

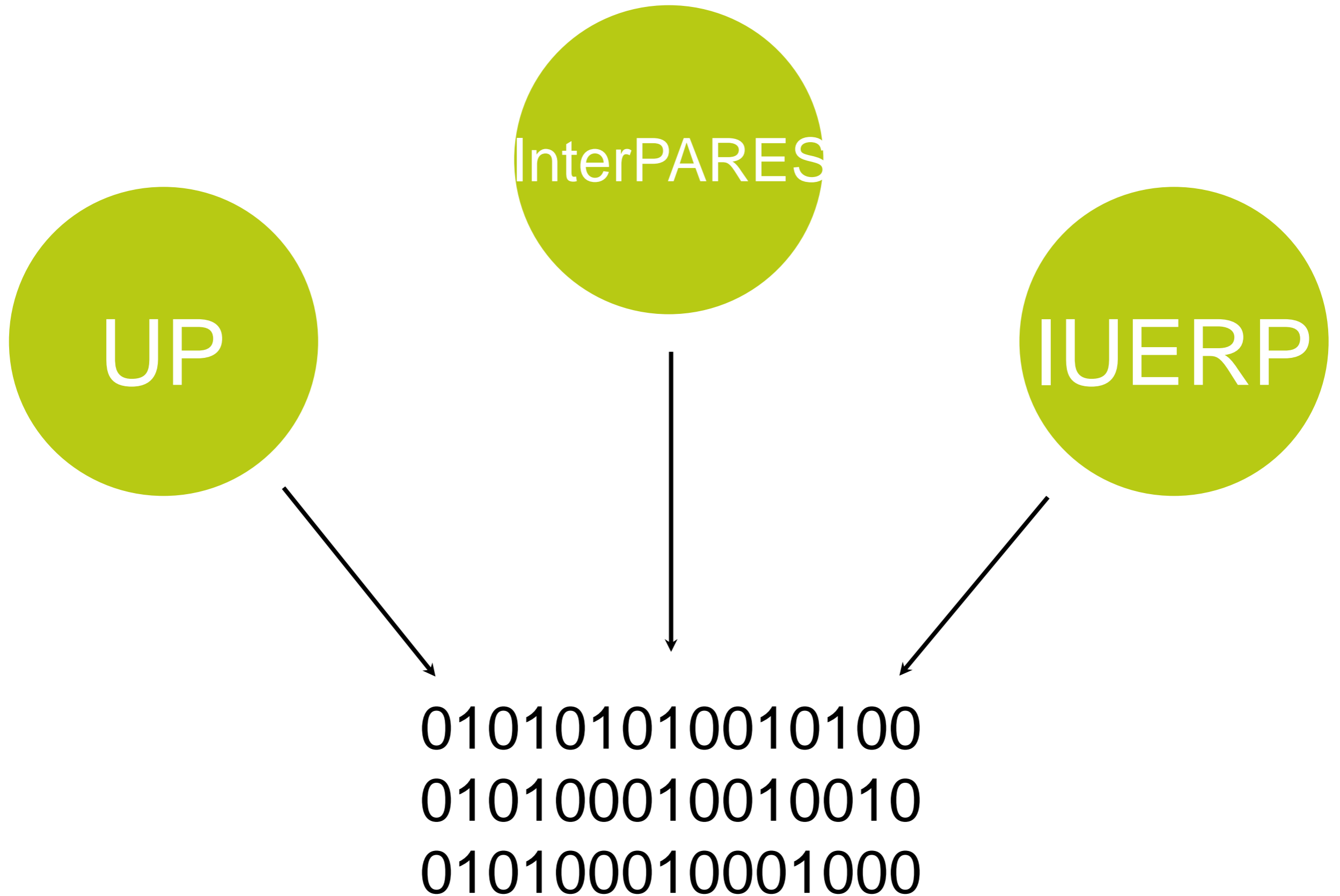
The background image shows a room with a large window and a door. The window has orange curtains and is illuminated from within, casting a warm glow. The door is white with a small window. The room appears to be a storage or utility area, with some equipment and boxes visible. The overall lighting is low, with the primary light source being the window.

