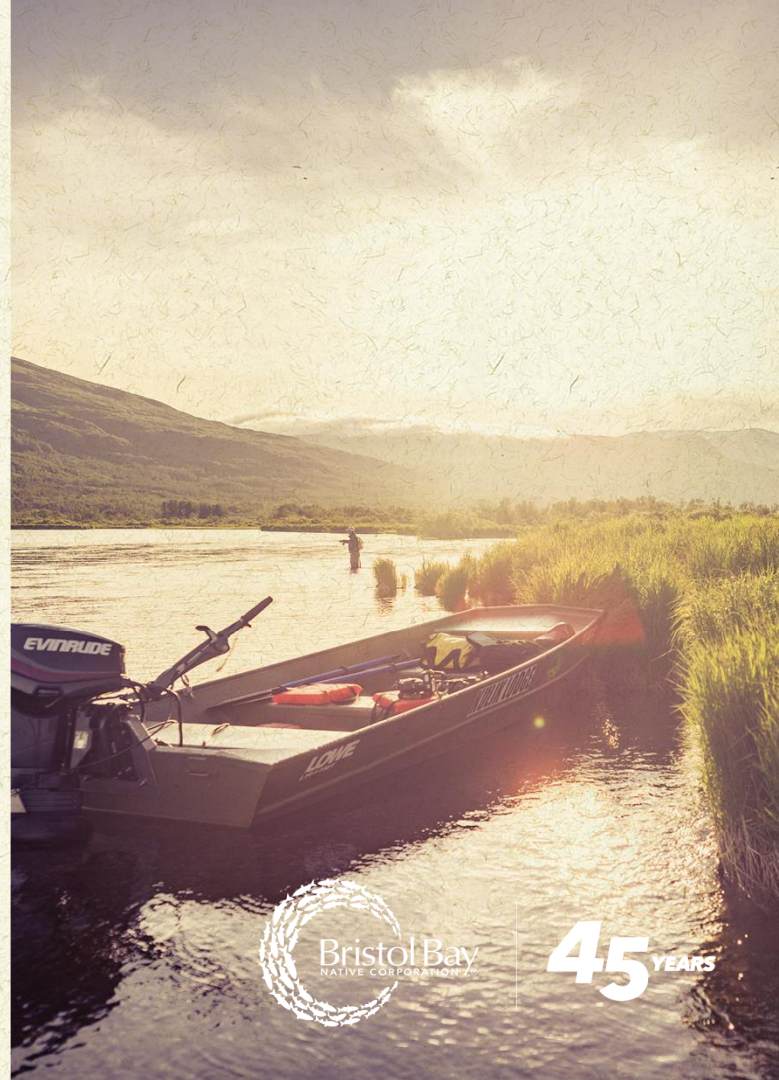


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# BBNC RIM UPDATE & REVELATIONS!

**Presented by:**  
**Nellie Phillips, Records Supervisor**



**45** YEARS

## BBNC RIM TEAM

- Nellie Phillips, Records Supervisor
- Lisa Andrus, Records Tech. II
- Rebecca Mujica-Matus, Records Tech. I
- Kimberly Schowen, Contracted Analyst for Inventory



# FIRST- RIM UPDATE!

*Where we are today....and how we got here*

## **BBNC RIM – QUICK REFRESHER**

- Legal Dept. launched the RIM Initiative in 2012
- Acumen Mentorship through October 2015
- BBNC RIM In-house - October 2015
  - Continue inventory services for corporate and subsidiary offices
  - Records Accessioning Projects
  - Ongoing Records Search & Transfer Services

# BBNC RIM – WHERE WE ARE TODAY

RIM – In-house October 2015

**RIM Wellness Check – Completed in October 2017**

Action Items –

- RIM Committee – Conduct Meetings
- Training – Data Owners, Record Coordinators
- Retention Schedule Update– originally drafted in 2012
  - Redistribute to Data Owners/Managers for additional feedback
  - Launch Final Retention Schedule – January 2018

# GOING FORWARD...

*Where are we headed?*



# RIM OBJECTIVES – GOING FORWARD

## Training and Awareness – Records Coordinators

Identify Records Coordinator(s) for subsidiaries

The Records Coordinators are the point person for records within each subsidiary.

Record Coordinators will receive **hands on** training in records management.



## RIM TRAINING TOPICS

- Reporting and Collaboration with BBNC RIM
- Records Retention Schedule (RRS)
- Records Inventory
  - AK Based – FY18
  - L48 Based – FY19
- Records Destructions
  - AK Based – FY18
  - L48 Based – FY19





## RIM – LONG TERM GOALS

By FY20 –

With RIM Supervisor approval –

The records coordinator of each subsidiary will inventory the subsidiaries records

Subsidiaries will be able to conduct records destructions according to the RRS.



## BBNC RIM – IN CLOSING

With everything the RIM Department has accomplished so far, we could not have done it without feedback and input from YOU!

There is always room for improvement!

We cannot do this on our own! Your participation is **CRITICAL** to the successful management of records and information at corporate and subsidiary offices.

Please reach out to RIM! [RIM@BBNC.NET](mailto:RIM@BBNC.NET)





**45** YEARS

# THANK YOU

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**BBNC Records Supervisor**

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