

Factsheet 8: International Records and Information Management Awareness (RIM) Month - “Engage and Make It So”

April is when RIM is celebrated globally to highlight the significance and importance of having policies, standards, and systems in place to manage (create/capture, provide access, enable security, and dispose) records in all various forms.

Implementing RIM processes and governance should increase the effective delivery of our services and operations, thereby contributing to the Cayman Islands Government’s purpose: “To make the lives of those we serve better.”

A successful records and information management program provides for:

- increased efficiency of business operations via practical storage and retrieval systems;
- support for consistent and comprehensive management, retention, and disposition of public agency records;
- reduced risk associated with unintended disclosure of personal/sensitive/classified information; and
- protection of vital and historical information about the Public Service.

During the first quarter of 2023, the Civil Service has been active in the world of engagement, which led us to think of the TV character, Captain Jean-Luc Picard from the sci-fi series *Star Trek: The Next Generation*, lifting his hand and declaring “ENGAGE!”

In observing this RIM Awareness Month, the Cayman Islands National Archive is encouraging all public sector agencies to *engage* in RIM practices, which should help you achieve the above goals. Here are some practical tips to “MAKE IT SO!”



Practical Tips

- As a regular course of business, create/capture records to document the decisions made by your agency and other public bodies. Keeping accurate records help to verify the facts in any situation by providing evidence of transactions and/or decisions, and offer transparency and accountability for all parties involved.
- Public records can include emails, social media, photographs, audio and video files, paper or electronic documents, architectural plans, maps, etc., as long as they are created or received in connection with the transaction of public business.

- Public records created or shared via email must be properly captured or filed in an official recordkeeping system or Government network drive.
- When sharing information, it is important to only share with those who require it for government business purposes. Note: civil servants are not permitted to use their government email addresses for personal use on any social media platform or personal subscription service, e.g., Facebook, Twitter, Instagram, Hotmail, Yahoo, Google, etc.
- Clicking on links or attachments in an email from an unknown organisation or person could put Government's network and information resources at serious risk of cyber-attack and security breach.
- Government-issued usernames and passwords should be treated as confidential, and civil servants have an obligation to protect usernames and passwords from unauthorised use or disclosure.
- When remote working, public records should not be physically removed from the workplace, instead they should be accessed remotely through secure access to the Government network.
- In accordance with the National Archive and Public Records Act (NAPRA), public records can only be destroyed if they are covered by a Cabinet-approved disposal schedule.
- Agencies must create their own disposal schedule to manage the creation, management, use and disposition of their public records. Once approved, these schedule should be reviewed and updated regularly to reflect the agency's record holdings.



cybersecurity recordkeeping
 storage network electronic
 access disposition retrieval
 capture rim creation vital
 records napra email engage
 government schedule
 historical

Whilst CINA cannot beam you aboard the USS Enterprise “To boldly go where no man has gone before”, we can help to “engage and make it so” in developing your agency’s operational disposal schedule. Contact us at cina@gov.ky to secure your space on our 4-month workshop, September-December 2023; spaces are limited and offered on a first come/first serve basis.