Recordkeeping in a Small Nonprofit Organization

Sam Meister

**SAA 2009 Research Forum
August 11, 2009**

Introduction



Introduction

A world map with a light blue background and yellow landmasses. A grid of latitude and longitude lines is overlaid on the map. The text "ISO 15489" is centered in a large, bold, black font. The map is partially obscured by a white horizontal bar at the top containing the word "Introduction".

ISO 15489

Introduction

How can a recordkeeping system be implemented in the limited resource environment of a small nonprofit organization?

Introduction

For Profit

Nonprofit

Governm
ent



Small Nonprofit

MACHINE

www.machineproject.com

12-5

Saturday

Sunday



DIRKS

Designing and Implementing Recordkeeping Systems

A

Investigate

B

Analyze

C

Identify

D

Assess

E

Strategize

F

Design

G

Implement

H

Review

DIRKS

Designing and Implementing Recordkeeping Systems

A

Investigate

B

Analyze

C

Identify

Step A: Preliminary Investigation



Interviews

Control
Systems

Policies
&
Procedures

Annual
Reports

Documentary
Sources

Organization
Charts

Organization
Records

Plans



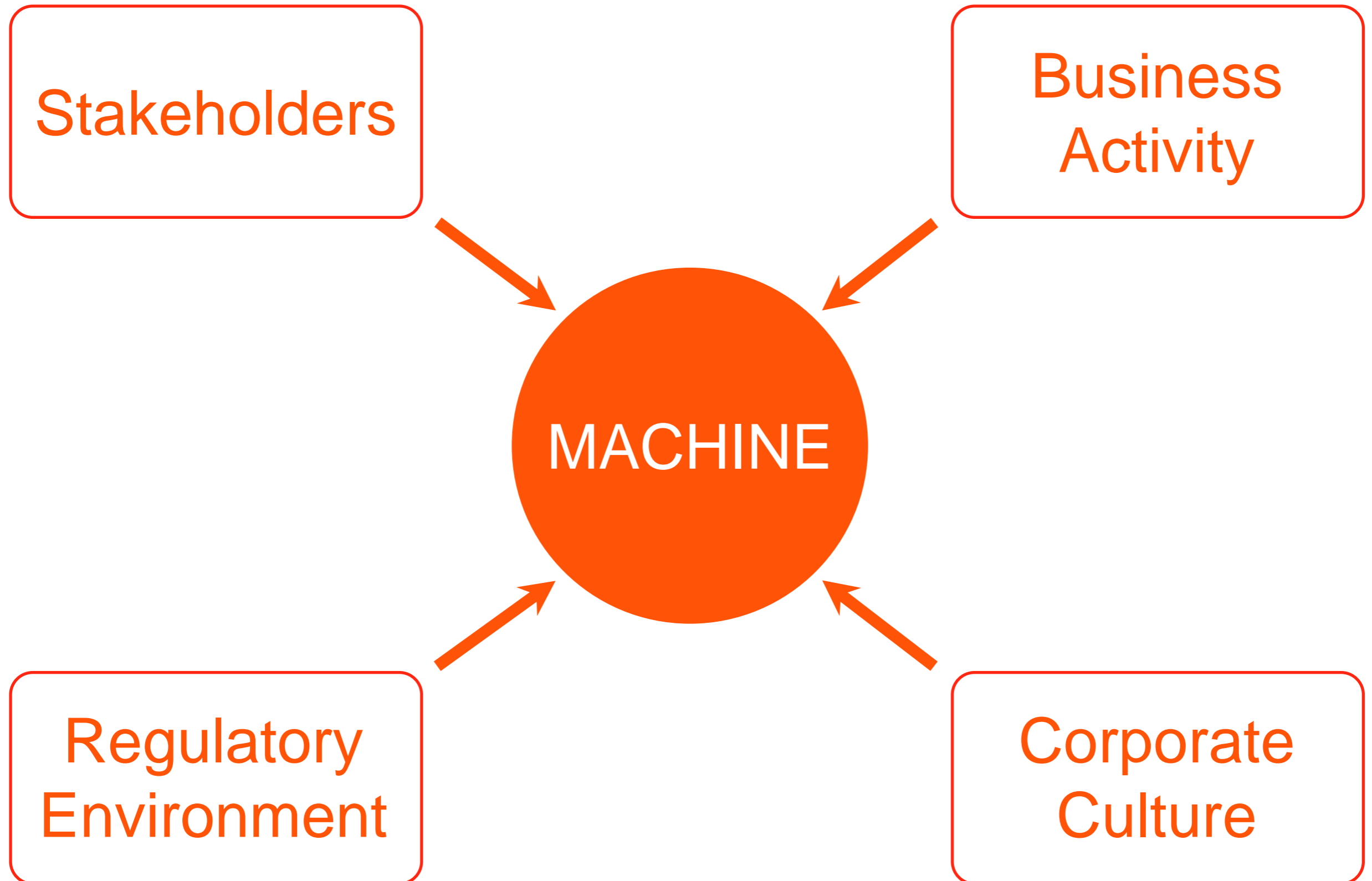
Step A: Preliminary Investigation



Interviews



Step A: Preliminary Investigation



