



# Associate Membership Application

Please complete all information below. For faster service, join online at [www.arma.org/join](http://www.arma.org/join)

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Your Organization's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Country code – Area Code – Telephone Number \_\_\_\_\_ Country code – Area Code – Fax Number \_\_\_\_\_

E-mail (Will not be sold! – Required for member services communication) \_\_\_\_\_

I've been referred to ARMA by \_\_\_\_\_

## Membership Dues

Membership dues are **non-refundable**. Membership is effective for one year, beginning on the first day of the month after dues are received by ARMA International. Memberships are not transferrable. All dues in U.S. dollars. See page 5 for a detailed explanation of membership levels.

### Associate Membership

Membership dues include online access to *Information Management* e-magazine and access to industry specific information.

**Associate Membership:** \$95 (USD) \$ \_\_\_\_\_

### Chapter Membership (no limit): See list for of chapters and dues on reverse side.

You must also be a member of ARMA International, and your membership level must correspond.

Chapter Name/Location: \_\_\_\_\_  **Chapter Dues:** (USD) \$ \_\_\_\_\_

Chapter Name/Location: \_\_\_\_\_  **Chapter Dues:** (USD) \$ \_\_\_\_\_

### ARMA International Educational Foundation

Your optional tax-deductible donation helps to advance the value of information management and make a positive contribution to the global perception of the information management profession.

(USD) \$ \_\_\_\_\_

**Total Enclosed:** (USD) \$ \_\_\_\_\_

## Method of Payment (Must be included with application)

Company check enclosed  Personal check enclosed (*payable to ARMA International*)

MasterCard  Visa  American Express  Discover (*funds charged in U.S. dollars only*)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  Corporate Card

Name as it appears on card \_\_\_\_\_ Signature \_\_\_\_\_

ARMA International, a 501(c)(6) not-for-profit organization, estimates that 2% of your annual dues are spent on lobbying activities and are non-deductible for federal income tax purposes. Contributions or gifts to ARMA International, Inc. are not tax-deductible as charitable contributions. However, they may be tax-deductible as ordinary and necessary business expenses. Your contribution to the ARMA International Educational Foundation is 100% U.S. tax-deductible.

**Mail Payment to:**  
**ARMA International**  
**Dept: 999239**  
**P.O. Box 219081**  
**Kansas City, MO 64121-9081 USA**

**Phone:** +1 800.422.2762 (U.S. and Canada)  
+1 913.341.3808  
**Fax:** +1 913.341.3742  
**E-mail and Web:** [member@armaintl.org](mailto:member@armaintl.org) • [www.arma.org](http://www.arma.org)



# Chapter Dues 2017-2018 – Associate Membership

All dues stated and payable in U.S. dollars

## EUROPEAN REGION

All of Europe.....	\$0
Swiss.....	\$55
United Kingdom.....	\$100

## INTERNATIONAL REGION

Tokyo.....	\$24
Jamaica.....	\$0
Trinidad and Tobago.....	\$30

## CANADIAN REGION

### Alberta Province

Calgary.....	\$25
Edmonton.....	\$0

### British Columbia Province

Vancouver.....	\$35
Vancouver Island.....	\$35

### Manitoba Province

Winnipeg.....	\$35
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### New Brunswick/Prince Edward Island Province

New Brunswick.....	\$20
Prince Edward Island.....	\$10

### Newfoundland Province

Newfoundland-Terra Nova-St. John's.....	\$25
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### Nova Scotia Province

Nova Scotia.....	\$20
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### Ontario Province

National Capital Region-Ottawa.....	\$30
Southwestern Ontario.....	\$25
Toronto.....	\$50

### Quebec Province

Montreal.....	\$35
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### Saskatchewan Province

Saskatchewan.....	\$35
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## GREAT LAKES REGION

### Illinois

Central Illinois (Bloomington area).....	\$20
Chicago.....	\$50
Northern Illinois (Chicago suburbs).....	\$10

### Indiana

Greater Indianapolis.....	\$35
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### Kentucky

Lexington.....	\$30
Louisville.....	\$30

### Michigan

Detroit.....	\$35
Mid-Michigan (Lansing area).....	\$15
Western Michigan (Grand Rapids/Kalamazoo, Battle Creek area).....	\$20

### Ohio

Greater Cincinnati.....	\$0
Greater Cleveland.....	\$30
Greater Columbus.....	\$20
Greater Dayton.....	\$20

