

## My Top 3 Goals

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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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## Sample Goal Statements

### **From ISO 15489, section 7 Records Management Requirements, 7.1 Principles of records management programs**

Departments shall comply with legal and regulatory requirements, applicable standards and organizational policy

### **From York Region's current RIM Policy:**

1. Regional records will be stored in the most appropriate and cost-effective storage media and promptly disposed of when they are no longer required.  
  
= offsite storage clean-up project (example)
2. Regional records will be protected from unauthorized access, disclosure, alteration, deterioration and loss as well as inadvertent destruction or damage.  
  
= ensuring privacy legislation is being followed, project to review personal names on file labels (example)
3. Regional records designated as "archival" will be appropriately identified and transferred to the Region's Archives to be retained and preserved.