



iRIMS Working Group Terms of Reference

APPROVED**February 6, 2004**

Purpose

The purpose of the iRIMS Working Group (IWG) is to provide a forum for discussion on issues of common concern regarding the GNWT implementation and ongoing maintenance of iRIMS.

Objectives

- To standardize the implementation approach for iRIMS across the GNWT.
- To build consensus within government bodies for the maintenance and operation of iRIMS.
- To provide a forum for each Department to have input on the development and standardization of iRIMS and the Filing Bin.
- To assess and recommend solutions to interdepartmental electronic records management issues.
- To ensure that Departments are aware of the full capabilities of iRIMS, and can access the services provided by Records Management.
- Promote and facilitate training opportunities.

Membership

The iRIMS Working Group shall include:

- Representation from each department in the GNWT currently using iRIMS;
- Representation from GNWT boards and agencies currently using iRIMS;
- Representation from the Corporate Records Management Unit (Chair);
- Representation from the NWT Archives;

Meeting Frequency:

The iRIMS Working Group will meet **on the first Friday of every month starting at 10:00 am until 12:00 pm.** The meeting will take place on the second floor at the GNWT Central Services Warehouse.