### Wisconsin

Madison.....	\$00
Milwaukee.....	\$30

## GREAT NORTHWEST REGION

### Alaska

Alaska.....	\$40
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### Idaho

Boise Valley.....	\$30
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### Oregon

Oregon (Entire State).....	\$30
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### Washington

Bellevue/Eastside.....	\$25
Columbia Basin (Richland area).....	\$20

Greater Seattle.....	\$00
Puget Sound (Tacoma area).....	\$30

## MID-ATLANTIC REGION

### Delaware

Diamond State.....	\$25
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### District of Columbia

Greater Washington DC.....	\$40
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### Maryland

Metro-Maryland (Gaithersburg).....	\$30
Greater Baltimore.....	\$35

### North Carolina

Charlotte-Piedmont.....	\$35
Triangle Area-Raleigh, NC.....	\$30

### Pennsylvania

Liberty Bell Chapter of Philadelphia.....	\$35
Pittsburgh.....	\$30

### South Carolina

Central Savannah River Area, Aiken.....	\$25
South Carolina Coastal.....	\$40
Columbia.....	\$0
Greenville Area.....	\$35

### Virginia

Northern Virginia (Fairfax area).....	\$25
Richmond.....	\$25
Tidewater (Hampton Roads area).....	\$20

### West Virginia *No chapters available*

## MIDWEST/ROCKY MOUNTAIN REGION

### Colorado

Mile High Denver.....	\$35
Northern Colorado (Fort Collins area).....	\$30

### Iowa

Central Iowa (Des Moines area).....	\$0
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### Kansas

Greater Kansas City.....	\$10
Kansas Capital.....	\$25

### Minnesota

Twin Cities.....	\$25
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### Missouri

Central Missouri (Columbia/Jefferson City area).....	\$25
Greater Kansas City.....	\$10
St. Louis.....	\$30

### Montana

Big Sky (Entire State).....	\$30
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### Nebraska

Nebraska (Entire State).....	\$25
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### North Dakota

North Dakota-Bismarck/Mandan.....	\$25
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### South Dakota *No chapters available*

### Wyoming

Wyoming (Entire State).....	\$10
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## NORTHEAST REGION

### Connecticut

Connecticut.....	\$40
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### Maine *No chapters available*

### Massachusetts

Boston.....	\$40
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### New Hampshire *No chapters available*

### New Jersey

Northern New Jersey-Summit.....	\$25
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### New York

Central New York (Syracuse/Binghamton/Albany area).....	\$25
Long Island.....	\$25
Metropolitan New York City.....	\$25

### Rhode Island *No chapters available*

### Vermont *No chapters available*

## PACIFIC REGION

### Arizona

Arizona (Phoenix area).....	\$40
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### California

Central California-Bakersfield.....	\$30
Golden Gate (San Francisco area).....	\$45
Greater Los Angeles.....	\$35
Greater Sacramento.....	\$40
Mt. Diablo (East Bay/Oakland area).....	\$25
Orange County.....	\$25
San Diego.....	\$45
Silicon Valley/Santa Clara.....	\$25
Southern California Inland Empire (Riverside/Ontario area).....	\$40

### Hawaii

Hawaii (Entire State).....	\$30
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### Nevada

Sierra-Nevada (Reno area).....	\$20
Silver State (Las Vegas area).....	\$36

### Utah

Utah-Salt Lake.....	\$15
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## SOUTHEAST REGION

### Alabama

Birmingham.....	\$30
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### Florida

Florida Gulf Coast (Tampa area).....	\$25
Jacksonville.....	\$30
Orlando District.....	\$30
Palm Beach-Treasure Coast.....	\$30
South Florida (Miami/Keys area).....	\$50

### Georgia

Atlanta.....	\$0
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### Mississippi *No chapters available*

### Puerto Rico

Puerto Rico.....	\$25
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### Tennessee

Greater Chattanooga.....	\$35
Music City USA (Nashville area).....	\$25

## SOUTHWEST REGION

### Arkansas

Central Arkansas-Little Rock.....	\$25
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### Louisiana

Baton Rouge/Lafayette.....	\$25
Greater New Orleans.....	\$10

### New Mexico

Northern New Mexico (Santa Fe area).....	\$25
Rio Grande (Albuquerque area).....	\$35

### Oklahoma

Oklahoma City.....	\$25
Tulsa.....	\$25

### Texas

Amarillo-Tejas.....	\$20
Austin.....	\$30
Dallas.....	\$35
Fort Worth.....	\$30
Houston.....	\$50
Longview/ARK-LA-TEX.....	\$20
Midland/Permian Basin.....	\$20
San Antonio.....	\$25
South Texas-Corpus Christi.....	\$20

