



## RECORDS & INFORMATION MANAGEMENT STRATEGIC BUSINESS PLAN OUTLINE

*It's not a product, it's a process... it's not a concept, it's a business practice...  
It's not a project, it's a business function.*

- I. RIM Vision
- II. RIM Mission
- III. RIM Values
- IV. RIM Goals/Objectives
- V. RIM Strategies
- VI. RIM Performance Indicators (metrics to support value, growth and resources)
- VII. RIM Customers & Stakeholders
- VIII. RIM Working Environment
- IX. RIM Trends**
- X. RIM Issues
- XI. RIM Action Plans
- XII. RIM Reports

*The RIM Business Plan provides*

- *a blueprint for the RIM Program, and*
- *one comprehensive view for measuring and reporting the RIM Program compliance and effectiveness.*



## **RIM TRENDS – THROUGHOUT THE LIFE CYCLE**

- I. CREATION
  - a. MEDIA/FORMAT
    - i. PAPER RECORDS
    - ii. IMAGE RECORDS
    - iii. DIGITAL RECORDS
  - b. TAXONOMY/FILE CLASSIFICATIONS
- II. MAINTENANCE
  - a. RECORDS RETENTION SCHEDULE
  - b. RECORDS HOLDS
  - c. PRIVACY
  - d. SECURITY
  - e. COMPLIANCE
  - f. STORAGE OPTIONS
    - i. SHORT TERM
    - ii. LONG TERM
  - g. RETRIEVAL ACTIVITIES
    - i. OFFSITE AUDITS
- III. DISPOSITION
  - a. ELIGIBILITY
  - b. AUTHORIZATION
  - c. CERTIFICATE OF DESTRUCTION
    - i. ONSITE
    - ii. OFFSITE
  - d. CERTIFICATE OF TRANSFER
    - i. ARCHIVES, LIBRARIES, ETC