

Preamble

Records and information management (RIM) is that field within the information profession responsible for efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence and information about business activities and transactions in the form of records (ISO 15489-1: Records Management).

ARMA International is a not-for-profit organization representing the RIM profession. Its primary purpose is the advancement of the profession and professional through advocacy, education and professional development.

Purposes of the Code

The Code communicates our professional values to new practitioners, stakeholders, and the public. The Code is a guide to reflection, decision making, and action in two broad areas of ethical concern: society and the profession.

I: The Social Principles

Because of their responsibilities to society, records and information managers:

- Support the creation, maintenance, and use of authentic, reliable, usable information and support the development and use of information systems that place a high priority on accuracy and integrity, which requires that records be complete and unaltered (ISO 15489-1 Records Management).
- Affirm the legal, ethical, and moral use of information.
- Affirm that the collection, maintenance, distribution, and use of information about individuals is a privilege in trust: the right to privacy of all individuals must be both promoted and upheld.
- Support the free flow of publicly available information as a necessary condition for an informed and educated society.

II: The Professional Principles

Because of their responsibilities to their employers or clients as well as to their profession, records and information managers:

- Strive to serve the client or employer at the highest level of their professional competence.
- Recognize illegal or unethical RIM-related actions and inform the client or employer of possible adverse consequences.
- Avoid conflict of interest or improper gain at the expense of clients, employers, or co-workers.
- Maintain the confidentiality of privileged information.
- Recognize the need for careful action to assure appropriate access to information without violation of the intellectual property rights of the owners of that information.
- Pursue an appropriate program of ongoing education for the professional practice, which may include certification.
- Accurately represent their education, competencies, certifications, and experience to superiors, clients, co-workers and colleagues in the profession.
- Enrich the profession by endorsing the sharing of knowledge, experience, and research; encourage public discussion of the profession's values, services, and competencies.
- Are actively committed to recruiting individuals to the profession on the basis of competence and educational qualifications without discrimination.
- Embrace and practice an attitude of cooperation and mutual respect for the contributions of other RIM professionals and attempt to create an atmosphere in the best interests of clients or employers.