RECORDS & INFORMATION MANAGEMENT

THE ESSENTIALS

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WHAT IS RIM?

RECORDS & INFORMATION MANAGEMENT (RIM)

Place a framework through which to view RIM

❑ **A service**

❑ **A business process**

❑ **A science**

❑ **An art**

What is the focus? Records? Information?

Understand the organization in context to the external environment and internal functions.

WHY IS IT IMPORTANT?

❑ **Records Management = Risk Management**

    ✓ Information is an asset

    ✓ Information becomes a liability

❑ **When is the point when it changes?**

    ✓ Where art and science meet

❑ **What does an organization do without it?**

    ✓ Manage without consciousness

    ✓ Default stance = a decision that there is no risk

DRIVERS: WHY MANAGE

❑ **Information Explosion**

❑ **Regulations**

❑ **Litigation – e-Discovery**

❑ **Privacy & Confidentiality**

❑ **Business**

  ✓ Information Access
  ✓ Reduce or Contain Costs
  ✓ Intellectual Capital (R & D)
  ✓ Efficiency

COMPONENTS FOR MANAGING

❑ **Information Lifecycle**

   ✓ Creation to Disposition

❑ **Information Value – Appraisal**

❑ **Governance**

   ✓ Policy & Procedures
   ✓ Accountability
   ✓ Transparency

❑ **Partnerships**

   ✓ Technology
   ✓ Legal
   ✓ Business

TOOLS

❑ **Records Retention Schedule**
   - ✓ Classic
   - ✓ Functional

❑ **File Plans & Taxonomies**
   - ✓ Managing access
   - ✓ Corralling dispersed information for institutional knowledge

❑ **Applications – Database Resources**
   - ✓ EDRMS

❑ **Project Management**
   - ✓ Leveraging resources and expertize

❑ **Communications**
   - ✓ Plans, Outreach, Vesting End-users in New Processes

MAKING IT MATTER

❑ **Identify the need**

  ✓ Pain points

  ✓ Pressing issue – recent events

  ✓ Opportunities for improvement

❑ **Demonstrate capability**

  ✓ Immediate wins – low hanging fruit

  ✓ Objectives – that are measurable

❑ **Senior Management Commitment**

  ✓ Shared Goals

  ✓ Decisions

WHAT'S NEXT – THREE ADDITIONAL SESSIONS:

2. **Governance & Policy Development**

    - Stakeholders
    - Records Retention Schedule Creation
    - Policy Implementation

3. **Roadmap to Managing Records Inventory**

    - Procedures, Guidelines
    - Legacy Records – Project Approach
    - Vendor Management

4. **Electronic Records**

    - Role of Technology
    - Application Appraisal
    - Metadata, Email & ESI – Oh My!