

## RIM Benefits

### 5 reasons why we should care about "RIM"

Incorporating RIM into your work routine can have a positive impact on you, your office, and the University. Below are a few examples of why RIM is such a big asset. Can you think of any other reasons why RIM is important?

- 1) **Safeguard Information** RIM can help us to secure the vast amount of confidential and otherwise protected data and information that we have at UConn.
- 2) **Create Space** From creation through disposition, records pass through several stages throughout their "life cycle." We are able to create space by keeping track of the record life cycle and understanding when it is okay to destroy records.
- 3) **Improve Access to Information** Misplacing an important document can be frustrating. There are times, however, where even more is at stake. When responding to matters like Litigation, RIM can help the University to access records quickly.
- 4) **Disaster Recovery/Business Continuity** It is essential for the University to have the ability to continue operating in the event of a natural disaster or other adverse event. RIM helps us to prepare for the unexpected and recover faster.
- 5) **Preserve University History** RIM helps us to capture important moments and activities in the University's history.

## Contacts

For help with addressing and overcoming your records management challenges, you may contact:

### Betsy Pittman

University Archivist, RMLO  
Archives and Special Collections  
405 Babbidge Road, Unit 1205  
Storrs, CT 06269-1205  
860.486.4507  
Betsy.Pittman@uconn.edu

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## Stop and Think

Now that you have an idea of what RIM is all about, create a list of the different types records you have in your office. Download our inventory template to get started: <http://rim.uconn.edu/inventory/>.



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## Records and Information Management

### The Importance of "RIM"



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[rim.uconn.edu](http://rim.uconn.edu)

## What is RIM?

Records and Information Management (RIM) is the field of management responsible for establishing and implementing policies, systems, and procedures to capture, create, access, distribute, use, store, secure, retrieve, and ensure disposition of an organization's records and information<sup>1</sup>.

<sup>1</sup> *Association of Records Managers and Administrators (ARMA) International. Glossary of Records and Information Management Terms, 4th ed. Lenexa, KS: ARMA, 2012.*

UConn participates in the state records program administered by the Office of the Public Records Administrator (OPRA) of the Connecticut State Library. Pursuant to the Connecticut General Statutes, OPRA creates record-related policies and procedures that all state agencies, including UConn, must follow. By adhering to the "rules," we show that we systematically destroy records using established standards and objective methods.

Guidance is available to support employees' efforts to comply with RIM policies and procedures (see Contacts section on backside of this publication). Additional information and resources are provided at: <http://rim.uconn.edu/>.

## Key Terms to Know

**Record-** "Any recorded information, regardless of medium or characteristics, made or received and retained by an organization in pursuance of legal obligations or the transaction of business. (ARMA, 2012).

**Official Record Copy or Copy of Record-** the specific copy of a record... designated by the University as the legally recognized copy that must be maintained for records retention, preservation and authentication.

Visit <http://rim.uconn.edu/tutorial> for guidance on how to determine if you have the "official record copy."

**Retention Period-** Length of time a record must be kept to meet administrative, fiscal, legal, or historical requirements. (ARMA, 2012).

## Retention Requirements

If you have the "official record copy" of a record then you'll need to keep such record(s) for a designated period of time. Minimum record retention periods are available at: <http://rim.uconn.edu/record-retention-schedules/>. The University increased the minimum retention for most financial records to 7 years.

## Destruction Process

### How to Request Permission to Destroy University Records

Once an official record has met the associated retention requirement you must seek approval to destroy the record(s).

**1) Download the Disposition Authorization Form (RC-108).** This form is available at: <http://rim.uconn.edu/forms/>.

**2) Complete Form RC-108.** Detailed guidance on completing the form is found at: <http://rim.uconn.edu/tutorials/>.

**3) Send the signed form to:**  
Betsy Pittman, Unit 1205

**4) Upon receipt of approval, destroy records.**

A copy of the form will be returned to you within 1-2 months after submission. Please destroy the the approved records, shredding any records containing confidential or protected information. Central Stores offers a free shredding service. Alternative shredding options are available for regional campuses or off-campus facilities. Find out more at: <http://rim.uconn.edu/confidential-shredding/>.

## Exceptions

In some cases, you may be required to suspend the destruction of records, even if you've received approval (e.g. in the event of litigation or a freedom of information request). Learn more at:

<http://rim.uconn.edu/hang-on-to-that-record/>.