GARP® Health Checkup

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What's your organization's GARP® health? Take this short health checkup to find out.

For each factor below, give yourself 1 point (but ONLY 1 point) if that factor is present in your organization. If a factor is present, and something that appears to be a stricter version of the same thing is also present, feel free to give yourself a point for each.

	Score yourself here
Records manager at officer level	
Active stakeholder records management committee	
Records management fully sponsored by senior managment	
Information availability policy in place	
Employee training on information transparency in place	
Information transparency and availability auditing performed	
Chief risk or compliance officer ultimately responsible for records management function	
Local records inventories or indices	
Global data map in place	
Great emphasis by board on records management function	
Localized ad hoc chain of custody and control processes	
Application of taxonomy, metadata, security, and signature requirements and chain of custody to new systems as they come online	
Written privacy policy	
Records manager at officer level	
Records manager engaged in strategic planning and initiatives	
Generally available institutional knowledge of records, repositories, and record processes	
Some policies and standards on records availability in place	
Clear and plenary policies and standards on records availability in place	
Senior management apprised of records management programs and initiatives	
Records controls implemented by record author, but not centrally controlled or defined	
Process improvement for information transparency in place	
Transparency tools and processes imbedded in technology and repositories	
Systematic records control in at least some areas of the organization	
Compliance recognized as board-level issue	
Systematic records control in all areas of the organization	
Privacy and control audits conducted	
Localized but systematic chain-of-custody and control processes	
Global metadata and taxonomy definitions	

Global security and signature requirements	
Appropriate chain of custody enforced	
Records privacy and control regulated at board level	
Ad hoc or local compliance determinations and oversight	
Audits consistently result in action plans and remediation	
Appropriate discovery systems in place and operative	
Systematic training in discovery processes and responsibilities	
Board-level support for discovery improvement processes	
Employee awareness of retention schedule and its implementation	
Disposition and suspension processes imbedded in technology and repositories	
Disposition and suspension processes regularly audited and improved	
Records classification and retention schedule training in place	
Retention schedule applied to all content in the organization	
Detailed guidance for implementation of privacy policy	
Formal employee training in privacy and records control	
Low-level, local control and accountability for records	
Ultimate records management responsibility at mid-level management	
Records manager responsible for paper records; IT responsible for electronic records	
Board-level support for retention program	
Some local processes for suspending disposition when needed	
Code of conduct in place	
Regular revision of retention schedule and related processes	
Regular employee training and audits	
Some guidelines in place for suspending disposition	
Systematic identification of legal and other requirements	
Privacy audits result in action plans and remediation	
Appropriate chain of custody defined	
Records creation and capture capture systematic	
Auditing of disposition and suspension of disposition processes	
Official policy for disposition and suspension of disposition	
Localized or ad hoc retention guidelines	
Local institutional knowledge of records, repositories, and records processes	
Some or local policies on management of records	
Some sort of retention schedule available	
Formal and current retention schedule available	
Plenary official policy for disposition and suspension of disposition	
Information readily found and available when needed	
Need for information transparency imbedded in organizational culture	