



STATE OF ALASKA
DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
DIVISION OF LIBRARIES, ARCHIVES & MUSEUM
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT
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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 SOA Records & Information Management (RIMS) Provide

- 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.
- 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.