



OFFICE OF THE CAMPUS REGISTRAR RECORDS AND INFORMATION MANAGEMENT UNIT

Records & Information Management (RIM) and You

April marks **Records & Information Management (RIM)** month, globally recognized for spotlighting the significance of organizing and maintaining records to ensure the effective and efficient management of information



In honor of this year's RIM month, the RIM Unit seeks to inspire colleagues to actively engage in creating, capturing, saving and securing the University's records in alignment with our institution's guidelines and governing principles. Below are straightforward steps you can integrate into your daily responsibilities:

CREATE IT

Create full and accurate records that adequately document the official business of the University. Ensure that all records created during communication reflect the various involvements and decision-making points.



CAPTURE IT

University records must be maintained in approved physical or electronic systems and repositories which are suitable for their protection and preservation. e.g. Physical filing system (filing cabinets, filing rooms/vaults), Line of business system, Network drive /Google drive



SAVE IT

While working remotely ensure that records are routinely captured into a University approved repository i.e. Network drive /Google drive with appropriate access, Line of business system



SECURE IT

Ensure confidential, sensitive, and private records are adequately protected especially when working remotely. Additionally, be mindful to ensure the prevention of unauthorized disclosure, loss or destruction of University records

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