



# New RIMS Manual

## New Records & Information Management Service Manual

### Special points of interest:

- All records retention schedules can be found on the [RIMS website](#).
- Only current versions of all standard forms (RTLs, RDAs, SDAs etc..) will be accepted after July 1<sup>st</sup>. You can find these forms on the [RIMS website](#).
- To transfer records to the State Archives, complete the [Transfer of Public Records to the Alaska State Archives Transmittal/Receipt](#) form and email it to [Chris Hieb](#).

The Records & Information Management Service has updated their manual and it is now online.

This manual contains lots of information relating to records and information management in the State of Alaska and is applicable to all employees.

Contained within the manual are detailed

procedures for all staff and Records Officers including transferring records to a records center, properly destroying records, accessing records in a records center and the State Archives.

It also has details on state-approved records centers and confidential shredding contractors.

The full manual can be accessed by clicking on

the icon on the right hand side of the [RIMS webpage](#) and there is now a new [Manual](#) section added on the site, which has most of the manual broken down into sections for ease of use.

Please distribute the manual to your fellow colleagues.

If you have any questions regarding this, please contact [Gordon E. Brown](#).

## Records and Information Management Webinars

### Records Transfer Lists (RTL)

A free webinar on how to complete RTLs will next be held on July 24<sup>th</sup> from 10:30 a.m. – 11:30 a.m.

To register, please contact [Valerie Rose](#).

### Records Disposition (RDA and SDA)

A free webinar on how to complete records disposition forms will next be held on July 25<sup>th</sup> from 10:30 a.m. – 11:30 a.m.

To register, please contact [Valerie Rose](#).

### Records Retention Schedules (RRS)

A free webinar on how to find, read and interpret records retention schedules will next be held on July 26<sup>th</sup> from 10:30 a.m. – 11:30 a.m.

To register, please contact [Valerie Rose](#).