



Did you know, not all records are created equal?

Some records require more rigorous retention schedules and are more susceptible to examination, including:

- Records covered by the Bank Secrecy Act
- Membership records containing personally identifiable information, ("PII")
- HR related records

Is implementing a records retention program overwhelming?

Contact RIM Services for a free consultation – we can help you get started with our top 25 list of records that need a retention plan!



For a **FREE consultation** or inquiries about RIM Services, contact **Christen Lipschutz**
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Records & Information Management (RIM) Services

Helping credit unions reclaim control of their paper, digital, and electronic files with a compliant and effective Records and Information Management Program, including:

- Records Retention Policy and Schedule
- Legal Hold Policy and Procedures
- Data Disposition and Destruction Policy
- Vital Records Preservation Program
- Training and Audit Program