

April is Records and Information Management (RIM) Month!



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 proper district system.

INFORMATION IS AN ASSET – MANAGE IT!



ORGANIZE IT – **Use** standard file naming conventions. **Label** emails with meaningful subject lines. **Move** important emails to the correct district system. **Tag** information with appropriate metadata. **Discard** personal and non-business information.

INFORMATION IS AN ASSET – CATEGORIZE IT!



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 and confidential information in public.

INFORMATION IS AN ASSET – PROTECT IT!



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.

INFORMATION IS AN ASSET – SORT IT!