ARMA INFOCON 2026 · SESSION TAKEAWAYS

Paper Is Still Data

Five questions to test whether a records conversion produces information your organization can trust.

T

TRIAGE — Q1

Which physical records remain outside governance?

Proof you need: A prioritized inventory with a named owner for every collection.

R

REQUIREMENTS — Q2

Can you prove complete and accurate capture?

Proof you need: Acceptance criteria set before scanning, plus a log of every check and correction.

U

USABLE CAPTURE — Q3

Does metadata preserve context and restrictions?

Proof you need: Metadata fields and destination mappings defined before capture and verified after.

S

STRUCTURED INFORMATION — Q4

Can downstream systems use the information safely?

Proof you need: Documented needs for each receiving system, with privacy and access confirmed before release.

T

TRACEABILITY — Q5

Can you defensibly dispose of the source records?

Proof you need: Chain of custody, quality acceptance and a documented approval for each decision.

Where does your workflow need attention?

Start with the question your team answers with the least confidence, and build the evidence from there.

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