RIM Retirement Recommendations
The M.O.V.E.

Meet (6 Months Out):

- At 6 months out you will want to notify your **RIM Coordinator** of your retirement to ensure a smooth transition of your record material. This is a preliminary stage for planning & ensuring you aren't overloaded with work in the months leading up to retirement.
    o Contact your RIM Coordinator & schedule a meeting to discuss your records. Establish the quantity & scope of record material your position holds, & work with your RIM Coordinator & Immediate Supervisor to get a timeline set up balancing your records clean-up & regular duties, begin compiling a records inventory for your position.
    o Complete RIM Basics 101 Training on Moodle (only if you have not yet completed it)

Organize (4 Months Out):

- At 4 months out you will want to establish with your **immediate supervisor** who shall become your **proxy** & take over your records. This is an organizational stage that allows for transitional plans to commence.
    o Ensure all electronic records are moved to the appropriate shared drive (including from personal *H drive*, *C drive* of laptop & desktop, *Google drive*, or any *flash drives* or *memory sticks*)
    o Begin to remove all personal & non-record material from your drives & email.

Verify (2 Months Out):

- By 2 months out you will want to start finalizing your position's records inventory verifying what can be processed out as redundant items or records that have passed their active period.
    o In-person review or consult with your RIM Coordinator to destroy/shred non-record or transitory records. (Transitory Guide)
    o Begin to process the records in your care applying retention schedules as a file cleanup

Exit (1 Month Out):

- By 1 month out your records inventory should be getting passed over to the established proxy & all currently active record material should be passed along as well.
    o Employee Change Request Forms generated by supervisor establishing proxy status for your emails, drives, & physical records. This form is to be signed off by your RIM Coordinator & supervisor then sent to ITSS.
    o Prep a folder in Outlook of all current & ongoing emails to share with your proxy
    o Ensure accounts are accessible as needed to authorized staff via Employee Change Request Form.
    o Collect paper records from office & return to storage area
    o *If you work from home, collect & return government records to storage area*
    o *Note: You will no longer have access to these records after your last day.*