

## Generally Accepted Recordkeeping Principles®

The Generally Accepted Recordkeeping Principles® (Principles) constitute a generally accepted global standard that identifies the critical hallmarks and a high-level framework of good practices for *information governance* – defined by ARMA International as a “strategic, cross-disciplinary framework composed of standards, processes, roles, and metrics that hold organizations and individuals accountable for the proper handling of information assets. Information governance helps organizations achieve business objectives, facilitates compliance with external requirements, and minimizes risk posed by sub-standard information-handling practices. Note: Information management is an essential building block of an information governance program.”

Published by ARMA International in 2009 and updated in 2017, the Principles are grounded in practical experience and based on extensive consideration and analysis of legal doctrine and information theory. They are meant to provide organizations with a standard of conduct for governing information and guidelines by which to judge that conduct.

**Principle of Accountability:** A senior executive (or a person of comparable authority) shall oversee the information governance program and delegate responsibility for information management to appropriate individuals.

**Principle of Transparency:** An organization’s business processes and activities, including its information governance program, shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate, interested parties.

**Principle of Integrity:** An information governance program shall be constructed so the information assets generated by or managed for the organization have a reasonable guarantee of authenticity and reliability.

**Principle of Protection:** An information governance program shall be constructed to ensure an appropriate level of protection to information assets that are private, confidential, privileged, secret, classified, essential to business continuity, or that otherwise require protection.

**Principle of Compliance:** An information governance program shall be constructed to comply with applicable laws, other binding authorities, and the organization’s policies.

**Principle of Availability:** An organization shall maintain its information assets in a manner that ensures their timely, efficient, and accurate retrieval.

**Principle of Retention:** An organization shall maintain its information assets for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and historical requirements.

**Principle of Disposition:** An organization shall provide secure and appropriate disposition for information assets no longer required to be maintained, in compliance with applicable laws and the organization’s policies.

### Learn More

For a full explanation of how to use the Principles and the complementary Information Governance Maturity Model as guidance for developing an effective information governance program, see *Implementing the Generally Accepted Recordkeeping Principles®* (ARMA International TR 30-2017), which is available for purchase in the ARMA [bookstore](#). (For ARMA International professional members, it is a [FREE PDF download](#). Not a member? Learn more about its benefits by visiting <https://armainternational.site-ym.com/page/JoinARMA> or by contacting our membership team at [members@armaintl.org](mailto:members@armaintl.org) for personal assistance.)

ARMA International ([www.arma.org](http://www.arma.org)) is a not-for-profit professional association and a global authority on governing information as a strategic asset. Formed in 1955, ARMA International’s mission is to empower the community of information professionals to advance their careers, their organizations, and the profession.

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