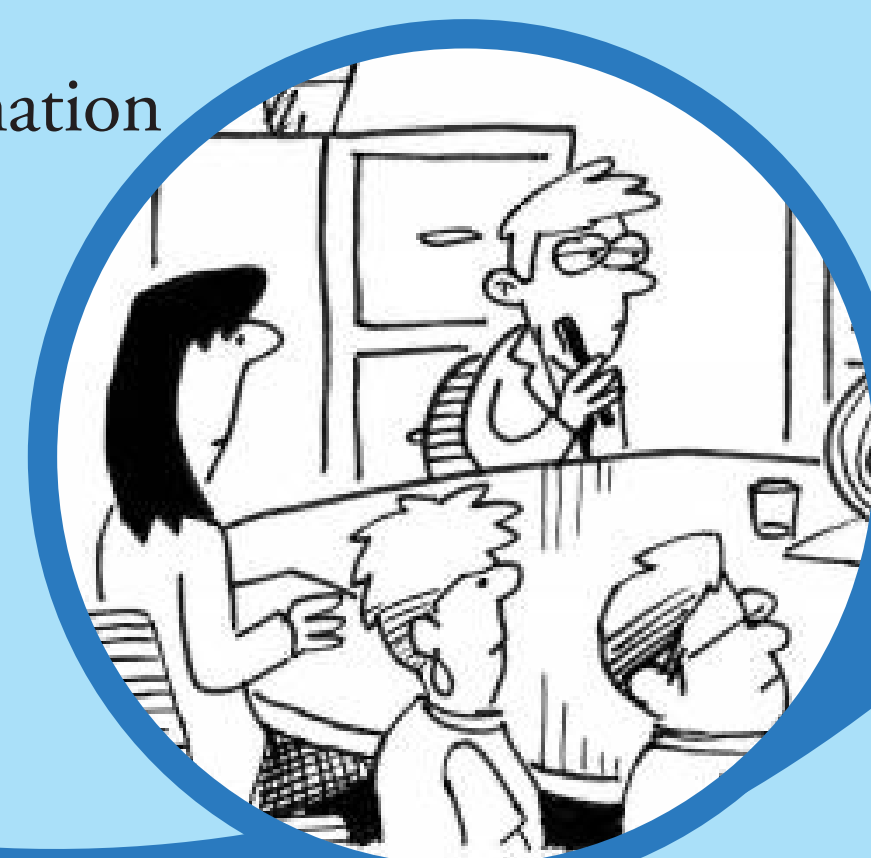
Project Description

Review the Compliance & Ethics Department's electronic records in order to propose a new records management system that meets the department's needs and comply with OMERS Classification Scheme, Retention Schedule and Disposition Procedures. This entails examining, analyzing, and interviewing the department's current usage, creation, distribution, disposition, and maintenance of their paper and electronic record.

Interviewed

Interviewed employees about how they create, distribute, and retain electronic records

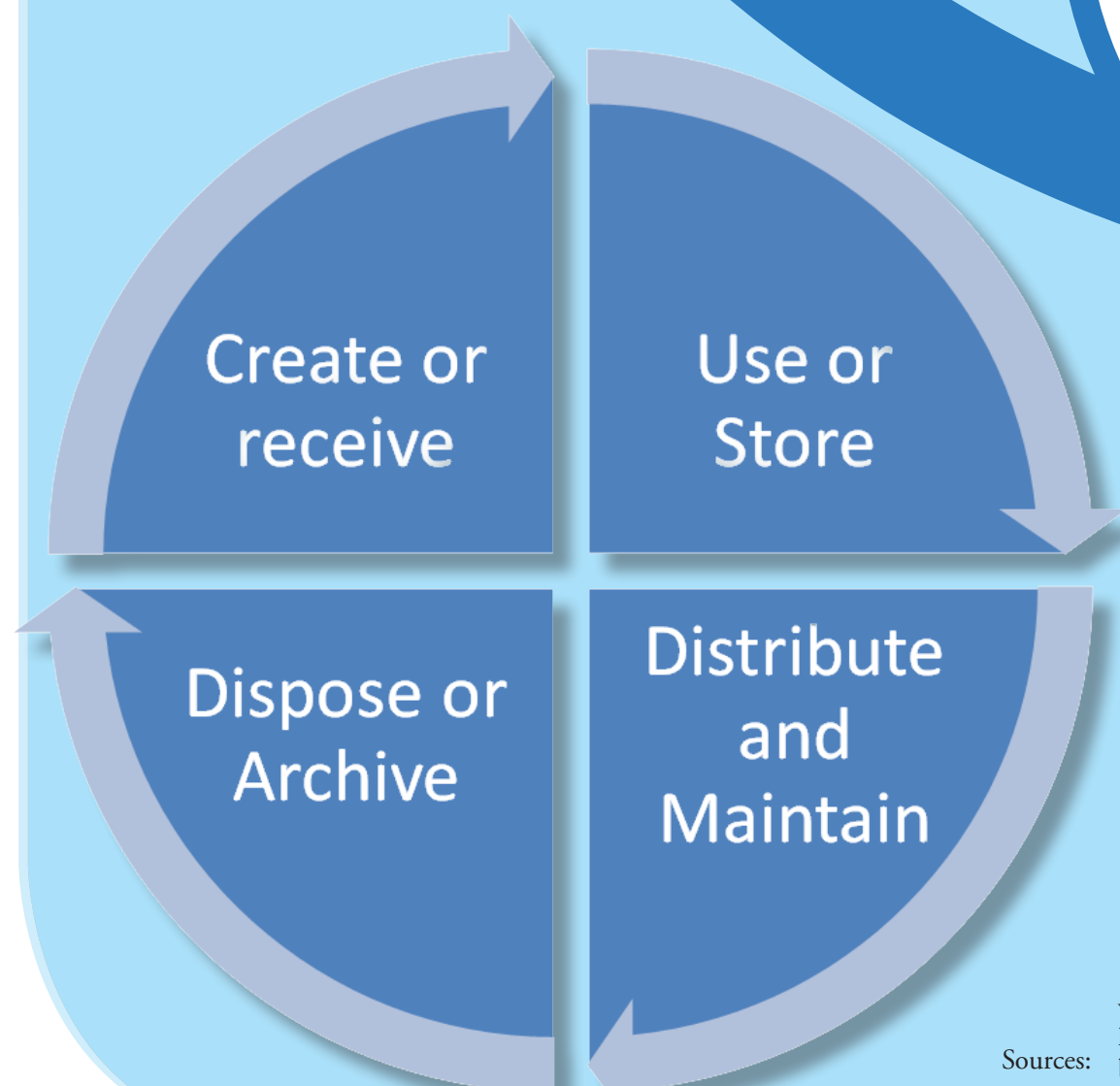
- Gathered employees' knowledge of OMERS Classification Scheme
- Recorded employees' needs and vision of a new record structure
- Acted as liaison for the Information Management Department and Compliance & Ethics Department in order to ensure that both needs were being met



Proposed

Proposed changes to electronic records structure that meets OMERS' migration to a new data content management system

- Recommended the application of OMERS' Retention Schedule and Disposition Procedures prior to the implementation of ORBIT
- Created a new electronic folder structure scheme after systematic analysis of current electronic folder usage and management
- Presented and explained proposal to the department



Navigation Title

TITLE
Retention / Disposition
(RIM code)

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Proposed Folder Structure Sample