



**Provincial Archives of New Brunswick
Recorded Information Management**

Recorded Information Management & You

Recorded Information Management Awareness Campaign

Issue 1

In an effort to raise awareness of recorded information management (RIM) related issues, the PANB-RIM Unit is getting a makeover. We're putting a new face on RIM and starting an awareness program designed to help everyone understand their role in managing one of the government's most valuable assets: information.

Stay tuned as PANB-RIM brings you more information on all kinds of records management topics.

Awareness Program Objectives

- To support and encourage records and information management programs;
- To ensure RIM standards, policies, and procedures are well known, understood, and implemented in GNB;
- To promote and facilitate the understanding, development, authorization, and implementation of RIM programs and retention and disposition schedules; and
- To promote and build an understanding of the critical requirement for developing and implementing a corporate framework for the management and preservation of electronic records



PANB-RIM's Getting a Makeover

We're putting a new face on RIM!

Stay tuned for more information.

Provincial Archives of New Brunswick—Recorded Information Management unit—Who are We?



**Recorded Information
Management –
Putting the pieces together**

The [Recorded Information Management unit](#) of the Provincial Archives provides advice and assistance in records and information management to all government departments, agencies, boards, commissions, and other public bodies. Under provincial legislation, records management policies and procedures apply to all records, in any form, which are created or received in the administration of public business.

Next Issue...

What are records and why are they important?

Questions or comments? Email us at records.centre@gnb.ca or call 506-457-7249

<http://archives.gnb.ca>