

MEMBERSHIP INFORMATION

ARMA provides a wide range of benefits to help its members grow in their chosen profession.

Take advantage of these benefits!

Continuing Education: Online courses, chapter meetings, local seminars, and the annual ARMA International conference are just some of the resources available to keep pace with this rapidly changing industry.

Technical Publications: Discounted to ARMA International members, these publications are available as a resource in the records and information management field.

Networking Opportunities: Membership provides connection to a global network of other records and information management professionals. Meet others in your field at local chapter meetings, as well as through the Association's structure, who share the same challenges and concerns as you.

Guidance Toward the CRM: The Certified Records Manager (CRM) designation is granted by the Institute of Certified Records Managers. ARMA International members can receive guidance through the ICRM process for this valuable accomplishment.

Chapter Newsletters: Regardless of what chapter you join, the newsletter keeps you up-to-date on the Association's activities and issues. E-mail alerts from ARMA International also keep you posted on hot topics in the area of records and information.

Legislative Awareness: ARMA International works to improve legislation that affects the records and information management industry.

ABOUT ARMA INTERNATIONAL

ARMA International is a not-for-profit organization of information management professionals dedicated to the advancement of records and information management. ARMA International members include records and information managers, MIS and ADP 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 records and information management field.

With over 10,000 members in the United States, Canada, and other countries around the world, ARMA International is the leading professional and educational association in the growing field of records and information management.

ARMA is a standards-writing organization, accredited by ANSI, the American National Standards Institute. Through chapter meetings, local seminars, a correspondence course, and the Annual Conference, ARMA International members have the resources required to keep pace with this rapidly changing industry.

The Mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets, and as contributors to organizational success.

ARMA has more than 150 local chapters providing networking opportunities, as well as local, regional, and international events. The Mile High Denver Chapter has over 170 members from across Colorado.



The Mile High Denver Chapter of ARMA International

Association of Information
Management Professionals

For more information, contact:

**Mile High Denver Chapter of ARMA
Membership Director**

**700 N. Colorado Boulevard, #105
Denver, CO 80206**

E-mail: contact@armadenver.org

Web site: www.armadenver.org



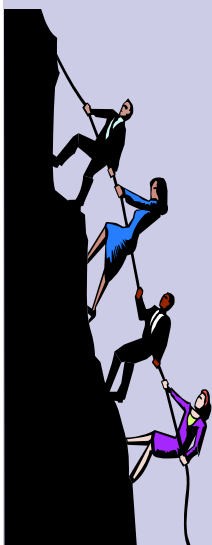
YOU NEED ARMA IF:

- ◆ You are considering imaging your files to increase productivity and efficiency, as well as reduce paper.
- ◆ People in your organization make decisions without access to all the information they need.
- ◆ You have been asked to develop a filing system or bring order to a filing mess.
- ◆ You are looking for more cost-effective ways to manage your electronic and paper files.
- ◆ Your business has federal or state requirements to keep records.
- ◆ You have ever had to produce records for litigation.
- ◆ You have not planned a course of action in the event of a catastrophe.
- ◆ Your office looks like a paper whirlwind.
- ◆ Your company's e-mail is out of control!

WHO WE ARE

The mission of the Mile High Denver Chapter is to advance the practice of Records and Information Management (RIM) as a discipline and a profession within Colorado.

The goals are to organize and promote programs of research, education, training, and networking within this profession; and to serve our members by providing:



- ◆ educational and professional leadership to its members in the form of monthly meetings, seminars, newsletters, and other programs of merit
- ◆ notification of significant developments in the technical, legislative, and professional areas of the RIM profession
- ◆ cooperative endeavors with other chapters of ARMA and other related professional groups in the Colorado area.

As a Mile High Denver Chapter member, you will meet and share knowledge with other members from local and state government, private business, banking, education, utility companies, schools, and vendors. Whether you need help finding a special type of file folder, developing a filing system, buying and implementing an electronic records management system, developing a disaster recovery plan, or creating a retention schedule for your records, ARMA members are there to help.

EDUCATION

The Chapter sponsors seminars and monthly meetings by nationally recognized information management professionals, local chapter members, and vendors based on what our members tell us they need to do their jobs. Examples of past programs include:

- ◆ Accessing Your Electronic Archives in 5, 50, 500 Years
- ◆ Are Your Organization's Records Trustworthy?
- ◆ Privacy and Records Management: How to Protect Your Organization and Yourself
- ◆ Creating A Records Retention Policy and Records Schedule for a Law Firm
- ◆ The Evolving Role and Competencies of Records and Information Managers
- ◆ Organize Your Office
- ◆ The Nuts and Bolts of Retention Scheduling and Inventorying
- ◆ A Records Center Case Study
- ◆ Survival Strategies for Downsizing

In addition, members are notified of educational opportunities sponsored by other ARMA chapters and ARMA International.

COME JOIN US...
THE SKY'S
THE LIMIT!

