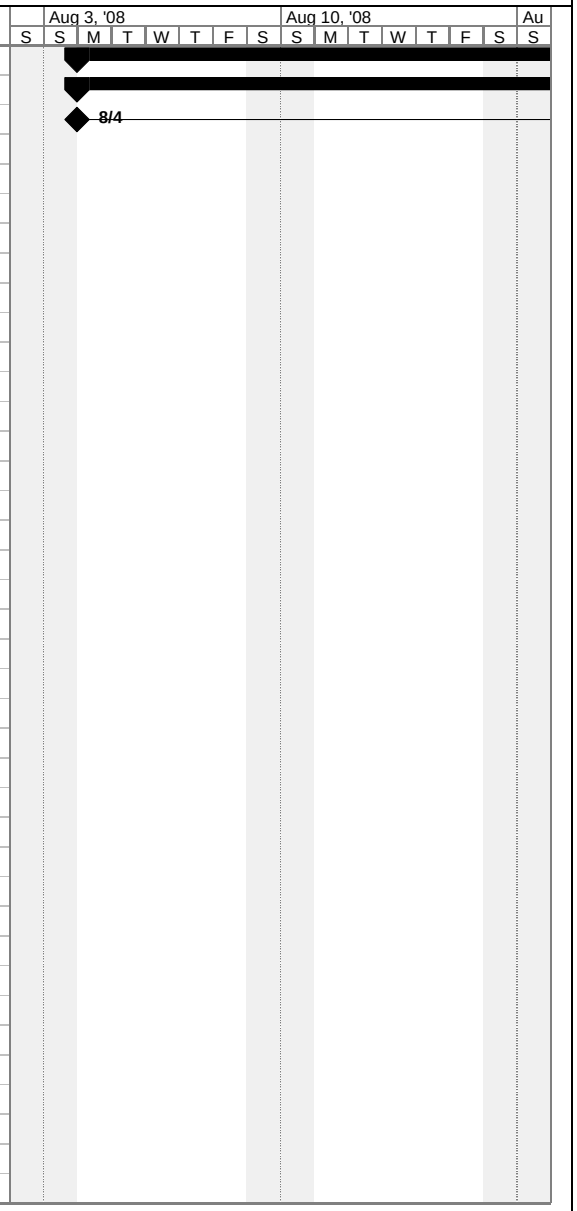
Records Management Committee
City Wide Records Management Program

