



# Membership Application

Mail Payment to: ARMA International, PO Box 844517, Dallas, TX 75284-4517 USA

+1 800.422.2762 (U.S. and Canada) • +1 913.341.3808 • Fax: +1 913.341.3742 • E-mail: member@armaintl.org • www.arma.org

Please complete all information below. For faster service, join online at [www.arma.org/join](http://www.arma.org/join)

FIRST NAME	M.I.	LAST NAME

TITLE \_\_\_\_\_

I am a practitioner involved in managing information.  
 I am a vendor providing products and services.

Which best describes your position:  CEO  CIO  RIM Consultant  RIM Director  Archivist/Librarian  IT Manager  Owner/President  Records Analyst  Records Clerk

YOUR ORGANIZATION'S NAME \_\_\_\_\_

DEPARTMENT/DIVISION/OFFICE, ETC. \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY	STATE/PROVINCE	ZIP/POSTAL CODE	COUNTRY

COUNTRY CODE – AREA CODE – TELEPHONE NUMBER	COUNTRY CODE – AREA CODE – FAX NUMBER

E-MAIL (Will not be sold! – Required for member services communication) \_\_\_\_\_

How did you hear about us?  ARMA seminar/promotion  Colleague  Employer  University  ARMA Website  Other \_\_\_\_\_

Yes, I would like to join one of ARMA International's committees/task forces.

ARMA International occasionally makes available its members' addresses (excluding phone and e-mail) to companies that provide products and services to the information and records management community. If you prefer not to be included in these lists, check the box provided.

I've been referred to ARMA by \_\_\_\_\_

**Membership Dues:** Membership dues are nonrefundable. Membership is effective for one year, beginning on the first day of the month after dues are received by ARMA International. Memberships are not transferrable.

**Basic Membership:** Membership dues include an annual subscription to *Information Management* magazine (\$115 U.S. retail value) and access to industry specific information.

**Basic Membership:** \$175 (USD) \$ \_\_\_\_\_

**Retired Membership:** Does not include voting privileges or *Information Management* magazine

**Retired Membership:** \$25 (USD) \$ \_\_\_\_\_

**Chapter Membership (no limit):** See list for of chapters and dues on reverse side. You must also be a member of ARMA International.

Chapter Name/Location: \_\_\_\_\_  **Chapter Dues:** (USD) \$ \_\_\_\_\_

Chapter Name/Location: \_\_\_\_\_  **Chapter Dues:** (USD) \$ \_\_\_\_\_

**ARMA International Educational Foundation:** Your optional tax-deductible donation helps to advance the value of information management and make a positive contribution to the global perception of the information management profession. \$ \_\_\_\_\_

**Method of Payment** (Must be included with application)

Company check enclosed  Personal check enclosed (*payable to ARMA International*)

MasterCard  Visa  American Express  Discover (*funds charged in U.S. dollars only*)

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  Corporate Card

Name as it appears on card \_\_\_\_\_ Signature \_\_\_\_\_

**Total Enclosed:** (USD) \$ \_\_\_\_\_

ARMA International, a 501(C)(6) not-for-profit organization, estimates that 5% of your annual dues are spent on lobbying activities and are non-deductible for federal income tax purposes.

Contributions or gifts to ARMA International, Inc. are not tax-deductible as charitable contributions. However, they may be tax-deductible as ordinary and necessary business expenses. Your contribution to the ARMA International Educational Foundation is 100% U.S. tax-deductible.

## ARMA requests this information to better serve your interests

What term best describes your role:  Practitioner  Consultant  Vendor  Research Analyst  Media

### Interest areas:

#### Topics/Issues:

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> E-mail Management        | <input type="checkbox"/> RIM Fundamentals          | <input type="checkbox"/> Compliance             | <input type="checkbox"/> Electronic Records Management |
| <input type="checkbox"/> Leg/Reg                  | <input type="checkbox"/> Global RIM Issues         | <input type="checkbox"/> Legal Issues           | <input type="checkbox"/> Career Services               |
| <input type="checkbox"/> RIM in Legal Environment | <input type="checkbox"/> RIM in Financial Services | <input type="checkbox"/> Marketing RIM          | <input type="checkbox"/> Risk Management               |
| <input type="checkbox"/> Technology               | <input type="checkbox"/> Research                  | <input type="checkbox"/> Education Development  | <input type="checkbox"/> Association Governance        |
| <input type="checkbox"/> Leadership Training      | <input type="checkbox"/> Business Management       | <input type="checkbox"/> Information Governance | <input type="checkbox"/> None                          |

