



Principle of Record Lifecycle Management

Records and information are managed throughout their lifecycle— from creation and receipt to usage, retention, and disposition.



Principle of Accountability

Records and information are key evidence of, and essential tools to support, organizational accountability.



Principle of Availability

Records and information are available when authorized users can find, access and use them as needed, regardless of their format, system, or storage location.



Principle of Compliance

Records and information management supports organizations in maintaining compliance with laws, standards, and ethical obligations.



Principle of Protection

Records and information are protected through risk-based controls and a lifecycle approach that upholds business continuity, compliance, and privacy amid evolving threats.



Principle of Transparency

Records and information management supports transparency by capturing and maintaining records as verifiable evidence of decisions and actions.



Principle of Trustworthiness

Records support their intended use only when they are sufficiently trustworthy.

