



<b>What</b>	<b>RIM BASICS 101</b>
<b>When</b>	½ day sessions beginning October 10, 2017 – April 24, 2018
<b>Where</b>	Multiple locations including Charlottetown and Summerside. See registration form with list of dates and locations.
<b>Who</b>	<p><b>Who is required to take the training?</b> This training is <b>mandatory for all</b> PEI Government employees, civil and health. All training will be tracked. Employees will be required to sign a “waiver” following the sessions to indicate that they understand the material presented.</p> <p><b>If I have already taken the 3 day RIM training does that count?</b> No. The content of the RIM Basics contains new information that was not previously covered in the 3 day RIM training.</p> <p><b>What about Online Module Training?</b> The Online Module training will be available later this year. Registration will be tracked as employees sign in for the training. Employees will be required to sign a “waiver” following the sessions to indicate that they understand the material presented.</p>
<b>What</b>	<p><b>What are the Learning Objectives?</b></p> <ul style="list-style-type: none"> <li>• Learn the difference between a record, official record and transitory record</li> <li>• Learn about the benefits of utilizing a uniform File Classification System</li> <li>• Learn about Records Retention &amp; Disposition Schedules and how to apply them to your work records, both paper and electronic</li> <li>• Learn about your responsibilities for records management</li> <li>• Learn about why records are important</li> <li>• Learn about resources to help you get started (PARO, Departmental RIM Coordinators)</li> </ul>
<b>Why</b>	<p><b>What are the applications in the workplace?</b> It is important that all employees understand that they have an obligation to manage information properly on a daily basis so that they can:</p> <ul style="list-style-type: none"> <li>• Comply with the Archives &amp; Records Act and other Federal /Provincial Legislation</li> <li>• Destroy records legally by applying approved Records Retention &amp; Disposition Schedules</li> <li>• Reduce storage by eliminating non-records or moving inactive records to alternate storage sites</li> <li>• Organize records for easy access and improved efficiency</li> <li>• Safeguard vital and historical information</li> </ul> <p><b>Why do you need to learn about RIM?</b> There are many reasons to practice good records management but our goal is to make your life easier by helping you manage your records throughout their life cycle (creation, active use, semi-active use, and final disposition). Records management can help you to decide what to keep, what to throw away, and how to organize your records so that you can find information more easily, saving both time and space.</p>
<b>Registration</b>	<p>How do I register? Visit: <a href="http://www.gov.pe.ca/psc/pathways">www.gov.pe.ca/psc/pathways</a> Scan your completed form to the Public Service Commission at LEARNINGANDYOU@gov.pe.ca or fax (902)368-4383 Your registration in the program will be confirmed by a Groupwise appointment from the Public Service Commission.</p>
<b>Information</b>	Ann-Marie McLissac, Government RIM Coordinator 902-368-6093 <a href="mailto:ammcisaac@gov.pe.ca">ammcisaac@gov.pe.ca</a>