Benefits of Effective Recordkeeping

**What is Records and Information Management?**

It is the systematic control of recorded information throughout its lifecycle. The goal is to be able to retrieve the right information at the right time.

**What Benefits Are There From Effective Recordkeeping?**

- It helps you comply with all statutes, regulations, policies and procedures
- Optimizes governance by ensuring accountability of public funds
- Reduces risk liability by retaining records for only prescribed periods of time under fully authorized records retention and disposition schedules (RRDS)
- Allows information to be located quickly
- Increases the efficiency of office systems
- Identifies and protects business essential records for continuity of operations
- Improves storage and retrieval systems
- Reduces the volume of records stored
- Reduces costs for equipment, supplies, office space and staff
- Improves customer relations
- Helps maintain the corporate memory over a long period of time
- Consistency of approach across all departments of the state therefore making communications across the State easier
- Increases research potential and knowledge transfer across the state

**What Service will the RIMS Provide?**

- The RIMS provides leadership and guidance across the State of Alaska to ensure compliance with industry best practice and all statutes and regulations relating to recordkeeping.
- The RIMS also facilitates key recordkeeping activities e.g. transferring records to a records center or the State Archives as well as helping in the destruction of records that no longer need to be kept.