Activities:  Speaking  Writing  Event Coordination  Standards Development  Standards Review and Comment

#### Subject Area Expertise (indicate areas of expertise):

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Retention                  | <input type="checkbox"/> ERM                    | <input type="checkbox"/> ECM                    | <input type="checkbox"/> Litigation Readiness  |
| <input type="checkbox"/> Compliance                 | <input type="checkbox"/> Technology Integration | <input type="checkbox"/> Information Governance | <input type="checkbox"/> Training              |
| <input type="checkbox"/> General Records Management | <input type="checkbox"/> E-Mail Management      | <input type="checkbox"/> RM Software            | <input type="checkbox"/> E-Discovery           |
| <input type="checkbox"/> Classification             | <input type="checkbox"/> Search Applications    | <input type="checkbox"/> IT Management          | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> None                       |   |   |  |

Age:  18-24  25-40  41-55  56-66  66+

Gender:  M  F

Highest education level achieved:  High School/GED  Associates'  Bachelor's  Master's  Doctorate

Work Hours:  Full-time (25+ hrs.)  Part-time (<25 hrs.)

#### What is your organization's approximate annual RIM budget? (in USD)

- <\$100,000  \$100,001-\$300,000  \$300,001-\$500,000  \$500,001-\$1M  >\$1M  Don't know

#### How many years of experience do you have in records and information management?

- <1 yr  1-3 yrs  4-6 yrs  7-10 yrs  11-15 yrs  16-20 yrs  >20 yrs

How many staff members do you supervise?  0  1-5  6-10  11-20  21-40  >40

#### To what department do you report?

- Records Management  Legal  IT  Compliance  Administration  Other (specify) \_\_\_\_\_

#### Approximately how much of your time at work is devoted to records and information management duties?

- <10%  10-25%  25-50%  50-75%  100%

#### To what other professional associations do you belong? (Select all that apply)

- AIIM International  PRISM International  Society of American Archivists  International Legal Technology Association  
 American Bar Association  Association of Legal Administrators  American Health Information Management Association

#### What is the primary industry in which you work? (choose one)

- |   |  |   |                                      |  |  |
|---|--|---|--------------------------------------|--|--|
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Federal Gov't         | <input type="checkbox"/> State/Province Gov't | <input type="checkbox"/> Local Gov't | <input type="checkbox"/> Financial Services        | <input type="checkbox"/> Banking             |
| <input type="checkbox"/> Energy         | <input type="checkbox"/> Utilities             | <input type="checkbox"/> Consulting           | <input type="checkbox"/> Archives    | <input type="checkbox"/> Commercial Records Center | <input type="checkbox"/> Non-/Not-for-Profit |
| <input type="checkbox"/> Education      | <input type="checkbox"/> Manufacturing         | <input type="checkbox"/> High Technology      | <input type="checkbox"/> Insurance   | <input type="checkbox"/> Pharmaceuticals           | <input type="checkbox"/> Service             |
| <input type="checkbox"/> Petroleum      | <input type="checkbox"/> Other (specify) _____ |   |                                      |  |  |

#### Which of the following best describes your job function (not job title)? (choose one)

##### RECORDS MANAGEMENT

- Executive  Manager / Supervisor  Analyst  Technician  Consultant

##### IT MANAGEMENT

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Executive IT (CIO, CTO)                               | <input type="checkbox"/> Senior IT Mgmt. (VP of IS/IT, VP Engineering) | <input type="checkbox"/> IT (Director, Manager)                                | <input type="checkbox"/> VP, Director, Manager/Analyst, Project |
| <input type="checkbox"/> Manager/Analyst                                       | <input type="checkbox"/> Financial Systems Manager/Analyst             | <input type="checkbox"/> Compliance Mgmt.                                      | <input type="checkbox"/> Content/Document Mgmt.                 |
| <input type="checkbox"/> Consultant  | <input type="checkbox"/> Network/Systems Integration Mgmt.             | <input type="checkbox"/> Other Line of Business Technology Management          |   |
| <input type="checkbox"/> Enterprise Application/Data/Process Integration Mgmt. |  | <input type="checkbox"/> Database/Data Warehousing/Business/Intelligence Mgmt. |   |

