

Student Employment Records and Information Management (RIM) Guide

It is important for each University Office to have a RIM strategy in place for the creation, maintenance and proper destruction of records.

We understand that adopting these records management standards is not always an easy task. Help is available to make sure records management turns into something that runs in the background, rather than something that creates additional burdens.

For more information, visit rim.uconn.edu or contact:

betsy.pittman@uconn.edu Archivist/RMLO

bruce.gelston@uconn.edu Privacy Officer

Privacy Note:

Whether you are storing records to meet minimum retention requirements, or you simply need access for administrative purposes, please maintain them securely. Find storage tips at: <http://rim.uconn.edu/privacy-tips/>.

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