## RETURN YOUR COMPLETED FORM WITH PAYMENT TO:

ARMA International, Dept: 999239, P.O. Box 219081, Kansas City, MO 64121-9081  
Phone: +1 800.422.2762 (U.S. and Canada) • +1 913.341.3808 • Fax: +1 913.341.3742

## ARMA requests this information to better serve your interests

What term best describes your role:  Practitioner  Consultant  Vendor  Research Analyst  Media

### Interest areas:

#### Topics/Issues:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> E-mail Management        | <input type="checkbox"/> RIM Fundamentals          | <input type="checkbox"/> Compliance             | <input type="checkbox"/> Electronic Records Management |
| <input type="checkbox"/> Leg/Reg                  | <input type="checkbox"/> Global RIM Issues         | <input type="checkbox"/> Legal Issues           | <input type="checkbox"/> Career Services               |
| <input type="checkbox"/> RIM in Legal Environment | <input type="checkbox"/> RIM in Financial Services | <input type="checkbox"/> Marketing RIM          | <input type="checkbox"/> Risk Management               |
| <input type="checkbox"/> Technology               | <input type="checkbox"/> Research                  | <input type="checkbox"/> Education Development  | <input type="checkbox"/> Association Governance        |
| <input type="checkbox"/> Leadership Training      | <input type="checkbox"/> Business Management       | <input type="checkbox"/> Information Governance | <input type="checkbox"/> None                          |

Activities:  Speaking  Writing  Event Coordination  Standards Development  Standards Review and Comment

#### Subject Area Expertise (indicate areas of expertise):

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Retention                  | <input type="checkbox"/> ERM                    | <input type="checkbox"/> ECM                    | <input type="checkbox"/> Litigation Readiness  |
| <input type="checkbox"/> Compliance                 | <input type="checkbox"/> Technology Integration | <input type="checkbox"/> Information Governance | <input type="checkbox"/> Training              |
| <input type="checkbox"/> General Records Management | <input type="checkbox"/> E-Mail Management      | <input type="checkbox"/> RM Software            | <input type="checkbox"/> E-Discovery           |
| <input type="checkbox"/> Classification             | <input type="checkbox"/> Search Applications    | <input type="checkbox"/> IT Management          | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> None                       |   |   |  |

Birthdate (mm/dd/yyyy): \_\_\_\_\_

Gender:  M  F

Highest education level achieved:  High School/GED  Associates'  Bachelor's  Master's  Doctorate

Work Hours:  Full-time (25+ hrs.)  Part-time (<25 hrs.)

#### What is your organization's approximate annual RIM budget? (in USD)

- <\$100,000  \$100,001-\$300,000  \$300,001-\$500,000  \$500,001-\$1M  >\$1M  Don't know

#### How many years of experience do you have in records and information management?

- <1 yr  1-3 yrs  4-6 yrs  7-10 yrs  11-15 yrs  16-20 yrs  >20 yrs

How many staff members do you supervise?  0  1-5  6-10  11-20  21-40  >40

#### To what department do you report?

- Records Management  Legal  IT  Compliance  Administration  Other (specify) \_\_\_\_\_

#### Approximately how much of your time at work is devoted to records and information management duties?

- <10%  10-25%  25-50%  50-75%  100%

#### To what other professional associations do you belong? (Select all that apply)

- AIIM International  PRISM International  Society of American Archivists  International Legal Technology Association  
 American Bar Association  Association of Legal Administrators  American Health Information Management Association

#### What is the primary industry in which you work? (choose one)

- |   |  |   |                                      |  |  |
|---|--|---|--------------------------------------|--|--|
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Federal Gov't         | <input type="checkbox"/> State/Province Gov't | <input type="checkbox"/> Local Gov't | <input type="checkbox"/> Financial Services        | <input type="checkbox"/> Banking             |
| <input type="checkbox"/> Energy         | <input type="checkbox"/> Utilities             | <input type="checkbox"/> Consulting           | <input type="checkbox"/> Archives    | <input type="checkbox"/> Commercial Records Center | <input type="checkbox"/> Non-/Not-for-Profit |
| <input type="checkbox"/> Education      | <input type="checkbox"/> Manufacturing         | <input type="checkbox"/> High Technology      | <input type="checkbox"/> Insurance   | <input type="checkbox"/> Pharmaceuticals           | <input type="checkbox"/> Service             |
| <input type="checkbox"/> Petroleum      | <input type="checkbox"/> Other (specify) _____ |   |                                      |  |  |

