



Information Lifecycle

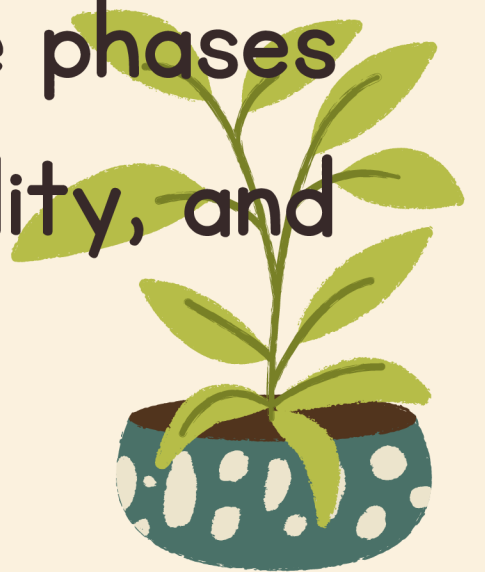
Creation, Diffusion, and Utilization
of Information

Presenters:

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Introduction:

Information is an essential organizational resource that must be created, shared, and utilized effectively in order to support knowledge management, compliance, and decision-making. The lifecycle of records, whether digital or analog, from production to destruction is the main emphasis of information generation, dissemination, and use reporting. Understanding these phases ensures authenticity, accessibility, and long-term worth.



What is Information Lifecycle?

- The Information Life Cycle refers to the proper management of information throughout its entire lifespan in order to maximize its use and benefits. It involves phases such as planning, acquiring, storing and sharing, maintaining, applying, and disposing of information.
- It's a complete cycle of how information is born, spreads, and is used.





- This process is fundamental to human progress, driving everything from scientific discoveries to everyday decisions.
- Information should be managed consistently from creation to final disposal. The lifecycle involves people, processes and technology and drives improved control over information as it moves through the various lifecycle stages.

Creation

The records life cycle begins when you create or receive a record. You should be thinking about how this record will be identified, stored, and managed throughout its life cycle. For example, if it's permanent, how will you protect and preserve that record indefinitely.



Creation

This stage in a records cycle is the point at which information is collected and captured. Thus a record is created. Records are created in the following forms:

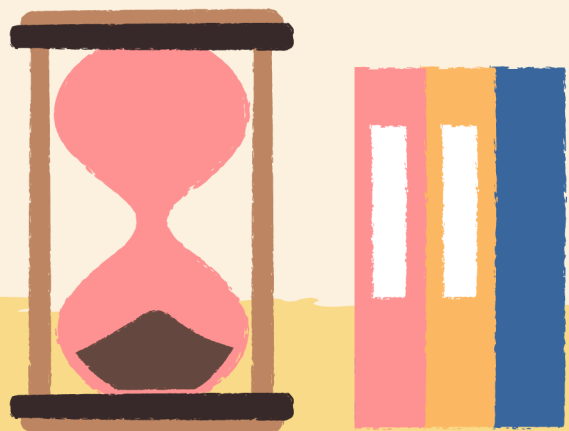


Paper-based records – Information recorded on any form of paper is considered a paper document.

Microform-based records – Information recorded on any type of microform is considered microform-based record..

Electronic-based records – Information recorded in a digital form.

The record creation process involves producing and capturing recorded information, whether as a physical document, a digital file, or a transaction.



Creation

Starts when records are either received from an external source or created internally. The objectives of this initial stage are:

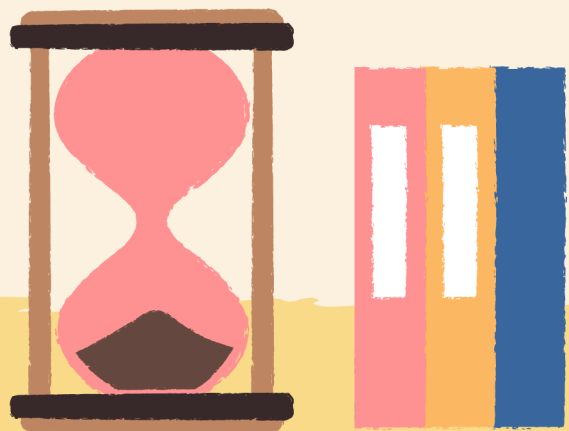


Create complete and accurate records that provide evidence of the organization's functions, activities, decisions, transactions, procedures, etc.;

.Identify and apply an appropriate security classification;

Distinguish between records and non-record copies or working documents, to be able to appropriately segregate them in the filing system;

Place the record in an organizational classification scheme (or file plan) either in paper (e.g. in a filing cabinet or a binder) or in electronic version (e.g. on a shared drive or in a system) to ensure that it's preserved within its context



Diffusion

Diffusion is the process by which knowledge is shared and exchanged among individuals, groups, or the public at large. Effective dispersion relies on safe but accessible tools, such intranets, cloud repositories, and collaborative platforms, to ensure that stakeholders receive the right information at the right time. Policies pertaining to data integrity, privacy, and secrecy safeguard this stage (International Council on Archives, 2019).



