Records and Information Management Services (RIMS) at the University of Illinois

By Bill Herrera

The Association of Records Managers and Administrators (ARMA) International defines, “Records and recordkeeping are inextricably linked with any organized activity. It is only through the information an organization records in the normal course of business that it can know what it has done and effectively plan what it will do in the future. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization, including:

- Facilitating and sustaining day-to-day operations
- Supporting predictive activities such as budgeting and planning
- Assisting in answering questions about past decisions and activities
- Demonstrating and documenting compliance with applicable laws, regulations, and standards”

The purpose of the Records and Information Management Services (RIMS) group is to provide a cohesive approach to the effective management of records and information resources throughout the University of Illinois, across all departments and campuses. Here at UIC, we are a small group divided by location only. My colleague, Linnea Knapp is on the east campus while I am located here at LHS on the west campus.

The RIMS group addresses records, from the period of time that they are originally created, actively used, possibly re-purposed and re-used, and eventually disposed of or transferred to the Archives because of their enduring value. While there are a variety of tools, programs, databases and systems used to create and actively manage records and other information resources, RIMS strives to create a unified, consistent, efficient and effective approach to their management.

For more information about RIMS here at UIC, please contact me.

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