

Week 1

Welcome to Records and Information Management (RIM) Month!

We're kicking things off with a simple but powerful habit: naming electronic files clearly.

Good file names make it much easier for you and others to find and understand information when it's needed.

10-Minute Fix

Take 10 minutes to review 3 - 5 of your recent electronic files and rename them clearly.

Use this format:

Date_DocType_Description

Example:

20260405_Report_Budget

Quick tips:

- Keep descriptions short but meaningful
- Avoid vague names like "final", "new", or "document"
- Use a consistent date format (YYYYMMDD)

Try to avoid:

final_v2_new_USETHISONE.docx

Think: If someone else saw this file name, would they understand it right away?

Quick Scenario

You receive a file named:
Document1.docx

What's the issue here?

The file name doesn't clearly describe what the document is.

Quick Challenge

Unscramble this RIM word: **RDOCER**

Clue: Information kept as evidence of business activity. (We'll share the answer next week!)

Give it a go if you have a few minutes small changes can make a big difference.

? Need help?

If you're unsure where records should be stored or would like guidance, feel free to reach out to your Campus Records Manager for support.

Week 2

Last week's answer: RDOCER = RECORD

This week, we're focusing on something that makes a big difference—**creating simple, consistent folder structures**.

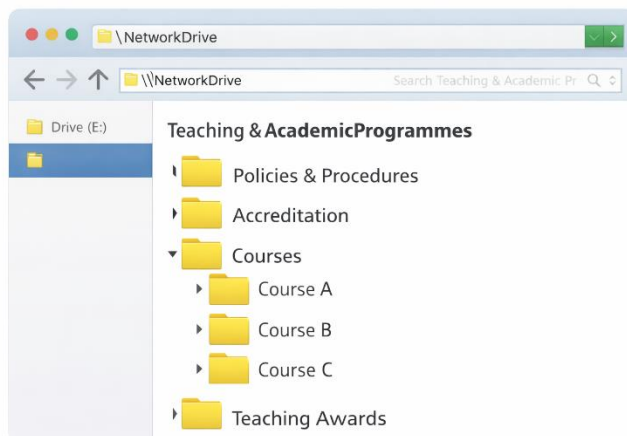
A clear folder structure makes it easier to find information, reduces duplication, and helps everyone stay organised.

10-Minute Fix

Take 10 minutes to review one folder you use often.

- Group similar files together
- Create folders based on your unit's activities (e.g. HR, Teaching, Projects)
- Use clear, consistent folder names
- Remove duplicates or outdated files

Example: Teaching & Academic Programmes



Tip

Folders should reflect the work your unit does not individuals or random topics. This makes it easier for others to understand, navigate, and find information when needed. Keep it simple if it's too complex, it won't be used.

Quick Scenario

You open a folder called "Misc" or "General" with hundreds of files inside.

What's the issue?

It doesn't reflect any activity, making it difficult to find or manage records.

 **Quick Challenge**

Unscramble this RIM word: **FLODRE**

Clue: Where files are organised and stored. (We'll share the answer next week!)

? Need help?

If you're unsure how to structure your folders or would like guidance, feel free to reach out to your Campus Records Manager for support.

Week 3: Where Should This Go?

Welcome to Week 3 of RIM Month!

Last week's answer: FLODRE = FOLDER

This week, we're focusing on something just as important where records are stored.

Storing information in the right place ensures it can be found, accessed, and used when needed.

10-Minute Fix

Take 10 minutes to review a few important files you've worked on recently.

- Are they stored in a folder approved for records storage?
- Move any key documents from your desktop, downloads, or email
- Keep only the final version where possible

Where Should This Go?

You receive a final version of a report by email that your team may need in the future.

Where should it be stored?

- A) Leave it in your inbox
- B) Save it to your desktop
- C) Save it in a folder approved for records storage

Best answer: **C**

Tip

If information only lives in your email or personal folders, others may not be able to find it when they need it.

Saving records in an approved location:

- improves access for your team
- reduces duplication
- supports better records management over time

Quick Challenge

Unscramble this RIM word: **SSECCA**

Clue: Permission to view or use information. (We'll share the answer next week!)

? Need help?

If you're unsure where records should be stored or would like guidance, feel free to reach out to your Campus Records Manager for support.

Final Week

RIM Month Challenge : Show Us Your Improvement!

Have you made a small change this month?


We'd love to see it.

Submit one example of how you've applied our RIM Month guidance, such as:

1. clearly renamed files
2. updated department /section/desk folder structure based on your unit's activities
3. moving records into an approved location (network drive)

You can send a screenshot and a short description of the changes

All submissions will be entered into a draw for a chance to win a prize!

 **Deadline:** 15 May 2026

Small improvements count!

Submit below:

[2026 RIM Month Challenge Show Us Your Improvement! – Fill out form](#)

Or

