

Records Management *and you*

The RIM Program *at the University of Winnipeg*

It was once perceived that the acquisition of information/knowledge was power. In the new millennium, we believed that true power lies in the sharing of information, the sharing of experiences and of knowledge...

The Report of the Advisory Review Committee on the University Library (1998) recommended that the Library develop institution-wide policies and procedures for records management and that this activity be the responsibility of the University Archivist and Records Manager.

What is the RIM Program

The Records & Information Management (RIM) Program located within the University Archives & Records Centre, in the Library, is responsible for ensuring a cohesive approach in the development and implementation of Records & Information Management at the UofW. One of the Program's primary goals is to preserve our corporate memory and align related initiatives through education and effective communications throughout the organization.

Why do we need a RIM Program?

Records management activities are designed to support the continuing conduct of business, satisfy applicable legal requirements, provide necessary accountability, promote the creation and maintenance of authentic, reliable and usable records, and protect the integrity of those documents.

The need for records management has increased with the demands of the Freedom of Information and Protection of Privacy Act (FIPPA), which requires that access be granted to University records, while protecting the personal information of individuals. This legislation makes the control and diffusion of information a priority for all departments/units of the University.

What are the advantages?

Creating a records and information management community at the University will provide us with the knowledge and tools to work better together and enhance the way in which the institution and its clients locate and access, learn from and use its information holdings.

What does this all mean to you and me?

The Records Manager is responsible for providing a structure, which will enable personnel in all departments and offices to organize and manage their recorded information.

In terms of records management services and tools, these will have an impact on our work, existing policies and procedures and the way in which we interact with one another.

A standardized and consistent environment will enable us to be more productive. Document sharing will make it possible for us to carry out our work regardless of physical location. The automation of time consuming daily tasks such as document routing, security and tracking can be managed through OmniRIM software. Finally, relevant and efficient retrieval of information will be a great time saving factor in our day-to-day activities.

For more information on the RIM Program, its services and ongoing activities, please contact:

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or visit the University Archives & Records Centre website at <http://cybrary.uwinnipeg.ca/UARC>