The benefits of good recordkeeping include:

- protection and support in litigation including the management of risks associated with the existence of, or lack of, evidence of organisational activity

- protection of interests of the organisation and the rights of employees, clients and present and future stakeholders

- improved security of business records and robust management of commercial, in confidence, personally sensitive, or confidential information

- the ability to deliver services in an efficient and consistent manner

- support of current and future research and development activities

- improved comprehensiveness and reliability of corporate memory

- the availability of relevant business activity records when required to support well-informed decision making and policy development

- reduction of risk of data loss or accidental destruction of records

- reliable performance measurement of business outputs

- increased public confidence in the integrity of an organisation’s activities

- identification of vital records for disaster planning, so that organisations can continue to function in the event of severe disruption