



Establishing & Managing Successful Records Management Programs

Presented by:

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A six-day three-seminar professional development certificate course provided and sponsored by the Winnipeg Chapter of ARMA International. Please visit armawinnipeg.org for more information on this certificate program.

Session Topics

Part 1, Day 1

- Introduction to the Profession of Records and Information Management (RIM)
- Why Good Records Management is Now More Important Than Ever in Government/Business History
- Introduction to ISO 15489—the International Records Management Standard
- Introduction to the Management of Electronic Records, Paper Records, and All Records
- Managing Records to Achieve Information Management Compliance
- Recommend Scope and Components for Organization-Wide Records Management Programs
- Essential Relationships with Management, IT, Legal, Administrative Services, and Archives
- Successful Steps for Establishing/Strengthening Organization-Wide Records Management Programs
- Records Management Resources

Part 1, Day 2

- Go Electronic (Digital) — Why the Future of Records Management will be Primary Electronic
- Managing Electronic Records (E-Mail, Repositories, All Electronic Records)
- Special Challenges of Electronic Records and Managing Them in Organization-Wide Environments
- Introduction to ECM—Enterprise Content Management
- Current-to-the-Moment Approaches for Managing E-Mail
- Selecting Software with ECM, ERM, E-Mail, Imaging, and Physical Records Functionalities
- Designing and Implementing Effective E-Mail, Internet, and Intranet Policies
- Managing Electronic Messages as Records
- Resources about Managing Electronic Records

Part 2, Day 1

- Records Management and the Law
- Buried Alive (What Can Happen if Records Retention is Not Managed)
- Why Every Organization Must Successfully Manage Records Retention
- Records Retention Situation in Many Government and Business Organizations Today
- Proven Strategies for Developing and Implementing Legally-Valid Records Retention Programs
- FILELAW -- a Great Canadian Legal Resource for Managing Records Retention
- Records Retention: Statutes and Regulations and Records Retention: Law and Practice
- U. S. Legal Resources for Managing Records Retention (for Multinational Organizations)
- Resources About Managing Records Retention

Part 2, Day 2

- Developing State-of-the-Art Filing Systems for Paper and Other Records
- Evaluating the Adequacy and Determining the Cost of Existing Paper Filing Systems
- Records Management Software for Augmenting Management of Paper Filing Systems
- Simplifying, Developing, and Implementing Appropriate Indexing and Classification Systems
- Tried-and-Proven Processes for Improving or Developing State-of-the-Art Filing Systems
- The Potential of Shelf Filing Systems, Color Coding, Bar Coding, File Tracking, and RFID Systems
- Managing Inactive Records, Vital Records, Records Centers, and the Potential of “Outsourcing”
- Managing Archives and the Relationships Between Archives and Records Management
- Resources About Filing Systems, Inactive Records, Vital Records, and Archives

Part 3, Day 1

- Introduction to “Imaging” and Applications of Imaging in Records Management
- Electronic (Digital) Imaging and Film-Based Imaging (Microfilm) are Both Options
- Film-Based (Microfilm) Imaging Fundamentals, Equipment, and Applications
- Bridging Technologies Between Film-Based and Digital Imaging
- Successful Strategies for Planning, Implementing, and Using Film-Based Imaging
- Electronic (Digital) Imaging Fundamentals, Software, Technologies, and Applications
- Successful Strategies for Planning, Implementing, and Using Digital Imaging in RIM
- Legal Issues Associated with Film-Based Imaging and Digital Imaging
- Resources about Digital Imaging and Film-Based Imaging

Part 3, Day 2

- Recent Developments and Trends in Records and Information Management (RIM)
- International Records Management Standards
- ANSI Standards for Records Management
- A Look at Records Management in Winnipeg-Area Organizations
- Records Management Services and Suppliers in Winnipeg Area
- “Roundtable” Records Management Questions and Answers
- Successfully Motivating and Managing Records Management Personnel
- Qualities of “The Great Ones” (Most Successful Records Managers)
- Recent and Emerging Resources for Records Managers