

GUIDE FOR NEW EMPLOYEES

What Should I Do and Need to Know As a New State Employee?

1. Find out who your departmental Records Officer is – this can be found online on the RIMS homepage at:

http://archives.alaska.gov/records_management/records_management.html

The Records Officer will be your link to the RIMS and will be able to give you advice on how to comply with state policies and procedures relating to recordkeeping.

2. Find out what records retention and disposition schedule (RRDS) is applicable for your agency. This can be found on the RIMS homepage.
3. Become familiar with your agency's RRDS and the General Administrative Records Retention and Disposition Schedule (GARRDS), which lists common records series for every department in the State. GARRDS can be found on the RIMS homepage.
4. If you are responsible for preparing any RIMS forms e.g. a *Records Transfer List (RTL)* or *Records Disposition Authorization (RDA)* form, please familiarize yourself with these forms and speak to your department Records Officer as you will send these forms to them before they are sent to the RIMS.
5. Read the RIMS Manual, which contains information relating to recordkeeping requirements for the state and all the procedures and forms that you will need in relation to recordkeeping.
6. Read the Email Archiving Policy and Frequently Asked Questions (FAQ's) on this policy.
7. Read the other guidance documents as appropriate.

Benefits of Completing This Checklist

- Confidence that you are managing important state information according to all statutes and policies.
- You will be able to find and utilize information more easily in your job saving you time.