

Acronym List for Records and Information Management Competencies

ARMA – Association of Records Managers and Administrators International

BCP – Business Continuity Plan

BPI – Business Process Improvement

CIO – Chief Information Officer

CPD – Continuing Professional Development

CRM – Certified Records Manager (as designated by the Institute of Certified Records Managers)

ECM – Enterprise Content Management

EDM – Electronic Document Management

EDRM – Electronic Digital Rights Management (also Electronic Document and Records Management)

GAAP – Generally Accepted Accounting Principles

HR – Human Resources

IDP – Individual Development Plan

IT – Information Technology

ISO – International Organization for Standardization

PM – Project Management

RFI – Request for Information

RFID – Radio Frequency Identification

RFP – Request for Proposal

RIM – Records and Information Management

RMA - Records Management Applications. RMA Systems use automated processes to manage any record regardless of format: paper, electronic,

microfilm, and so forth.

ROI – Return on Investment

SME – Subject Matter Expert