Happy RIM Month

April is internationally recognized as **Records and Information Management (RIM)** Month, a time to highlight the importance of effectively managing records throughout their lifecycle from creation and receipt to organization, dissemination, security, and eventual disposal.

In celebration of RIM Month and to underscore the significance of records and information management within our Campus community, the RIM Unit aims to focus below on key areas essential for the efficient management of the institution's records.

Who Are We?

The **Records and Information Management (RIM)** Unit of the Global Campus operates as a key functional area under the Office of the Campus Registrar. It also forms an integral part of the broader University Archives and Records Management Programme (UARMP), a decentralized programme that is integrated across all of the UWI campuses. The programme aims to support the University's commitment to good governance through the effective management of records in all formats.

POLICIES & PROCEDURES

Refer regularly to University policies and procedures to ensure compliance with institutional standards. If you handle or access personal data, it is your responsibility to ensure that this information is not shared with or disclosed to unauthorized individuals.

Personal Data and Sensitive Personal Data must be safeguarded at all times to prevent potential data breaches and misuse.
Key guiding documents include:
- University Archives and Records Management Policy (2021)
- The University of the West Indies Data Protection Policy and Procedures

These policies provide essential guidance for managing records in accordance with University guidelines and best practices.

USER ACCESS

Heads of Departments and Units are encouraged to review staff access permissions to ensure they remain appropriate. Please assess who currently has access to specific records and determine whether continued access is necessary. Regular reviews are essential especially when employees are redeployed, reassigned, or promoted to ensure access rights align with current roles and responsibilities.

WORKING REMOTELY

Employees working remotely are reminded to remain vigilant about the security of both information and their devices.
- Ensure that all records are regularly captured and stored in a University-approved repository (e.g., Google Drive) with appropriate access controls.
- Take necessary precautions to protect all confidential, sensitive, and private information.
- Avoid any unauthorized disclosure, loss, or destruction of University records.

Maintaining the integrity and security of University records is essential, regardless of work location.

ORGANIZE YOUR GOOGLE DRIVE

Google Drive is currently the recommended and approved repository for storing electronic records, aside from your line-of-business systems.

To ensure your records are easily accessible, please take the time to organize them properly within Google Drive. When saving records, be sure to grant appropriate access permissions to your colleagues, as needed.
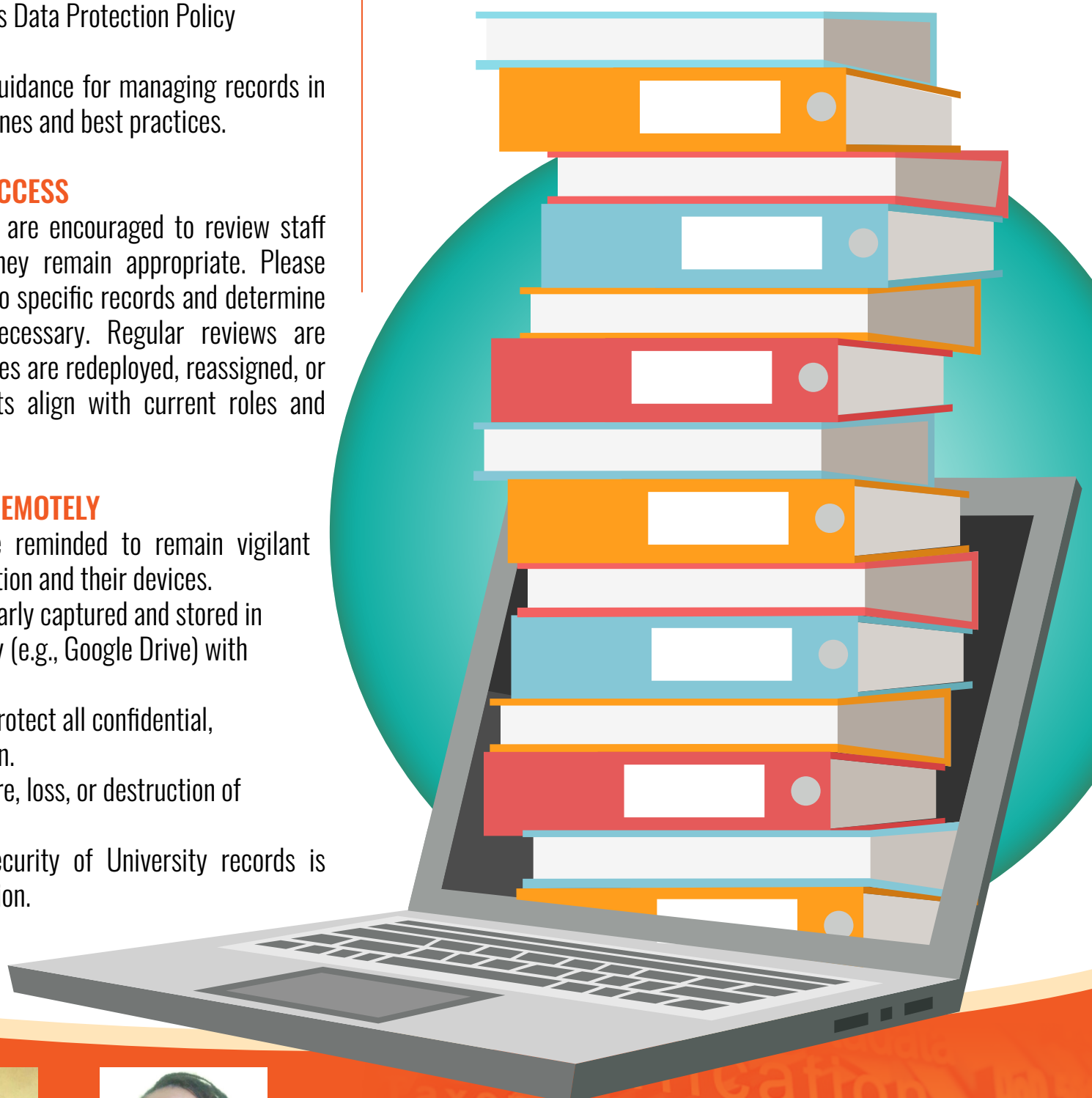
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