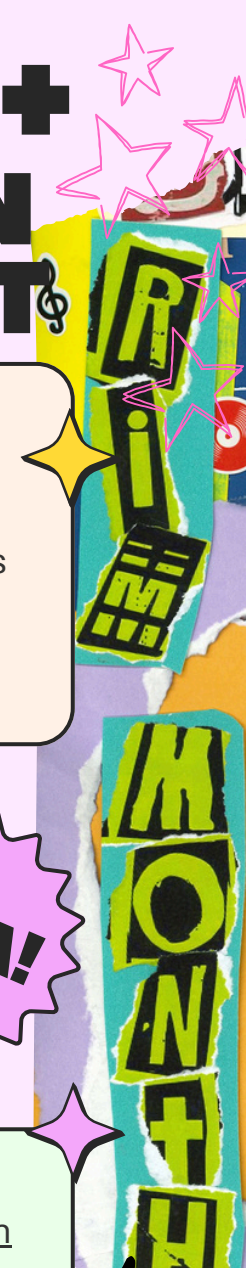




## THE VITAL IMPORTANCE OF


# RECORDS + INFORMATION MANAGEMENT



**RIM!!**

Records and Information Management is crucial for ensuring the integrity, transparency, and accessibility of public records. Proper records management helps agencies:

- Ensure legal compliance with state and federal regulations
- Protect sensitive information from unauthorized access
- Maintain operational continuity by keeping records organized and accessible



The Records and Information Management Division at the Indiana Archives and Records Administration offers assistance and training to help state and county/local government employees effectively manage their records.

IARA's RIM Division provides support in the following key areas:



**IARA!**



**IN  
DIA  
NA**

### STATE RECORDS MANAGEMENT

Works with state agencies to develop and update retention schedules that balance storage needs, legal retention requirements, and the preservation of historically significant records.



### COUNTY/LOCAL RECORDS MANAGEMENT

Supports county and local government in establishing effective records programs, develop retention schedules, preserve historically valuable records, and navigate records management and disposition processes.



### ELECTRONIC RECORDS PROGRAM

Provides assistance to state and local government offices on best practices for storing, disposing of, and preserving electronic records, including transfers to the Indiana Archives.



**WHY**

# RIM

**MATTERS**

By managing records properly, state agencies and county/local government offices can:

- Minimize risks associated with improper management, loss, or unauthorized access to records
- Improve efficiency in both physical and digital record-keeping, reducing time and costs associated with retrieving information

- Ensure transparency by making public records accessible and supporting compliance with the Access to Public Records Act (APRA), Indiana Code 5-14-3
- Facilitate audits and legal inquiries by ensuring records are available, accurate, and well-organized

- Preserve institutional knowledge by maintaining historical and operational records for future reference
- Support disaster recovery by ensuring records are protected from potential data loss

**FOR GUIDANCE OR SUPPORT, CONTACT:**

County/ Local Records: [cty@iara.in.gov](mailto:cty@iara.in.gov)

State Records: [rmd@iara.in.gov](mailto:rmd@iara.in.gov)

Electronic Records: [erecords@iara.in.gov](mailto:erecords@iara.in.gov)