RECORDS & INFORMATION MANAGEMENT RESOURCES

Department Administrator Onboarding

START HERE

Records & Information Management Basics

Register for RIM Basics, an on-demand foundational course.

ON-DEMAND TRAINING

Visit the On Demand Training Page for more options

Recommended courses for department administrators include: Managing HR Records and Managing Student Records

LIVE WEBINAR TRAINING

Webinar schedule available on the Live Training Page

Attend live webinar training on email management, moving to a paperless office, and shared drive clean-up.

CONSULTATIONS

Need more help?

The RIM Office offers virtual and in-person consulting services and departmental training.

records@virginia.edu   recordsmanagement.virginia.edu