



of  
**ARMA International**  
 Celebrating 17<sup>th</sup> Anniversary

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**To:** Records Managers, chapter members and all **RIM** enthusiasts  
**From:** **Noel Diaz**, Acting Communications Dir. CCARMA Chapter.  
**Subject:** **General Meeting / Presentations**

On behalf of the CCARMA Executive Board, I would like to invite you to the Central Coast Chapter's Summer General Meeting and Presentations.

When: Thursday, **September 29<sup>th</sup>, 2011** - 11:30 AM – 2:00 PM.

What: Two valuable back to back presentations through lunch at the elegant Four Seasons Hotel in Westlake Village. Also available live as an on-line webinar. <http://www.fourseasons.com/westlakevillage>

**11:30: Presentation 1: "GARP: Generally Accepted Recordkeeping Principles"**. **Presenter:** Helen Streck. Kaizen InfoSource LLC.

Demonstrating and documenting compliance with applicable laws, regulations and standards using today's ever changing technologies morphed traditional **Records Management** into challenging **Information Governance**.

During this presentation you will learn:

1. What is GARP and using standards – an overview
2. Using GARP in Program Design or Improvement
3. Taking each principle and practical advice on application
4. How do we measure progress against GARP

<http://www.arma.org/GARP/> <http://www.arma.org/garp/garp.pdf> <http://www.arma.org/GARP/metrics.cfm>

**13: 00: Presentation 2: "Information Governance do's and don'ts"**.

**Presenter:** Pilar McAdam, Director of Business Intake and Records, Sheppard Mullin.

Compliance, Controls, Metrics, Information Value Creation, Risk Management, Business Processes, Service Delivery... just a short list of hot points where every RIM professional can use expert advice on what to do and what to avoid. Not to be missed!...

Cost: Non-members: \$30.00. Members: \$20.00.

**RSVP:** Please register for this exciting event by calling **805/375-0422**, or via e-mail to [ccarma@isausa.com](mailto:ccarma@isausa.com). Seats are limited.

*Thank you, sponsors, chapter members and all who will participate!*



**Central Coast Chapter of ARMA International**

Founded: May 26, 1994