



ARMA International provides the Essentials of RIM Certificate. There are eleven (11) individual courses you must take to receive the Certificate. Below is a listing of each course and it's alignment to the CRM Examination Outline. CRM Candidates should consider including the Essentials of RIM Certificate as part of their overall exam preparation strategy.

### **Records Retention and Disposition**

- Section 1: Part I E, "Planning"  
Part I F, "Additional RIM Program Components"
- Section 2: Part IV A, "Records Inventory"  
Part IV B, "Records Appraisal"
- Section 3: Part IV C, "Retention Schedule Creation"  
Part IV D, "Retention Schedule Implementation"  
Part IV E, "Retention Schedule Administration"
- Section 4: Part IV D, "Retention Schedule Implementation"

### **Micrographics**

- Section 1: Part V C, "Life Cycle Management"  
Part V D, "Imaging Technologies"  
Part III E, "File Conversions"
- Section 2: Part V B, "Architecture and Infrastructure"  
Part V D, "Imaging Technologies"
- Section 3: Part V D, "Imaging Technologies"
- Section 4: Part V D, "Imaging Technologies"

## **Managing Physical Records**

- Section 1: Part III F, "Records Storage Facilities"  
Part III G, "Records Center Operations"  
Part III H, "Commercial Records Centers"
- Section 2: Part III A, "Basic Concepts"  
Part III B, "Filing Systems"  
Part III C, "File System Design"
- Section 3: Part III F, "Records Storage Facilities"
- Section 4: Part III F, "Records Storage Facilities"

## **Managing Physical Records (continued)**

- Section 4 (continued):  
Part III G, "Records Center Operations"  
Part III H, "Commercial Records Centers"
- Section 5: Part IV B, "Records Appraisal"  
Part IV H, "Archives"

## **Records Management and the Law**

- Section 1: Part I A, "Principles of Management"  
Part II C, "Legal Compliance"
- Section 2: Part II A, "Creating Records and Information"  
Part II C, "Legal Compliance"
- Section 3: Part II C, "Legal Compliance"
- Section 4: Part I I, "Global Concerns of a RIM program"  
Part II C, "Legal Compliance"
- Section 5: Part II C, "Legal Compliance"
- Section 6: Part II C, "Legal Compliance"
- Section 7: Part II C, "Legal Compliance"
- Section 8: Part II C, "Legal Compliance"
- Section 9: Part II C, "Legal Compliance"

## **Electronic Records Management**

- Section 1: Part V A, "System Life Cycle"  
Part V B, "Architecture and Infrastructure"  
Part V C, "Life Cycle Management"
- Section 2: Part I D, "Financial Considerations"  
Part I E, "Planning"  
Part I G, "Directing and Monitoring a RIM Program"

- Section 3: Part IV A, "Records Inventory"  
Part IV C, "Retention Schedule Creation"  
Part IV D, "Retention Schedule Implementation"  
Part IV E, "Retention Schedule Administration"

### **Electronic Records Management (continued)**

- Section 4: Part IV F, "Vital Records Program"  
Part IV G, "Business Continuity"
- Section 5: Part II B, "Information Capture and Use"  
Part II F, "Electronic Communications"
- Section 6: Part V B, "Architecture and Infrastructure"  
Part V C, "Life Cycle Management"  
Part V D, "Imaging Technologies"  
Part V E, "Programs, Software, and Applications"
- Section 7: Part I I, "Global Concerns of a RIM Program"  
Part II C, "Legal Compliance"
- Section 8: Part III A, "Basic Concepts"  
Part III D, "Records Storage and Retrieval"  
Part III F, "Records Storage Facilities"
- Section 9: Part II B, "Information Capture and Use"  
Part II E, "Information Security"  
Part III B, "Filing Systems"  
Part III C, "File System Design"  
Part III D, "Records Storage and Retrieval"
- Section 10: Part I C, "Methodologies"  
Part I E, "Planning"  
Part I G, "Directing and Monitoring a RIM Program"

### **Assessing and Mitigating Risk**

- Section 1: Part I G, "Directing and Monitoring a RIM Program"  
Part IV F, "Vital Records Program"  
Part IV G, "Business Continuity"
- Section 2: Part I G, "Directing and Monitoring a RIM Program"  
Part IV F, "Vital Records Program"  
Part IV G, "Business Continuity"
- Section 3: Part IV F, "Vital Records Program"

## **Auditing Basics for the RIM Professional**

- Section 1: Part I A, "Principles of Management"  
Part I G, "Directing and Monitoring a RIM Program"  
Part IV F, "Vital Records Program"
- Section 2: Part I A, "Principles of Management"  
Part I G, "Directing and Monitoring a RIM Program"
- Section 3: Part I I, "Global Concerns of a RIM Program"  
Part II C, "Legal Compliance"
- Section 4: Part I A, "Principles of Management"  
Part I G, "Directing and Monitoring a RIM Program"