ID		Task Name	Duration	Start	Finish	Predecessors
1		**Initiate the Development of the City Wide Records Program**	**523 days**	**Mon 8/4/08**	**Wed 8/4/10**	
2		**Initial Assessment**	**112 days**	**Mon 8/4/08**	**Tue 1/6/09**	
3		Records Assessment	45 days	Mon 8/4/08	Wed 11/5/08	
4		Questionnaire	30 days	Wed 11/26/08	Tue 1/6/09	
5		**Executive Buy-In**	**30 days**	**Wed 1/14/09**	**Tue 2/24/09**	
6		Complete Agency Records Management Policy Statement	30 days	Wed 1/14/09	Tue 2/24/09	4
7		**Records Retention Schedule**	**90 days**	**Thu 11/6/08**	**Wed 3/11/09**	
8		Review the current records retention schedule and correct any deficien	90 days	Thu 11/6/08	Wed 3/11/09	3
9		**Initiate the Development of a City Wide File Plan**	**240 days**	**Wed 10/1/08**	**Tue 9/1/09**	
10		Identify Vital Records for each Agency	120 days	Wed 10/1/08	Tue 3/17/09	
11		Identify Records of Historical Significance	120 days	Wed 10/1/08	Tue 3/17/09	
12		Update Records Retention Schedule for the City	120 days	Wed 3/18/09	Tue 9/1/09	11
13		Develop a City Wide File Plan	120 days	Wed 3/18/09	Tue 9/1/09	11
14		**Develop training curriculum**	**105 days**	**Wed 10/1/08**	**Tue 2/24/09**	
15		Develop training materials	60 days	Wed 10/1/08	Tue 12/23/08	
16		Committee review of training cirruculum	60 days	Wed 12/3/08	Tue 2/24/09	
17		**Submit City Wide Records Management Plan to City Council**	**21 days**	**Thu 3/12/09**	**Thu 4/9/09**	
18		Prepare for submission to City Council	21 days	Thu 3/12/09	Thu 4/9/09	3
19		**Development of Agency Policy and Procedures**	**194 days**	**Mon 10/27/08**	**Thu 7/23/09**	
20		Develop Templates for RMC	14 days	Mon 10/27/08	Thu 11/13/08	
21		Development of Records Disposition Procedures	21 days	Mon 10/27/08	Mon 11/24/08	
22		Agency submission of policy and procedures	180 days	Fri 11/14/08	Thu 7/23/09	20
23		**Disposition of Records**	**210 days**	**Mon 10/27/08**	**Fri 8/14/09**	
24		Agency review all records for disposition	60 days	Mon 10/27/08	Fri 1/16/09	
25		Agency submit all records for disposition	60 days	Mon 1/19/09	Fri 4/10/09	24
26		Initiate Disposition Process to Remove Records that have met the rete	90 days	Mon 4/13/09	Fri 8/14/09	25
27		**Storage of Records**	**240 days**	**Thu 12/25/08**	**Wed 11/25/09**	
28		Identify all storage location of physical records	120 days	Thu 12/25/08	Wed 6/10/09	
29		Identify all storage locations of electronic records	120 days	Thu 12/25/08	Wed 6/10/09	
30		Tranfer of all records to appropriate storage location	120 days	Thu 6/11/09	Wed 11/25/09	28
31		**Electronically Stored Information Review**	**373 days**	**Mon 10/27/08**	**Wed 3/31/10**	
32		Committee review of all electronic recordkeeping systems	45 days	Mon 10/27/08	Fri 12/26/08	
33		Collaborate with DIT to establish criteion for electronically stored inforn	90 days	Mon 10/27/08	Fri 2/27/09	
34		Work with DIT to data map all electronically stored information systems	90 days	Thu 11/26/09	Wed 3/31/10	30
35		**Develop records audit process**	**90 days**	**Mon 10/27/08**	**Fri 2/27/09**	
36		Audit review by Committee members	60 days	Mon 10/27/08	Fri 1/16/09	
37		Committee buy-in of audit process	60 days	Mon 10/27/08	Fri 1/16/09	
38		Develop Business Continuity and Disaster Recovery Plan for Records	90 days	Mon 10/27/08	Fri 2/27/09	
39		**Business Continuity/Disaster Recovery Strategy**	**433 days**	**Mon 10/27/08**	**Wed 6/23/10**	



Project: Records Change Process Sch
Date: Wed 2/11/09

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

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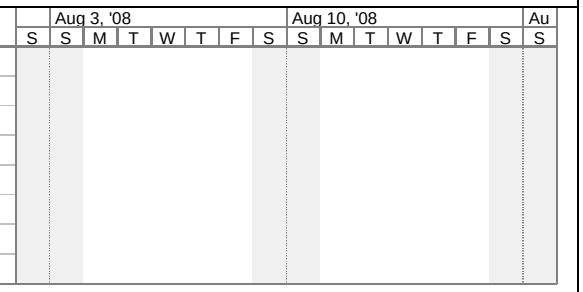
40		Collaboration with Risk Management	60 days	Mon 10/27/08	Fri 1/16/09	
41		Develop BC/DR Plan for the City	60 days	Thu 4/1/10	Wed 6/23/10	34
42		**Develop City Wide Records Manual**	**380 days**	**Thu 2/19/09**	**Wed 8/4/10**	
43		Create audit process for agency review of records management practic	30 days	Thu 2/19/09	Wed 4/1/09	3
44		Committee review of audit process	30 days	Thu 2/19/09	Wed 4/1/09	
45		Committee buy-in of audit process	90 days	Thu 4/1/10	Wed 8/4/10	34
46		**Public Records**	**90 days**	**Thu 4/1/10**	**Wed 8/4/10**	
47		Review of de-centralized vs. centralized processing of requests for pub	90 days	Thu 4/1/10	Wed 8/4/10	34



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