USE IT

DELETE IT

RIM RECORDS AND INFORMATION MANAGEMENT
MONTH APRIL 2021
ARMA

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

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.

INFORMATION IS AN ASSET
MANAGE IT!

https://www.arma.org/page/RimMonth

INFORMATION IS AN ASSET
SORT IT!

ORGANIZE IT

SECURE IT

RECORDS AND
INFORMATION
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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.

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.

INFORMATION IS AN ASSET
CATEGORIZE IT!

https://www.arma.org/page/RimMonth

INFORMATION IS AN ASSET
PROTECT IT!

The Information Maturity Framework

Information risk is clearly understood
Information is proactively made accessible to internal and external stakeholders

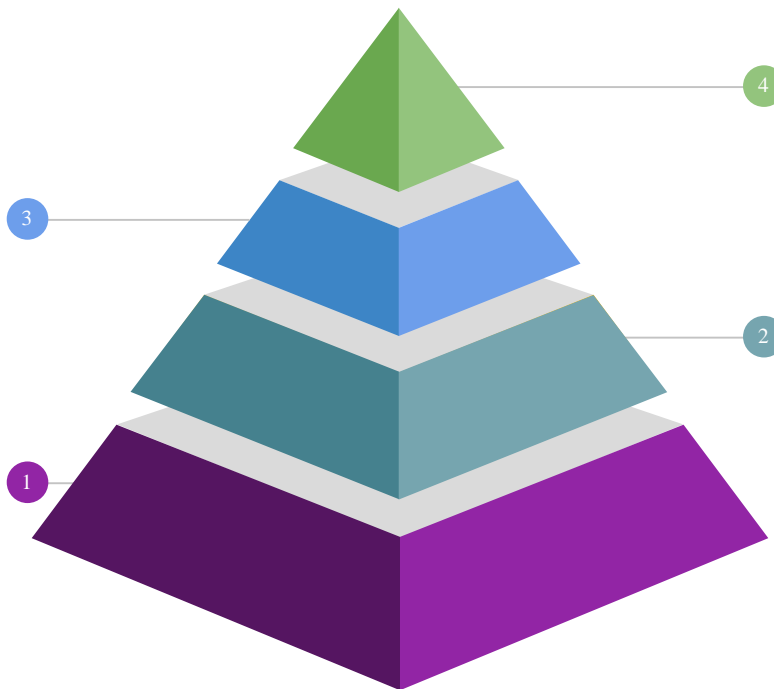Information is protected commensurate with its risk

Information is trusted
Departmental requirements to destroy or preserve information have been documented

Preservation and destruction requirements are routinely applied to information

Information is managed and protected
Management responsibilities for information have been documented

Permissions for accessing information have been documented

Information is accessible
A senior leader has been identified to champion initiative

Business rules for describing, organizing and storing information are documented

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