



Do you know where to turn when you need information about setting policies and implementing solutions for managing your organization's records and information?

Now you do: **ARMA International** is a not-for-profit professional association and the authority on managing records and information. And if you are involved in any aspect of managing your organization's records and information, ARMA has the resources you need.

ARMA provides education and information about the business and technology of managing records information. Our resources will help you

- Manage e-mail and other electronic records
- Apply records management standards and best practices
- Comply with laws and regulations
- Minimize legal risks and expenses
- Manage content enterprise-wide
- Ensure business continuity

ARMA will keep you up to date on

- Legislative and regulatory issues affecting information management
- Standards and best practices
- Technology trends and applications
- Marketplace news and analysis
- Books & videos specifically about the various aspects of records and information management
- Global business trends

Established in 1955, ARMA is the oldest and largest international association dedicated to the management of records and information. Our 10,000-plus members include records managers, archivists, corporate librarians, imaging specialists, legal professionals, IT managers, consultants, and educators, all of whom work in a wide variety of industries, including government, legal, healthcare, financial services, and petroleum in the United States, Canada, and numerous other countries. ARMA also has more than 125 chapters that help provide education and networking on the local and regional levels.

ARMA is active in the United States and internationally in the development of standards and guidelines related to records and information management. We were a contributor to ISO 15489, the only international records management standard.

In addition to developing and publishing standards and guidelines, ARMA International publishes *The Information Management Journal*, the only professional journal specifically for professionals who manage records and information on a daily basis. The award-winning *Journal* is published bi-monthly and features top-drawer articles on the hottest topics in records and information management today, as well as marketplace news and analysis.

The following highlight the many resources available from ARMA International

## **ARMA International Annual Conference & Expo**

Regardless of whether you are in records management, legal, or IT, if you are involved in managing records and information, you know how important it is to stay on top of the latest business and technology trends.

There is only one place where you can get the education and professional development you need to build your knowledge and refine your skills. That place is the ARMA International Annual Conference & Expo. It is the premier event in records and information management.

Held each fall in a different city in North America, the ARMA International Annual Conference & Expo typically includes more than 80 specialized education sessions focused on providing solutions and lessons learned with regards to

- Managing electronic records
- Privacy laws and regulations
- Regulatory compliance and risk management
- Standards and best practices

The ARMA Expo, held in conjunction with the Annual Conference, features 200-plus exhibitors showcasing the latest products and services related to managing records and information, including:

- Document and records management software
- Electronic records systems and storage
- Disaster recovery systems and solutions
- Document security systems
- Micrographics systems
- Document imaging systems

### ***ARMA 2006: San Antonio***

Join us in San Antonio, Texas, October 22-25, for the ARMA International's 51<sup>st</sup> Annual Conference and Expo. Full program and registration details will be available online at [www.arma.org/conference](http://www.arma.org/conference) on June 1, 2006.

## **Seminars & Online Learning**

The ARMA International Learning Center offers numerous creative, convenient, and cost-effective educational and training alternatives for individuals involved in managing records and information. These offerings are also excellent sources of continuing education hours for certified records managers.

### ***Online Courses***

From the fundamentals to advanced issues, the ARMA Learning Center offers online courses on a variety of topics and continues to expand its library of offerings. Current offerings include:

- RIM 101: Fundamentals of Professional Practice
- Vital Records: Preparing for the Unexpected
- E-mail, Voice Mail & Instant Messaging: A Legal Perspective (IMJ Read & Learn)
- Issues and Approaches in Archiving Electronic Records

### **Web Seminars**

If you like to attend seminars but hate the travel and time away from work and home, ARMA International's Web seminars are an excellent alternative. These "free" 90-minute seminars presented via the Web by subject experts, address the hottest issues in the records and information management field. Register and watch the program at your leisure, then join your colleagues and the presenter for an "Ask the Expert" teleconference to discuss the program.

Examples of the topics addressed include:

- Digital Records & Media Stability
- Preserving Electronic Records
- Legal Issues Surrounding Records Evidence

ARMA Web seminars are free for all registrants. Check out upcoming offerings and the archive of past seminars at [www.arma.org/learningcenter/webseminars](http://www.arma.org/learningcenter/webseminars).

### **Industry-Specific Education**

ARMA International recognizes the unique differences in managing records and information in various industries. We offer industry-specific networking and education to cater to those differences. The industry-focused educational content – including articles, presentations, and programs – enhance professionals' formalized education, experience, and contacts and enable them to contribute more fully to their organization, industry, and to the information management community at large.

### **Articles & White Papers**

ARMA International's website, [www.arma.org](http://www.arma.org), provides access to articles and white papers on some of the hottest topics and issues being discussed related to managing records and information management.

The following are just an example of what is currently available:

- Information Management: A Business Imperative – FAQs for Corporate Executives and Decision-Makers
- RIM & IT Disagree About Who Is Responsible for ERM
- Electronic Records Management Survey: A Call to Action (Survey sponsored by ARMA International and AIIM and conducted by Cohasset Associates)
- Electronic Records Retention: 14 Basic Principles
- The ISO 15489 Imperative
- Using ISO 15489 as an Audit Tool
- Electronic Discovery in 2010
- Two Approaches to Managing Information Risks

## Books & Videos

ARMA International's Bookstore is the place to go for resources on managing records and information published by ARMA and others. There you will find books, briefings, videos, standards, and articles on a wide variety of topics. Check out these most recent releases at [www.arma.org/bookstore](http://www.arma.org/bookstore):

### **Framework for Integration of EDMS and ERMS Systems (ANSI/AIIM/ARMA TR48-2004)**

This technical report defines, describes, and differentiates electronic document management systems (EDMS) and electronic records management systems (ERMS) and provides a framework for their integration.

### **Managing Risks for Records and Information**

RIM managers need to "step up to the plate" and become key risk management resource persons for their organizations, and *Managing Risks for Records and Information* was written to enable them to do so. This book introduces RIM professionals to key risk management ideas and provides a methodology for assessing records and information-related risks.

### **Records and Information Management: Fundamentals of Professional Practice**

With its practical approach and emphasis on best practices, *Records and Information Management: Fundamentals of Professional Practice* is sure to become the essential resource for novice and veteran RIM professionals alike. Its eight chapters cover the scope and responsibilities of RIM programs in a variety of settings, including corporations, government agencies, academic institutions, and professional services firms.

### **Records Management in the Legal Environment: A Handbook of Practice and Procedure**

An indispensable practical guide for legal practitioners, *Records Management in the Legal Environment* presents best practices for the unique records management processes and procedures encountered in the private legal environment.

### **The Sarbanes-Oxley Act: Implications for Records Management**

The goal of *The Sarbanes-Oxley Act: Implications for Records Management* is to help readers develop programs and methods needed to ensure that their records and information management programs are a properly functioning component of Sarbanes-Oxley compliance.

## Legislative & Regulatory Updates

Keep informed of the latest legislative and regulatory activities with ARMA International's monthly updates.



ARMA International's *Canadian Policy Brief* is a monthly online advisory containing brief summaries of recent privacy, legislative, and regulatory issues that may affect the Canadian records and information management profession. Further details about the issues are available online at [www.arma.org/news/policybrief/](http://www.arma.org/news/policybrief/)



The *Washington Policy Brief* is ARMA International's monthly online advisory containing brief summaries of recent legislative and regulatory issues that may affect the information management profession. Recent topics include the Sarbanes-Oxley Act of 2002, privacy, electronic records requirements of the SEC, and other interesting issues. Further details about the issues are available online at [www.arma.org/news/policybrief/](http://www.arma.org/news/policybrief/)