



Preparing for the Certified Records Managers Exam Workshop

Lead by Juanita Skillman, CRM, FAI, and President of the Institute of Certified Records Managers
Hosted by ARMA Silicon Valley/Santa Clara Chapter

If you're interested in pursuing or completing your CRM, the Silicon Valley ARMA Chapter is hosting a workshop on Friday, March 23, 2012. Participants will receive training by national and regional Certified Records Managers in sessions covering all aspects of Records and Information Management geared toward assisting them in completing Parts 1 – 6 of the Certified Records Manager exam.

The Workshop will be held at:
SanDisk Corporation
601 McCarthy Boulevard
Milpitas, CA 95035

If you need directions to get to SanDisk, please visit their website:
www.sandisk.com/about-sandisk/contact-us?utm_source=ContactUs&utm_medium=Hyperlink&utm_campaign=HomePageTracking

The Workshop, including preparation materials and lunch, is \$140. Register and pay via PayPal at the Chapter's website:
www.armsv.org/html/crm_workshop.html
If you're coming from out of town, hotel information can be found at:
www.milpitas.com/hotels/

Mark your calendars now and save a spot!

Topics to be covered include:

Part 1: Management Principles and the Records Management Program

- Principles of Management
- Human Resources/Staffing
- Methodologies
- Financial Considerations
- Planning
- Additional RIM Program Components
- Directing and Monitoring a Records Management Program
- Ethical Responsibilities
- Global Concerns of a RIM Program

Part 2: Records Creation and Use

- Creating Records and Information
- Information Capture and Use
- Legal Compliance
- Risk Assessment
- Information Security
- Electronic Communications
- RIM-related Business Activities

Part 3: Records Systems, Storage, and Retrieval

- Basic Concepts
- Filing Systems
- File System Design Records
- Indexing and Retrieval
- File Conversions
- Records Storage Facilities
- G. Records Centers Operations
- Commercial Records Centers

Part 4: Records Appraisal, Retention, Protection, and Disposition

- Records Inventory
- Records Appraisal
- Retention Schedule Creation
- Retention Schedule
- Implementation Retention Schedule Administration
- Vital Records
- Program Business Continuity
- Archives

Part 5: Technology

- System Life Cycle
- Architecture and Infrastructure

- Life-Cycle Management
- Imaging Technologies
- Programs and Applications

Part 6: Practical Application via Essay

- Tips and Tricks for Passing Part 6
- Mock Test
- Feedback from Experienced Certified Records Managers