

## Facilities Management from A to Z

Based on The FM Lexicon by Martin Pickard  
published monthly in Facilities by Lexis Nexis between 2008 and 2016



### **A**rchiving

Facility Managers are often responsible for the management and retention of an organisations document archive. In business, such archives generally consist of company records that have been selected for permanent or long-term preservation because they may need to be referred to again or for regulatory or legal reasons. Archiving activities may include the classification, storage, security, and destruction (or in some cases, archival preservation) of records.

A record can be either a tangible object or digital information: for example, legal contracts, customer correspondence, commercial documents, meeting minutes, databases, application data or e-mail. Archiving is primarily concerned with preserving evidence of an organisation's activities, and its principles are usually applied according to the value of the records rather than their physical format.

The storage of such records can take up a significant amount of valuable real estate and facility managers are increasingly outsourcing these activities in order to reduce the cost of accommodation. Archiving and records management suppliers will provide a full range of classification, retention and destruction management services with around the clock access, management information on volumes and transaction levels and advice on compliance regarding information security and retention. For similar reasons many organisations now digitise their documents in order to reduce the storage burden and simplify access.

*There are many rules regarding the retention of employee, financial and customer data with severe penalties for non compliance. Guidance can be obtained from the Chartered Institute of Personnel and Development [www.cipd.co.uk](http://www.cipd.co.uk), the Inland Revenue [www.hmrc.gov.uk](http://www.hmrc.gov.uk) and Companies House [www.companieshouse.co.uk](http://www.companieshouse.co.uk)*