Step B: Analysis of Business Activities

Business Classification Scheme

Transaction

Transaction

Transaction

Transaction

Transaction

Transaction

Activity

Activity

Function

Step B: Analysis of Business Activities

Programming

Documentation

Complete contracts
with photographers
and videographers

Step B: Analysis of Business Activities



Step C: Identification of Recordkeeping Requirements



Regulatory

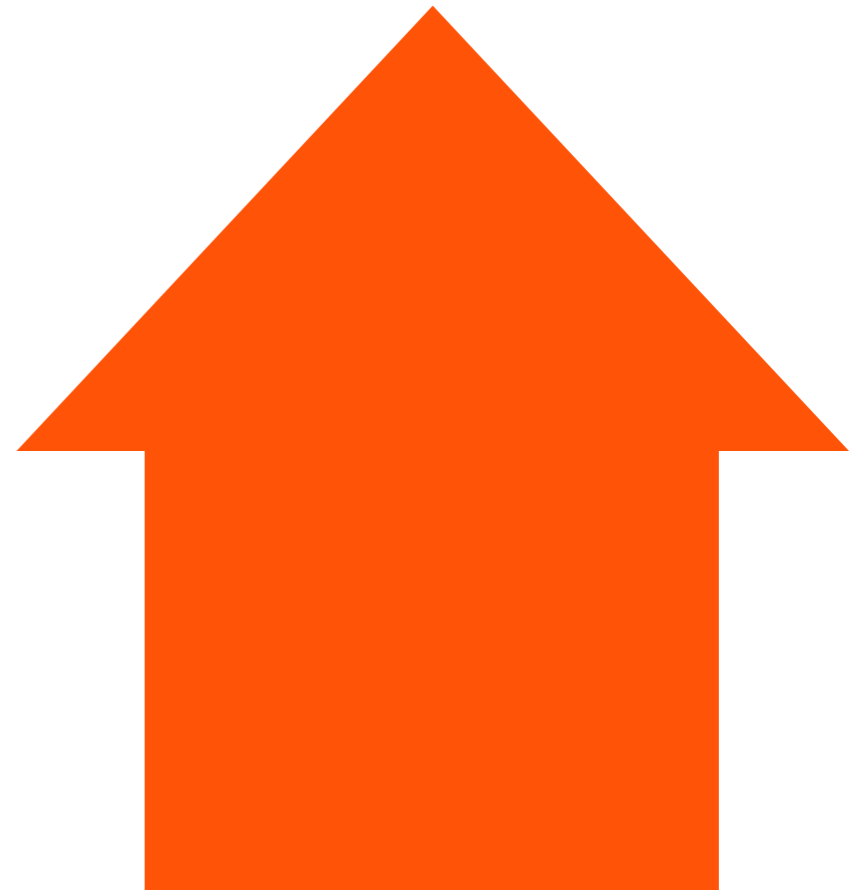


Business



Community

Step C: Identification of Recordkeeping Requirements



Step C: Identification of Recordkeeping Requirements



=

**KEEP
ALL
RECORDS**

Step C: Identification of Recordkeeping Requirements



Step C: Identification of Recordkeeping Requirements



Conclusions

A photograph of a cluttered workshop or office space. In the center, a person is sitting at a desk covered with papers and a green bottle. To the right is a white water cooler with a blue water dispenser. On the left, there is a yellow step ladder. The room has wooden walls and a ceiling-mounted green fan. A poster with the word "Molecules" is on the wall. The floor is covered with various items, including a vacuum cleaner, a trash bin, and a clear plastic storage bin.

Organization
Culture

Future Research