

## HELPING YOU TO ACHIEVE YOUR RECORDS INFORMATION MANAGEMENT GOALS



Records information management (RIM) is the secure and effective administration of all business records throughout their lifecycle. This process includes identifying, classifying, storing, securing, retrieving, tracking, destroying or permanently preserving records and other forms of information..

### Metrofile can enhance the value of your RIM programme by:



Consolidating and unifying both your physical and electronic records



Providing access to critical records in a timely and reliable way



Enabling consistency across workflows, locations and departments



Implementing and managing a customised records retention schedule

It is important to remember that records document important business events, and can include contracts, budgets, purchase orders, memos, e-mails, instant messaging logs, website content, customer service records, images, videos and marketing material. These elements can be generated and stored in either paper or electronic format.

**The RIM lifecycle involves a number of different activities from the time a record is created until it is finally archived or destroyed.**



According to the **ISO 15489: 2001 standard**, records management activities include "the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records."

The effective management of records throughout their lifecycle is essential for critically important areas in a business, including enterprise information management, business intelligence, business analytics, regulatory compliance and disaster recovery.

**Partnering with Metrofile can help you meet and exceed all your strategic RIM goals.**