

Conduct a records inventory	Attend a RIMM-related webinar or training session	Develop a backup and disaster recovery plan for electronic records	Update metadata on a sample of electronic records	Create a retention schedule for one record series
Purge one record series that has met its retention period	Attend a RIMM-related conference or event	Train colleagues or team members on one aspect of records management	Identify and classify sensitive information in one department or function	Scan and upload one paper record to the electronic document management system (EDMS)
Review and update the classification system for physical records	Implement a new folder naming convention for electronic files	Complete a file plan for one department or function	Create or update a policy on email retention and disposition	Conduct a test restore of electronic records to ensure recoverability
Develop a strategy for managing email and other electronic communications	Review and update the organization's document destruction policy	Identify and remediate gaps in the organization's compliance with legal and regulatory requirements	Develop and implement a strategy for managing legacy electronic records	Perform a cost analysis of the organization's physical and electronic records storage
Conduct a review and update of the organization's information governance framework	Develop a strategy for managing records created by third-party vendors or contractors	Identify and remediate gaps in the organization's security controls for sensitive information	Develop and implement a strategy for managing records created and stored in the cloud	Conduct an audit of the organization's physical and electronic records storage practices