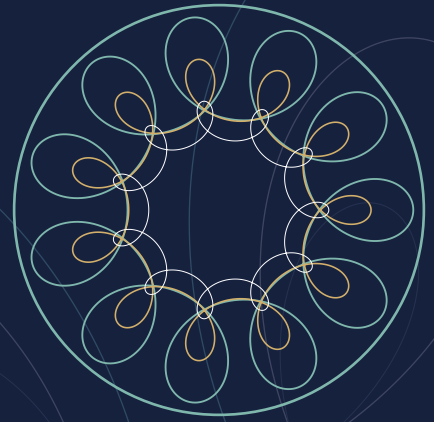




International Institute of
Applied AI Technology



Course guide for AI-RIM

Certified AI Records and Information Management Professional

Apply AI to classification, metadata, retention, discovery and migration of documents and records, while keeping the evidential value and compliance that records management exists to protect.

About this course guide

Apply AI to classification, metadata, retention, discovery and migration of documents and records, while keeping the evidential value and compliance that records management exists to protect.

This course guide outlines the AI-RIM certification: who it is for, what the exam is like, and what each module covers. It assumes you already practice document and records management, and concentrates on what changes when AI is part of the work.

Who it is for	Records managers, document control staff, information governance officers and ECM administrators.
Recommended experience	Two years in records, document or content management.
Study time	About 30 hours
Exam	12 multiple-choice questions in 30 minutes, online. Pass mark 75%, which is 9 correct. Up to 3 attempts per enrollment.
Certification	Valid for 3 years, with a downloadable certificate and a verifiable credential number.

Learning outcomes

When you have completed this program you will be able to:

- Use AI to classify content against a file plan and retention schedule
- Design automated metadata extraction with quality controls
- Apply retention and disposition with defensible human oversight
- Assess a repository's readiness to be used by AI tools
- Plan AI-assisted migration and clean-up of legacy content
- Keep records authentic, reliable and auditable when AI touches them

The exam and where the questions come from

- Format: 12 questions in 30 minutes. The pass mark is 75%, which works out to 9 correct.
- Question bank: 15 questions. Each attempt draws 12 at random, so retakes get a different mix.

Module outline

The AI-RIM syllabus has 6 modules. Each one below is outlined with its main topics; the exam draws on all of them.

Module 1

Records principles in an AI setting

Authenticity, reliability, integrity and usability are the tests a record must pass. AI tools must support them, not wear them away.

- Records versus documents versus data
- The lifecycle from capture to disposition
- Evidential value and chain of custody
- Where AI helps and where it creates risk

Module 2

Auto-classification and the file plan

Training and rules-plus-model approaches that map content to a business classification scheme.

- Business classification schemes and functional file plans
- Training sets drawn from well-filed content
- Confidence thresholds and review queues
- Measuring classification accuracy over time

Module 3

Metadata extraction and enrichment

Pulling dates, parties, identifiers and subjects from documents, and controlling the quality of what is written back.

- Intelligent document processing
- Controlled vocabularies and authority lists
- Validating extracted values
- Provenance: recording that a value was machine-generated

Module 4

Retention, disposition and legal hold

AI can propose retention classes and find content due for disposal. Decisions to destroy remain accountable to people.

- Linking classifications to retention rules
- Disposition review with AI-assisted sampling
- Legal hold identification
- Certificates of destruction and audit

Module 5

Repository readiness for AI

Generative AI and search tools are only as good as the repository they read. Duplicates, stale versions and broken permissions all surface in answers.

- Redundant, obsolete and trivial content
- Version and duplicate control
- Permission hygiene and over-sharing
- Readiness scoring and remediation plans

Module 6

AI-assisted migration and clean-up

Moving content between systems with AI handling classification, de-duplication and mapping, and people handling exceptions.

- Content inventory and analysis
- Mapping old structures to new
- De-duplication and near-duplicate detection
- Migration validation and sign-off

Preparing for the exam

The AI-RIM exam has 12 multiple-choice questions drawn from every module. You have 30 minutes and need 9 correct answers to pass.

Before you start

- Read this outline and decide whether the program fits your experience.
- Enroll, then study each module and practice its ideas on your own projects.
- Set aside uninterrupted time for the exam. The timer keeps running if you leave the page.

Taking the exam

Log in to your account on the Institute's website and choose Take the exam. Check that your name is shown exactly as it should appear on your certificate. Your result is shown as soon as you submit, and if you pass, your certificate and credential number are issued straight away.

Each enrollment includes 3 attempts, and an attempt counts as soon as you start it. If you don't pass, you can try again after 24 hours. Each attempt draws a different set of questions.



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