Post 1:

International Standards Organization 15489-1: 2001 characterizes records management as management which is basic for proficient as well as precise control of records for creation, upkeep, receipt as well as use, discarding records. It is defined as the arrangement of exercises which will in an efficient way make or disperse, keep up and discard recorded data as far as business exercises and exchanges, with the end goal of record keeping  known as 'evidence.' (Shepherd, E., Stevenson, A., &Flinn, 2010).

It tends to be re-translated as Records Information Management or RIM which is a vital practice in an association being used and capacity of electronic archives and for recovering it for examining legitimate issues concerning record-keeping forms in an organization. The advantages of such record-keeping forms are many.

Records Classification is one of the most significant strides as it will 'consider' or 'classify' records which are a controlled  piece of the Electronic Records space. The records which are ordered give the important Records Management just as a depiction for ERM arrangement. (Keyser and Dainty, 2018). Another viewpoint to be investigated is Linked Records. In this procedure, the ERM framework will give the important arrangements which will interface records over the various organizations.  Different applications to which this can be utilized are security, client consents, disseminating records booking and maintenance just as the manner of records according to necessities and prerequisites.

References:

Keyser, T., & Dainty, C. (2018). The Information Governance Toolkit: Data Protection, Caldicott, Confidentiality. CRC Press.

Shepherd, E., Stevenson, A., &Flinn, A. (2010). Information governance, records management, and freedom of information: A study of local government authorities in England. Government Information Quarterly, 27(4), 337-345.

Information Governance: Concepts, Strategies and Best Practices; 1st Edition; Robert F. Smallwood; Copyright © 2014 by John Wiley & Sons, Inc., Hoboken, New Jersey (ISBN 978-1-118-21830-3)

**Post 2:**

The most important consideration was the determination of the maturity level of long term digital preservation, appropriateness of LTDP if it is achievable and cost-effective for the company to start working methodically towards a certain aim for the benefit of the company and its stakeholders for a very long term. The decisions that are governing the term digital preservation records like budget allocation for digital preservation, retained metadata, and the format of the files require to be well formulated in advance of the process of archiving and preserving and the long term digital preservation can be well detailed. LTDP is responsible for the preservation of digital documents and information for the future (Smallwood, 2019).

Companies are retaining more of digital information. Their sources continue to grow as a result of poor disposition policy implementation and the lack of defensible removal, and the general Big Data trend. Additionally,   companies harbour the hope of fresh mining intuitions by applying advanced analytics to their mountains of data. LTDP is more important as the sources are becoming out-dated.  The digital preservation strategies and methods are numerous. First, a plan to lessen technology uselessness entails of welcoming electronic records in their innate format with the anticipation that fresh software will become accessible to support the formats. During the temporary time, observer technologies will be trusted to reduce practical and comprehensible electronic records. Also, electronic records in all natural formats are changed into accessible open typical technology impartial file formats. The company supports a change of particular natural information formats to maintained protection file formats in the dependable digital source. Records creating units are recommended to use protection prepared file formats for enduring or unlimited long term electronic records in their care (Smallwood, 2019).

Reference

Smallwood, R. F. (2019). *Information governance: Concepts, strategies and best practices*. John Wiley & Sons.