##### LEGAL

- Partner  General / In-House Counsel  Litigator  Compliance Officer  Attorney  Paralegal  Administrator

##### CORPORATE/BUSINESS MANAGEMENT

- Executive (Chairman, CEO, COO, Pres, Owner)

OTHER (please specify job function, not title) \_\_\_\_\_

# ARMA International Chapters/Dues

July 2010 – June 2011

All dues stated and payable in U.S. dollars

## EUROPEAN REGION

All of Europe .....\$0

## INTERNATIONAL REGION

Tokyo .....\$24  
Jamaica .....\$0  
Trinidad and Tobago .....\$30

## CANADIAN REGION

### Alberta Province

Calgary .....\$20  
Edmonton .....\$35

### British Columbia Province

Vancouver .....\$35  
Vancouver Island .....\$35

### Manitoba Province

Winnipeg .....\$35

### New Brunswick/Prince Edward Island Province

Atlantic .....\$20  
Prince Edward Island .....\$35

### Newfoundland Province

Newfoundland-Terra Nova-St. John's .....\$25

### Nova Scotia Province

Halifax .....\$20

### Ontario Province

National Capital Region-Ottawa .....\$30  
Southwestern Ontario .....\$20  
Toronto .....\$50

### Quebec Province

Montreal .....\$35

### Saskatchewan Province

Saskatchewan .....\$35

## GREAT LAKES REGION

### Illinois

Central Illinois (Bloomington area) .....\$20  
Chicago .....\$50  
Des Plaines River Valley (Round Lake Area) .....\$20

### Indiana

Greater Indianapolis .....\$35

### Kentucky

Frankfort/Bluegrass .....\$30  
Louisville .....\$30

### Michigan

Detroit .....\$30  
Mid-Michigan (Lansing area) .....\$15  
Western Michigan (Grand Rapids/Kalamazoo, Battle Creek area) .....\$20

### Ohio

Greater Cincinnati .....\$35  
Greater Cleveland .....\$30  
Greater Columbus .....\$20  
Greater Dayton .....\$20  
Greater Toledo .....\$30

### Wisconsin

Madison .....\$25  
Milwaukee .....\$30

## GREAT NORTHWEST REGION

### Alaska

Greater Anchorage .....\$40

### Idaho

Boise Valley .....\$30

### Oregon

Oregon (Entire State) .....\$25

### Washington

Bellevue/Eastside .....\$25  
Columbia Basin (Richland area) .....\$20  
Greater Seattle .....\$25  
Puget Sound (Tacoma area) .....\$30

## MID-ATLANTIC REGION

### Delaware

Diamond State .....\$25

### District of Columbia

Greater Washington DC .....\$40

### Maryland

Metro Maryland (Gaithersburg) .....\$30  
Greater Baltimore .....\$35

### North Carolina

Charlotte-Piedmont .....\$35  
Triangle Area-Raleigh, NC .....\$30

### Pennsylvania

Liberty Bell Chapter of Philadelphia .....\$35  
Pittsburgh .....\$30

### South Carolina

Central Savannah River Area, Aiken .....\$25  
Charleston .....\$40  
Columbia .....\$35  
Greenville Area .....\$35

### Virginia

Northern Virginia (Fairfax area) .....\$25  
Richmond .....\$25  
Tidewater (Hampton Roads area) .....\$10

### West Virginia *No chapters available*

## MIDWEST/ROCKY MOUNTAIN REGION

### Colorado

Mile High Denver .....\$35  
Northern Colorado (Fort Collins area) .....\$25  
Western Colorado (Grand Junction area) .....\$35

### Iowa

Central Iowa (Des Moines area) .....\$40

### Kansas

Central Kansas (Wichita area) .....\$35  
Greater Kansas City .....\$35

### Minnesota

Twin Cities .....\$50

### Missouri

Central Missouri (Columbia/Jefferson City area) .....\$25  
Greater Kansas City .....\$35  
St. Louis .....\$30

