

# Interactive Scenarios

**Recordkeeping Forum  
14 June 2006**

# Scenarios – Top 3 Training Priorities?

- 1. Peter has just been appointed to the role of Records Officer at the Ministry of Best Practice office in Hokitika. He has had no formal training but is eager to get started. This is the first time that the Hokitika office has had a Records Officer and there is a lot of work to be done.**

- 2. Miriam has been promoted to Records Manager at the Ministry of Best Practice Head Office. She has had 5 years experience as a Records Officer and has attended some short courses. In her new role she has been charged with developing Record Keeping policies and procedures and an implementation plan to support these.**

- 3. Jane is a successful Librarian with a private sector background who has just taken up the role of Records and Library Manager at the Department of Hobbits.**

**The Department of Hobbits has multiple sites across the country with a range of paper records and an EDRMS which has various levels of take-up through the business. Jane has a discretionary budget of \$20K to help her get started.**

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4. **Mark has just graduated and been hired by the Hobbiton City Council to teach staff how to use the new EDRMS it has recently implemented.**

- 5. The Ministry for Hobbit Welfare has decided it needs to place increased importance on Records Management. It has assigned this to Julie who is the I.T. Manager. She has no records management experience and has decided to appoint a Records Manager to assist her in ensuring the organisation is Public Records Act compliant.**

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- 6. Jill has been the Records Manager at Ministry of Best Practice for 15 years. She does not have any formal qualifications but knows the hard copy filing systems at the Ministry inside out. She has been asked to lead the selection and implementation of an EDRMS including the Change Management Process.**

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- 7. The Hobbiton City Council has just undergone a major restructuring. In addition, it is moving to new premises in 3 months time, having outgrown its existing buildings. Jack is the Records Manager and has been instructed by the Chief Executive to make sure nothing gets thrown away that should be kept.**