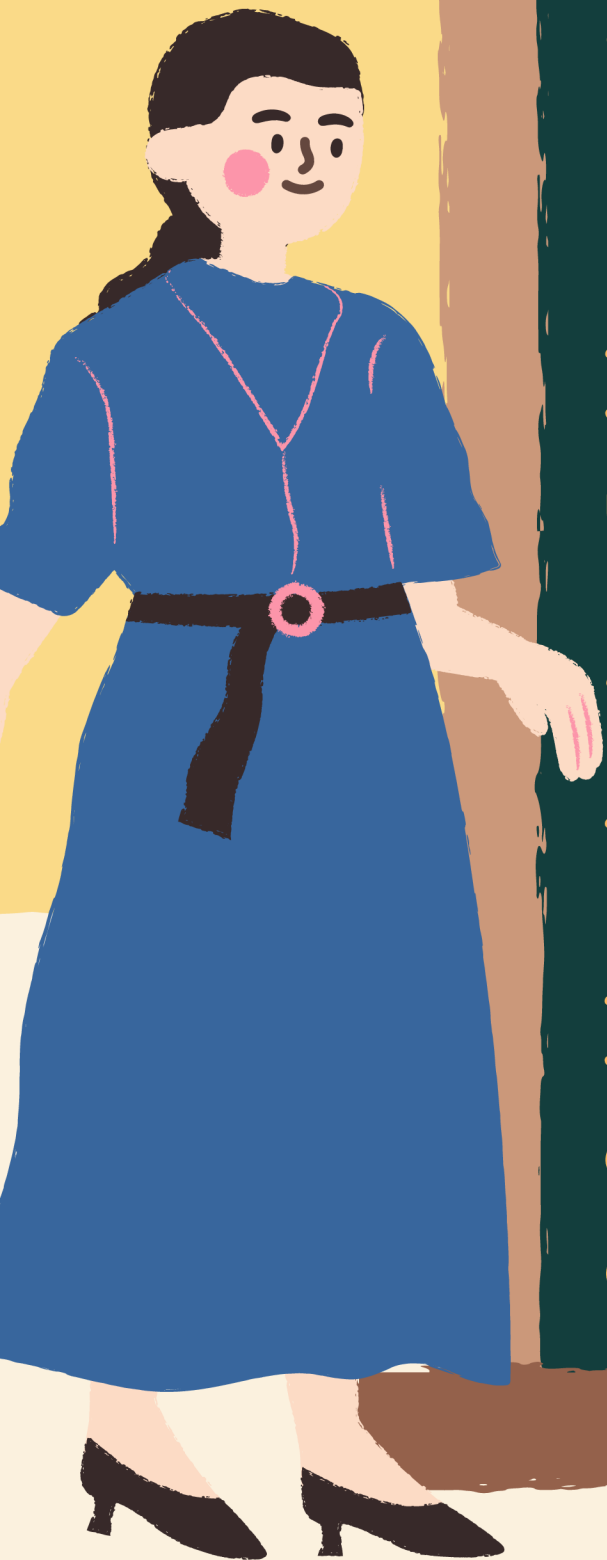
DIFFUSION

To make information readily available, the distribution of recorded information must take place as rapidly as possible.

Information is diffused (or spread) when a record is shared, accessed, and used by various people within an organization.

This stage also includes the maintenance of the record, such as updating, filing, and protecting it from loss or unauthorized access.

In the records lifecycle, diffusion refers to the stage where records are disseminated or shared so their information can be accessed and used by others (Yusof & Chell, 2000).



Utilization of Information

During the use stage, records are reviewed, analyzed, or repurposed to assist planning, operations, and decision-making. Retrieval tools, user training, and proper indexing are required for efficient use. Utilization also involves monitoring retention schedules and ensuring that records meet legal and regulatory standards before they are eventually archived or disposed of (National Archives and Records Administration [NARA], 2020).