#### Which of the following best describes your job function (not job title)? (choose one)

##### RECORDS MANAGEMENT

- Executive  Manager / Supervisor  Analyst  Technician  Consultant

##### IT MANAGEMENT

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Executive IT (CIO, CTO)                               | <input type="checkbox"/> Senior IT Mgmt. (VP of IS/IT, VP Engineering) | <input type="checkbox"/> IT (Director, Manager)                                | <input type="checkbox"/> VP, Director, Manager/Analyst, Project |
| <input type="checkbox"/> Manager/Analyst                                       | <input type="checkbox"/> Financial Systems Manager/Analyst             | <input type="checkbox"/> Compliance Mgmt.                                      | <input type="checkbox"/> Content/Document Mgmt.                 |
| <input type="checkbox"/> Consultant  | <input type="checkbox"/> Network/Systems Integration Mgmt.             | <input type="checkbox"/> Other Line of Business Technology Management          |   |
| <input type="checkbox"/> Enterprise Application/Data/Process Integration Mgmt. |  | <input type="checkbox"/> Database/Data Warehousing/Business/Intelligence Mgmt. |   |

##### LEGAL

- Partner  General / In-House Counsel  Litigator  Compliance Officer  Attorney  Paralegal  Administrator

##### Audit

- Internal  External

##### CORPORATE/BUSINESS MANAGEMENT

- Executive (Chairman, CEO, COO, Pres, Owner)

OTHER (please specify job function, not title) \_\_\_\_\_



## Why Join ARMA International?

ARMA International members include information managers, IT professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, and educators. ARMA, its chapters, and its members are dedicated to helping individuals, organizations, and government agencies successfully meet the challenges of the increasingly complex information management field.

### Benefits of Membership

#### Network with Colleagues and Industry Leaders

- Identify pain points and learn best practices to relieve them through your global network
- Local chapters connect you to professionals and provide local education in your area
- Online member search provides you with an instant connection to your colleagues around the world
- Immediate access to information, tips, and guidance from the ARMA member forum

#### Work Smarter, Not Harder

- Regulatory updates for the U.S., Canada, and Europe to keep you on the forefront of policy action
- ARMA Bookstore with more than 200 member-discounted resources, including books, software, and videos
- Annual Conference and Expo provides educational sessions and real-world solutions you can use
- *Information Management* e-magazine featuring in-depth articles by leading legal and records and information management experts

#### Take Your Career to the Next Level

- Online education and web seminars let you customize your curriculum on your timetable.
- Career search, resume posting, and other online career resources
- Leadership opportunities at the chapter and international levels
- Extensive tools to assist in developing your professional competencies

#### How to Join

You can join ARMA two ways: 1) **Apply online** at [www.arma.org](http://www.arma.org). 2) **Fill out this application form** and send a copy along with payment to the address below.

**ARMA International**

**Dept: 999239**

**P.O. Box 219081**

**Kansas City, MO 64121-9081 USA**

ARMA International membership dues are **non-refundable**.

(Additional chapter dues may apply. All dues in U.S. dollars.)

ARMA International, a 501(c)(6) not-for-profit organization, estimates that 2% of your annual dues are spent on lobbying activities and are non-deductible for federal income tax purposes.



## Membership Levels

ARMA International's membership levels allow our members to join and participate as it makes sense for you, your career and your organization.

ARMA International membership levels are broken out in the following categories:

- **Professional Member (\$175):** Professional Members receive discounts on all of the resources ARMA International provides. They receive a subscription to our *Information Management* e-magazine. And most importantly, Professional Members will have 24/7 access to all of ARMA International's On-Demand web seminars and job aids, free of charge – a catalog of more than 250 cutting-edge topics all at your fingertips, when you need answers to your most pressing questions. Also included in professional membership is our iMasters and iNDEPTH series of resources. This is ideal for any member who is familiar with information governance and can benefit from substantial discounts on education and resources.
- **Associate Member (\$95):** This is our first step into membership, recommended for students and retired professionals. Associate Members can join an ARMA International chapter and have access to an electronic version of our award-winning *Information Management* magazine. It's a great way for those new to information management to get up to speed and see what ARMA International can do for them.

Please note that while chapter involvement is recommended, it's optional and will incur an additional cost.

As you begin to assess what membership structure best fits your needs, please don't hesitate to reach out with any questions. We're here and happy to help. Simply email [member@armaintl.org](mailto:member@armaintl.org) or visit [www.arma.org/join](http://www.arma.org/join) for more information.