

*APRIL IS NATIONAL RECORDS & INFORMATION  
MANAGEMENT MONTH!*



National **WHAT?????** That's right! Since, 2002, 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 other words, good RIM helps YOU look good!

So, in honor of RIM Month, here are some information organizational tips:

1. Start NOW! Don't wait for the end of the year or the start of the new one to organize your space. Practice good records management on a regular basis to avoid a pile up at the end of the year.
2. Organize your current records. For example, which documents do you use often, don't use anymore, or use only occasionally for references purposes? Know your records and their functions. File, label, color code (my personal favorite!) documents by type, usage, date, purpose, etc.
3. Familiarize yourself with Connecticut's records retention schedules and requirements for destroying official records.
4. Manage records retention by getting into the habit of moving inactive records to storage and of purging expired records.
5. Remember that records management is not limited to physical records but also applies to digital data. Organizing e-mails into folders and properly labeling them are effective techniques for a more organized e-mail system.

***RIM is an essential business practice.*** Make your office life easier with efficient records and information management.

For questions about records and information management at SCSU, contact Phil Koslowski, Coordinator at x26205.

***Happy Records & Information Management Month!***