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Utilization of Information

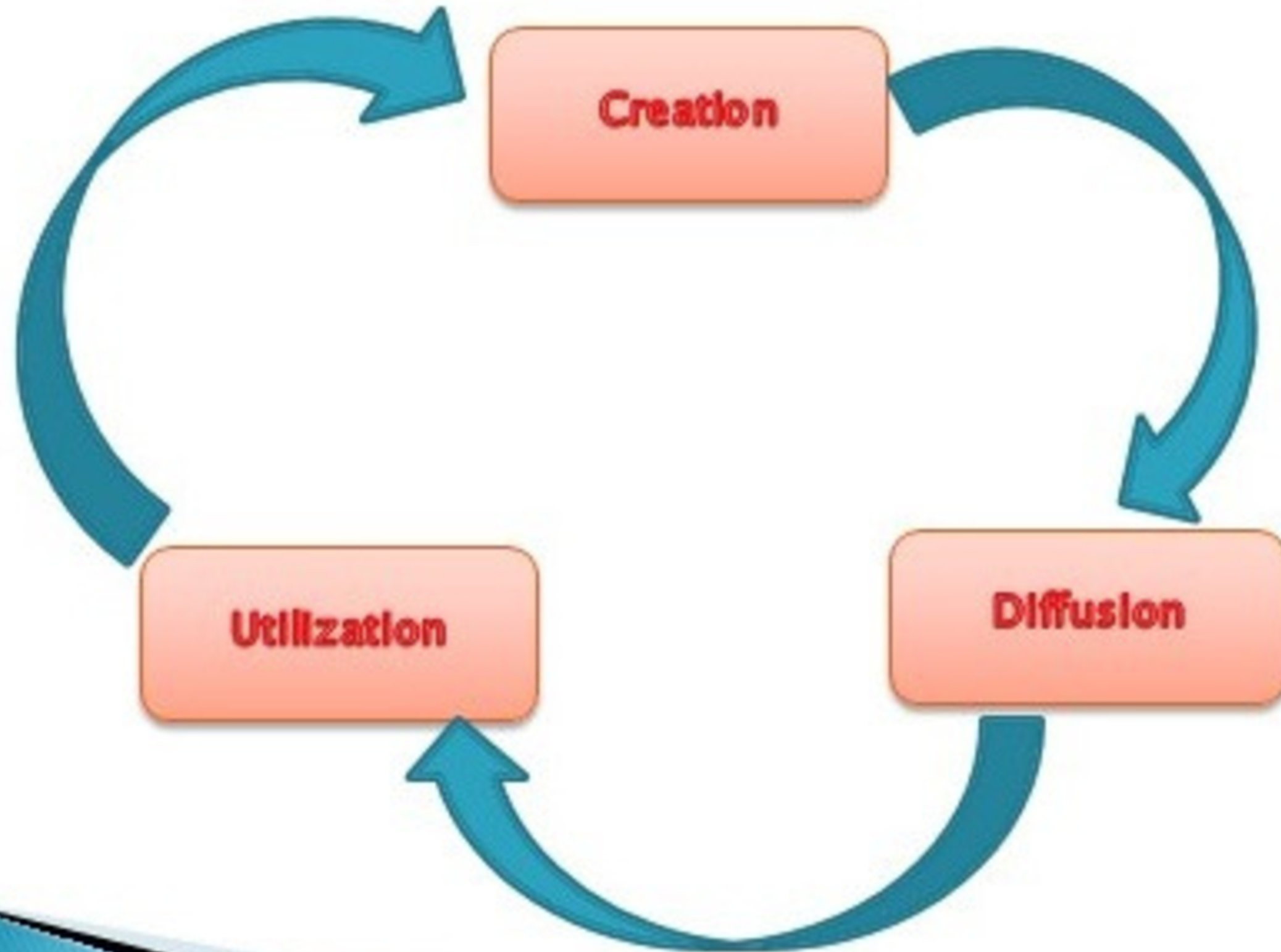
Information utilization is the process of applying information to decision-making, problem-solving, or completing tasks.

It goes beyond the mere sharing (diffusion) of information, it is about actually using the information for a purpose.

In the records lifecycle, utilization occurs after a record has been created and diffused. At this stage, the record is consulted, referenced, or acted upon to support organizational operations, accountability, or knowledge creation.

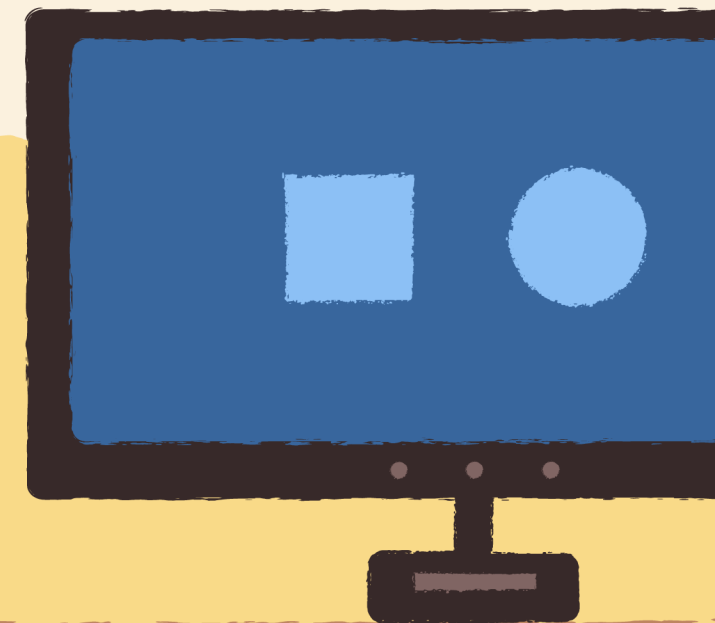


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Conclusion:

Understanding the interrelated phases of creation, diffusion, and utilization can help individuals and organizations manage information as a strategic resource more effectively. By supporting each step, stakeholders can maximize the value of the information, make informed decisions, and promote continuous learning and innovation across a range of industries.



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