



UWI
OPEN CAMPUS

OFFICE OF THE CAMPUS REGISTRAR RECORDS AND INFORMATION MANAGEMENT UNIT

April is Records and Information Management (RIM) month. It is celebrated worldwide to highlight the value and importance of organizing and maintaining records for the effective and efficient management of information.



What is the Records and Information Management (RIM) Unit?

The Records and Information Management Unit is part of the wider University Archives and Records Management Programme (UARMP), a decentralized programme that is integrated across UWI campuses.

What does the RIM Unit do?

The RIM Unit manages the records of the Open Campus in both physical and electronic formats.

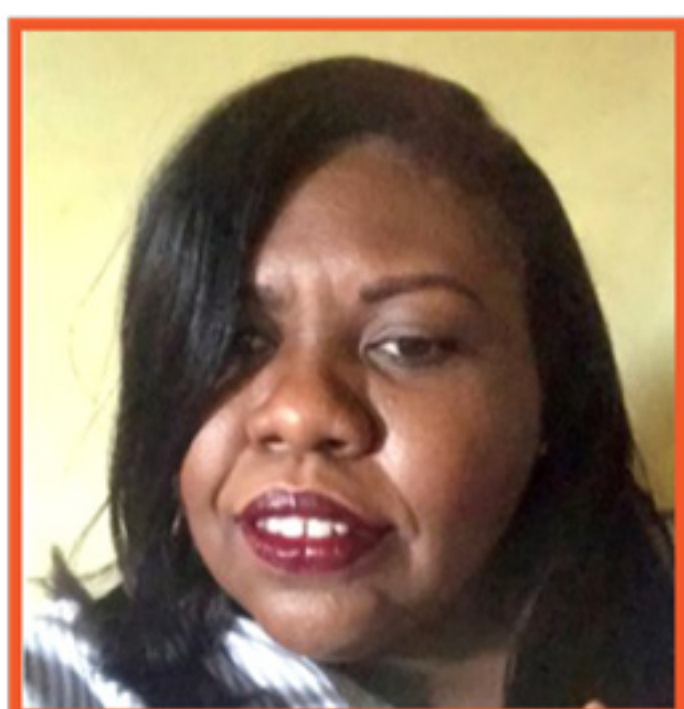
Why are records important to the Campus?

- Enables efficiency in the conduct of business
- Protects the organization in the event of litigation
- Assists in the management of risk
- Facilitates business continuity in the event of a disaster

What does the RIM Programme consist of?

- Establishing RM policies, procedures and standards
- Designing, developing, implementing, and maintaining systems in all formats
- Developing and administering records management education and awareness among members of staff
- Advising and guiding departments on all aspects of records management

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ONLINE | ON SITE | ON DEMAND

**RECORDS
MANAGEMENT**

taxonomy, Federal Guideline, metadata, policies, Storage & Preservation, Records, Accuracy, Disposition, Compliance, Records, Governance, retention period, Records, Accuracy, Disposition, Compliance, Records, Governance