



# RECORDS MANAGEMENT TECHNICIANS

NOC 1253

Operate and maintain systems for the collection, classification, retrieval and retention of records, images, documents and information.

## 3 YEAR OUTLOOK



*Undetermined*

## 3 YEAR JOB OPENINGS

**12**

## MEDIAN HOURLY WAGE

**\$28.80**

\$19.00    \$33.00  
LOW            HIGH

## TYPICALLY REQUIRED



College or apprenticeship

## EMPLOYED

**102**

## MEDIAN SALARY

**\$47,435**



The information presented is based on data for New Brunswick. To learn more about the data provided, visit [www.nbjobs.ca/occupations](http://www.nbjobs.ca/occupations).



### EMPLOYMENT BY INDUSTRY

50.0%	Public administration
16.7%	Information and cultural industries
11.1%	Utilities
22.2%	All Other Industries



### EMPLOYMENT BY AGE

0.0%	15-24
15.0%	25-34
30.0%	35-44
35.0%	45-54
10.0%	55-64
10.0%	65+

### MAIN DUTIES:

Records management technicians perform some or all of the following duties:

- Implement and update records classification, retention and disposal scheduling plans
- Classify, code, cross-reference, log and store records
- Develop document inventories and maintain indexes for classification systems
- Operate information retrieval systems to research and extract records according to established guidelines in response to requests
- Label, prepare and transfer information files according to established records management life-cycle procedures and schedules.

### ALSO KNOWN AS

- Information Management Technician
- Records Digitizing Technician
- Microfilm Records Searcher
- Records Technician
- Records Classifier



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