



Notice #7  
February 14, 2013

## Records Officer Notice

### Updated Forms

The RIMS has slightly changed some forms and has introduced a new form to make your life easier.

#### Changes to Current Forms

- On the RTL, your agency ID number now has its own field.
- The [RDA](#) is now only used to document records not covered on a schedule (unscheduled records). The RDA should now only be used in the rare case when an agency needs to destroy records that do not appear on a current schedule.
- On the RDA, your agency ID number now has its own field.

#### New Form

The new form that we have introduced is the *Certificate of Records Destruction*. It can now be found [online](#). There are [instructions](#) to help you complete it correctly.

This is a more simplified version of the RDA as it is only to be used for records series currently listed on a records retention and disposition schedule. Use this form to keep an internal log of the records that you are destroying. This form reflects the change in destruction policy that only Division Directors and Records Officers must approve standard destruction actions.

If you have any questions regarding this, please contact [Valerie Rose](#), Records Analyst.

### Updated Manual

With the improvements to the standard RIMS forms, we have reflected these changes in the Records & Information Management Service's Policies and Procedures Manual which can be found [online](#).

The manual has also been broken down into different sections for easy download and this can also be found [online](#).

### Disposition Date Calculator

We have updated our disposition date calculator so that you can use it to calculate the disposition date of all records and not just to complete RTLs. It can be found on the RIMS [homepage](#).

#### Introduction to Records and Information Management (IRIM) Training Dates

##### Fairbanks:

May 13

##### Anchorage:

May 14 (P.M)  
May 15 (A.M)  
May 16 (A.M. & P.M)

They will soon be added to TrainAlaska.

#### Webinars

The RIMS is holding three webinars on Records Transfer Lists (RTLs), Records Disposition, and Records Retention and Disposition Schedules (RRDS).

The next dates are:

April 23 (RTL)

April 24 (Disposition)

April 25 (RRDS)

Details of the [webinars](#) can be found online.

Contact [Valerie Rose](#) if you wish to attend any webinar.