

# Conclusion

I grew up with the idea that there are only three resources I needed to learn about. These were: knowledge, space and time and each of them were limited in their own way. I was told that knowledge is limited in the fact that I could only access what was accessible and that my life was about finding ways to breach those limits. I was told that space is limited because I could only manage so much before I became overwhelmed. Time is the most limited resource of them all and is the only one that is nonrefundable. Time is the encompassing resource that pressures us to find ways to utilize the limited resources we have. We do not have enough time to acquire all the knowledge in the world so we must choose what is essential and what is unessential. We do not have enough time to manage all of the space and could not maintain all of it even if we had enough time.

This lesson followed me through this program because this illustrated how essential these resources are to us, especially in the form of data. We cannot learn everything or memorize everything, so we focus on a field that we are adept in. We cannot control all of space, many civilizations have tried to take over the globe and failed to do so. Even if they did, they would still have to try to maintain it, and we know in this profession that is easier said than done. Then there is a time limit that every company/organization gives us in which we can complete our tasks or convince them to start a new one. In the field of record administration and for anybody in a professional environment, we must understand these resources and utilize them to advance our ambitions for the company and society.

I went into this program to learn more about myself and about the evolving society that is being formed by the technology of the 21<sup>st</sup> century. We have entered a new realm of possibilities that require our policies and regulations more than ever. We started our information sharing through the post office, then we shared our information through the press, then it went into the radio, then the television, the computer and finally we are now accessing information through the cell phone over the internet. The response I often receive when expressing the concern for the most recent technological trend is: Why is this platform any different?

The speed in which information travels quickly is astounding. I can call for a vehicle to pick me up within five minutes. I can look up a product I need in my local area with a click. If I decide I do not want to walk to the grocery store, I can simply have someone pick it up and deliver it to me within an hour. The only reason many of these tasks are possible is because for the first time in our history of data processing, we are part of the formula. It is ironic that 2 years ago we were worried about eggs being hatched from chickens in cages, and now we are concerned about data being harvested from us. Our information is available to advertising companies and promotes the services I mentioned earlier. Our jobs as archives and record administrators have become much harder but also more essential. We must regulate ourselves on top of regulating databases and are now responsible for policies regarding the welfare of our employees. My responsibility is to accountability of the individual and to give them the treatment of a customer, not a product.