FileNet Platform Overview 

IBM Corporation 2013

**Records management** (**RM**), also known as **Records information management** or **RIM**, is the professional practice or discipline of controlling and governing what are considered to be the most important records of an organization throughout the records life-cycle, which includes from the time such records are conceived through to their eventual disposal. This work includes identifying, classifying, prioritizing, storing, securing, archiving, preserving, retrieving, tracking and destroying of records.
From Wikipedia