April is National Records & Information Management Month!

What?? Yes, that’s right! Since 2003, Records and Information Management (RIM) professionals have devoted the entire month of April to promote best practices in records and information management.

Efficient records and information management is one of the best ways to increase your productivity simply because an organized workplace is more conducive to producing better ideas, better performance, and better results.

In honor of RIM Month, we’d like to offer some information organizational tips:

1. Familiarize yourself with your department’s Records Retention Schedule and the requirements for legally destroying official state records.
2. Start NOW! Don’t wait for the end of the fiscal or calendar year to organize your space. Practice good records management on a regular basis to avoid an unorganized mess. The Retention Schedule lists records series you can use to organize your records whether paper, electronic, or other media.
3. Organize your current records. For example, which documents do you use often, don’t use anymore, or use only occasionally for reference purposes? Know your records and their functions. The Retention Schedule tells how long to keep each record and when they might need to go to the University Archives.
4. Manage records retention by getting into the habit of sending inactive records to the University Records Center and purging records at the end of their life cycle. Don’t forget to complete a Disposition Log and send it to the Records Management department.
5. Remember, records are not limited to physical media; records are also born-digital and paper documents are imaged. Organizing e-mails into folders and properly labeling them are effective techniques for a more organized e-mail system.
6. Be retention conscious!

RIM is an essential business practice. Make your department life easier and more efficient with Records and Information Management. See your Department’s Records Coordinator (DRC) or contact UTMB’s Records Management Department at: (409) 747-5900 -or- See our Education & Training link for helpful videos and more at: http://www.utmb.edu/compliance/records/rmdefault.asp

HAPPY RECORDS & INFORMATION MANAGEMENT MONTH!