

Comp E

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Identify the standards and principles endorsed and utilized by data, archives, records, and information professionals.

Interpretation

The Society of American Archivists (SAA) labels standards as “A benchmark or reference used to measure some quality or practice” (Pierce, 2005). There are a significant number of standards we apply as archivists that increase the integrity and reliability of an organization that follows our standards. Something to consider when searching for policies to recommend to your organization is knowing whether a policy will reflect on the rights of the individuals involved in their company. An element we have to consider in policymaking or enforcing of certain standards is knowing when we have to change them or update them.

Change is the only constant in the universe, and it is important to update not only standards for organizations but standards for yourself. The reason for this is because with an accelerated information process, you are bound to have societal norms change rapidly too. What we thought was okay ten years ago could never be said today. That being said, some of the standards in place for the archivists today are potentially assumed rather than actually being established.

An example of one of these standards is the knowledge of the lifecycle of records. We are told that records are created, retained, evaluated, then either disposed of or kept as historical. This is what we call a De Facto expression or “In Fact” because it is an established practice that we follow but is not necessarily a law set in stone. Another example is the eight Generally Accepted Record keeping Principles (GARP). While they are guidelines for Information Governance, they are not set in stone but are generally practiced by organizations who want to utilize the full potential of effective information governance.

Rules set in stone are principles instituted by governments or federal law. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an established and legal law that is required and mandatory for the protection and privacy of individuals. Essentially it is law and therefore a “De Jure”. This procedure is not voluntary and is required by law and you cannot ignore or view it as a suggestion.

Something that comes with change is dealing with risk because making changes always comes with a risk. Whether it is a positive change or a negative one, you have to develop a plan that outlines the steps you’ll take to carry it out. Change is inevitable, that does not mean that you cannot do everything in your power to prepare yourself for it.

Evidence

MARA 204 Leadership: Acknowledging Change

This was a paper acknowledging the three most important elements in leadership when factoring the only constant: change. The elements are knowledge, space and time. The three elements are the most limited and valuable resources that one can acquire in a lifetime and in most likely scenarios cannot be returned. Knowledge is limited in the fact that you can only acquire so much before you run out of space. Space is limited in general because of what can be stored in your head, in your house and on the planet. Time is the most limited resource and the scariest because you can only move forward. You cannot get a refund on time as every decision you make is permanent.

MARA 200 Discussion 5

This was a discussion we had about the necessity of properly appraised records and how their impact can change a society. It is also helpful in understanding the context of the information given. An example I give in this passage is looking for an architectural design in a search bar and getting Kobe Bryant as a result. Unless he took architecture lessons at some point in his life, that search is incredibly confusing out of context and, therefore, you have confusing data.

MARA 249 Information Assurance Risk Assessment

This is a risk assessment presentation I made that focused on different risk level scenarios and how to respond or take preventative measures. While some of these policies are official in a legal sense, some of them are used as guidelines and recommend being flexible in other areas as risks themselves do take different forms and new procedures will have to be made when the risk adapts. My favorite part of the analysis is knowing the four methods of handling risk which are: acceptance, mitigation, termination, and transfer because knowing those different methods and applying them to the severity level is an important distinction.

Conclusion

Change is a risky business which is why so many individuals and organizations are reluctant to do so. It requires adjusting parameters outside of individual's comfort zone. One of my favorite musicals of all time, *Fiddler on the Roof*, acknowledges the difficulty of change but also acknowledges the beauty of tradition and why it can be hard to remove yourself from a comfortable environment. It does not choose between tradition or change but showcases how both can be awful or good. Our job as archivists is to help an organization adjust to upcoming changes and making sure they achieve successful outcomes.

References

Pearce-Moses, R. (2005). *A glossary of archival and records terminology*. Society of Amer Archivists.