### Montana

Big Sky (Entire State) .....\$30

### Nebraska

Nebraska (Entire State) .....\$35

### North Dakota

North Dakota-Bismarck/Mandan .....\$25

### South Dakota *No chapters available*

### Wyoming

Wyoming (Entire State) .....\$15

## NORTHEAST REGION

### Connecticut

Connecticut .....\$40

### Maine *No chapters available*

### Massachusetts

Boston .....\$40

### New Hampshire *No chapters available*

### New Jersey

Central New Jersey-Princeton .....\$25  
Northern New Jersey-Summit .....\$40

### New York

Central New York (Syracuse/Binghamton/Albany area) .....\$35  
Long Island .....\$25  
Metropolitan New York City .....\$65  
Western New York (Buffalo/Rochester area) .....\$25

### Rhode Island *No chapters available*

### Vermont *No chapters available*

## PACIFIC REGION

### Arizona

Arizona (Phoenix area) .....\$40  
Southern Arizona (Tucson area) .....\$40

### California

Central California-Bakersfield .....\$30  
Central Coast (Ventura/Santa Barbara/San Luis/Obispo Counties) .....\$45  
Golden Gate (San Francisco area) .....\$45  
Greater Los Angeles .....\$55  
Greater Sacramento .....\$40  
Mt. Diablo (East Bay/Oakland area) .....\$45  
Orange County .....\$40  
San Diego .....\$45  
Silicon Valley/Santa Clara .....\$45  
Southern California Inland Empire (Riverside/Ontario area) .....\$40

### Hawaii

Hawaii (Entire State) .....\$30

### Nevada

Sierra-Nevada (Reno area) .....\$20  
Silver State (Las Vegas area) .....\$43

### Utah

Utah-Salt Lake .....\$35

## SOUTHEAST REGION

### Alabama

Birmingham .....\$30

### Florida

Florida Gulf Coast (Tampa area) .....\$40  
Jacksonville .....\$40  
North Central Florida-Gainesville .....\$20  
Orlando District .....\$30  
Palm Beach-Treasure Coast .....\$30  
South Florida (Miami/Keys area) .....\$50

### Georgia

Atlanta .....\$45

### Mississippi *No chapters available*

### Puerto Rico

Puerto Rico .....\$25

### Tennessee

Greater Chattanooga .....\$35  
Knoxville/East Tennessee .....\$20  
Music City USA (Nashville area) .....\$25

## SOUTHWEST REGION

### Arkansas

Central Arkansas-Little Rock .....\$25

### Louisiana

Baton Rouge/Lafayette .....\$25  
Greater New Orleans .....\$25

### New Mexico

Northern New Mexico (Santa Fe area) .....\$20  
Rio Grande (Albuquerque area) .....\$35

### Oklahoma

Oklahoma City .....\$25  
Tulsa .....\$25

### Texas

Amarillo-Tejas .....\$20  
Austin .....\$30  
Dallas .....\$35  
Fort Worth .....\$30  
Houston .....\$50  
Longview/ARK-LA-TEX .....\$20  
Midland/Permian Basin .....\$20  
San Antonio .....\$25  
South Texas-Corpus Christi .....\$20

## RETURN YOUR COMPLETED FORM WITH PAYMENT TO:

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# Why Join ARMA?

ARMA International members include records and information managers, IT 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.

## Benefits of Membership

### Access – Your Connection to a Global Network

- Local chapters to connect you to professionals and provide local education in your area
- Online member search to provide you with a global connection to your colleagues
- Immediate access to information, tips, and guidance from the ARMA member forum

### Expertise – Links to a World of Ideas and Solutions

- Regulatory updates for the U.S., Canada, and Europe to keep you on the forefront of policy action
- ARMA Bookstore with more than 200 member-discounted resources, including books, software, and videos
- Annual Conference and Expo provides educational sessions and real-world solutions you can use
- *Information Management* magazine featuring in-depth articles by leading legal and records and information management experts

### Professional Development – At Every Stage of Your Career

- Online courses and web seminars let you customize your curriculum
- Career search, resume posting, and other online career resources
- Leadership opportunities at the chapter and international levels
- Extensive tools to assist in developing your professional competencies

## How to Join

You can join ARMA two ways: 1) **Apply online** at [www.arma.org](http://www.arma.org). 2) **Fill out this application form** and send a copy along with payment to the address below.

**ARMA International**  
**PO Box 844517**  
**Dallas, TX 75284-4517**

**Membership Costs:** Basic - \$175, Student/Retired - \$25  
(Additional chapter dues may apply. All dues in U.S. dollars.)

