Happy RIM Month!

April is internationally recognized as Records and Information Management (RIM) Month. RIM is the day-to-day activity of creating, receiving, organizing, disseminating, securing, and disposing of records. In celebration of RIM Month, we are hosting a series of informative and insightful webinars to support you and your organization along with other helpful tools!

Who We Are

ARMA International is the driving force in the promotion and advocacy of information management professionals. ARMA International is committed to providing our community of members and information management professionals with industry best practices and opportunities for professional development, ongoing education, and networking.

Information Lifecycle

Check User Access to Databases and Key Business Documents

Check current user access to proprietary records and evaluate who still needs access to the information. Outdated permissions to documents and files can create a vulnerability to any organization. Then, update access to reflect your current business operations and future plans

Implement/Review Data Loss Prevention Policies and Software

Prevent data loss and data leaks by implementing policies, procedures, and software that protect your company's most valuable assets and records. If your organization already has policies and software, take some time to review your strategy this month.

Clean Up Your Cloud

Everyone loves the adoption of cloud solutions, but many organizations struggle to manage their cloud storage and access. Take time this month to gather key stakeholders and discuss current cloud solution management, file storage, and policies.

Check Your Compliance

Prevent data loss and data leaks by implementing policies, procedures, and software that protect your company's most valuable assets and records. If your organization already has policies and software, take some time to review your strategy this month.

RIM Spring Cleaning

USE IT

Know what information is available. Learn where information is and how to access it. Use the latest version. Stay current with the software in use. Save information to the enterprise system.

SECURE IT

Password protect mobile devices and media. Lock your laptop screen before you walk away. Clear your desk and secure work papers each day. Shred paper if disposing of private or confidential information. Do not discuss proprietary information in public

ORGANIZE IT

Use standard file naming conventions. Label e-mails with meaningful subject lines. Move important e-mails to the correct enterprise system. Tag information with appropriate metadata. Discard personal and non-business information.

DELETE IT

Comply with records retention rules. Dispose of duplicate messages. Shred paper with sensitive information. Discard meeting notices and lunch invitations. Toss out non-business correspondence. Get rid of promotional items and catalogs.