



## iRIMS Tip

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

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*Intro to iRIMS Series*

### iRIMS Filing Bin

Are your email messages piling up in your inbox? Are you uncertain about when to delete your email or if you should even be deleting them? If so, then you are not alone! There may be a solution that will help alleviate your quest to manage your electronic records and that solution is the iRIMS Filing Bin. This iRIMS Tip will provide a brief overview of the Filing Bin and its components.

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

### What is the Filing Bin?

The Filing Bin is a module of iRIMS that helps the GNWT easily manage electronic records. The Filing Bin improves e-mail filing methods as it allows users to file e-mail records with a simple drag-and-drop action. End users can also use the Filing Bin to file a wide variety of document types such as: Microsoft Word, Excel, Power Point, and PDF.

Once documents are in the Filing Bin, retention and disposition schedules are automatically applied to each electronic document. This helps minimize the risks associated with audit, regulatory, and legal issues.

### Filing Bin Components

#### Microsoft Outlook

The Filing Bin can be accessed through various methods. The most common method is through Microsoft Outlook (see Figure 1.1) as e-mail is one of the fastest forms of communication resulting in a large number of electronic records being created.

The Filing Bin is designed to act in the same manner as your “personal folders” do in Outlook. The major difference is when an email is “dragged” to the Filing Bin it will be classified and have an approved retention period.

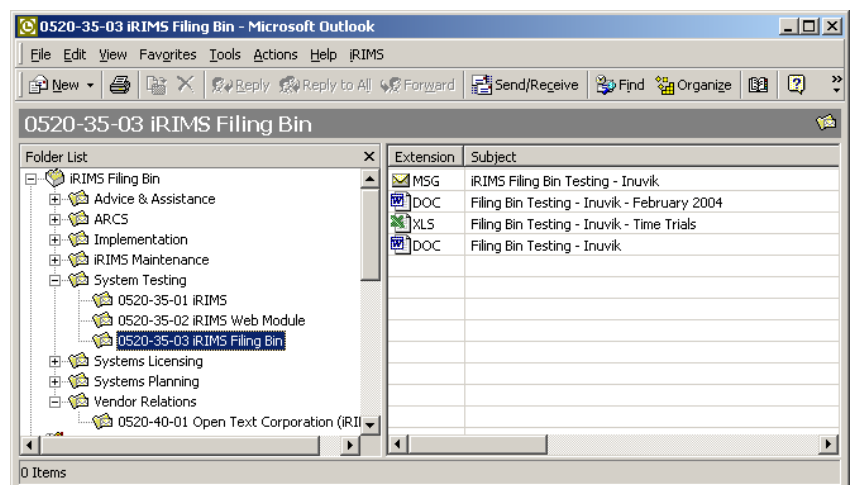
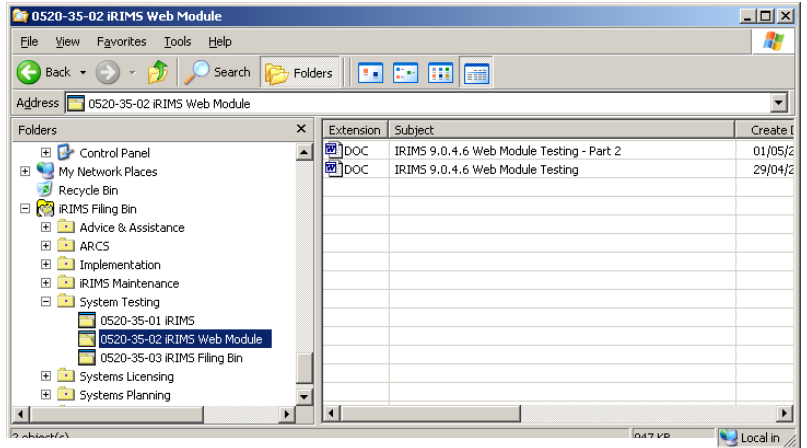


Figure 1.1 – Microsoft Outlook Plug-in

## Windows Explorer

The Filing Bin can also be used through Windows Explorer (see **Figure 1.2**). This component is primarily used to manage your other electronic records such as Microsoft Word, Excel, AutoCAD, etc.

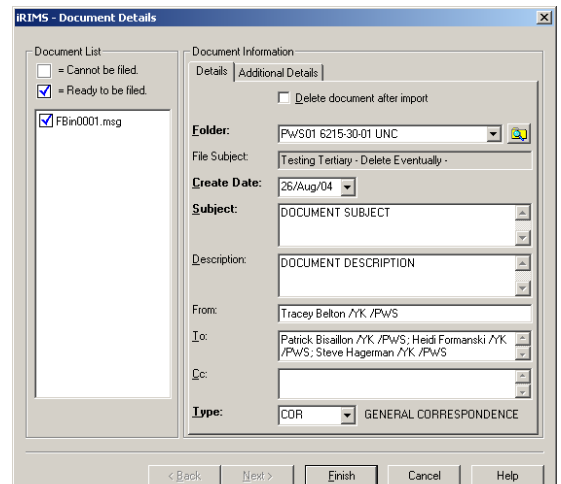


**Figure 1.2 – Windows Explorer Plug-in**

## Document Profile Form

Upon saving a document to the Filing Bin, a profile form will appear (see **Figure 1.3**). This form allows you to enter additional information relating to the document, which is useful when searching for documents.

Profile form defaults can be setup prior to using the Filing Bin to save time when filing documents.



**Figure 1.3 – Document Profile Form**

## Getting ready for the Filing Bin

Before the Filing Bin can be implemented, Departments must be using iRIMS to manage their Administrative and/or Operational Records Classification Systems (ARCS/ORCS). It is much easier to implement the Filing Bin if all electronic records are already classified to the ARCS/ORCS templates.

It is recommended that you speak with your Departmental Records Coordinator to find out if your Department is ready for the Filing Bin.

Please note that the Filing Bin is not currently available in the Regions. We are working towards finding a solution to manage electronic records in the Regional Offices.