



## iRIMS Tip

Records management advice prepared for GNWT records professionals by the Records Management Unit, PWS

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*Intro to iRIMS Series*

## Introduction to iRIMS

### What is iRIMS?

iRIMS (Integrated Recorded Information Management System) is a records management software that automates and facilitates day to day records management functions. iRIMS provides full life cycle management of all GNWT records and information holdings, in paper or electronic formats.



The *Intro to iRIMS Series* provides introductory information about iRIMS that is applicable to all audiences.

iRIMS manages GNWT records through the following life cycle:

- **Creation** - Records begin the life cycle when they are created or received;
- **Active** - Active records are needed frequently. They are retrieved at least once per month, so they are stored in readily accessible office spaces;
- **Semi-Active/Inactive Stage** - Storage in GNWT Records Centres
- **Final Disposition** - Whether by destruction, or permanent transfer to the NWT Archives.

### Benefits and Features

- iRIMS has the ability to accommodate department ARCS and ORCS file classifications
- Department users can easily search and request records from the GNWT Record Centres
- Records are more accessible to support program delivery
- iRIMS has built in functions to manage the retention periods and disposition of folders, boxes and electronic records
- Increased coordination with Records Centre and NWT Archives
- Ability for Departments to manage folders and automate the transfer to storage process
- Ability for Records Centres to use the application to manage boxes and storage locations
  - iRIMS has been implemented to manage folders, boxes, and shelf locations in all GNWT Records Centres

### Evolution of iRIMS

- In 1995 the existing in-house records management system no longer met the business requirements of the GNWT. Over the next 18 months, a review was conducted on the option of developing a new in-house records management system versus the purchase of commercial records management software.



- In 1997 the Department of Public Works and Services established a steering committee and project management team to review recommendations and to review and select software. iRIMS was the records management software chosen as it had met all of the GNWT's requirements.
- In 1998 the Department of Public Works and Services began the implementation of iRIMS within the GNWT. To date, there are 6 Departments actively using iRIMS.

### **Future Plans**

- Establish iRIMS as the GNWT standard for Records Management software
- Implement iRIMS throughout the GNWT
- Begin implementing the Filing Bin (electronic records management module)

### **Who is Responsible for iRIMS?**

The PW&S Records Management Unit is responsible for the administration of iRIMS, which includes:

- **System Upgrades**
  - As new product versions become available, PW&S ensures that the GNWT has the most current software to meet our needs;
- **System Maintenance**
  - Routine maintenance in iRIMS is performed to ensure that the information contained in iRIMS (codes, functions, etc.) suits the client Department's needs.
- **Licensing**
  - PW&S coordinates the purchase of iRIMS licenses with the product vendor.
- **Training**
  - The Records Management Unit provides iRIMS training for Departments on an "as needed" basis. There are three modules available for training:
    1. **End User**
    2. **Records Classifier**
    3. **Records Coordinator**
- **Support**
  - The Records Management Unit provides a full range of support services for iRIMS. The support ranges from providing advice, guidance, creating custom reports, and troubleshooting technical problems.

PW&S has recently created an iRIMS Working Group that consists of representatives from each Department currently using iRIMS. This work group will provide a forum for discussion on issues of common concern regarding the GNWT implementation and ongoing maintenance of iRIMS.