

Retention Program Development Certificate (ARMA)

Designation Academy Seminar

Saturday, October 14, 1:00 P.m. - 4:30 p.m. (\$299 Pro/\$349)

In this certificate program you will acquire the research and appraisal skills necessary for developing a records retention schedule or revising an existing one. A detailed methodology will help you learn how to schedule both electronic and analog records and how to employ project management techniques for allocating resources. The skills you learn will also apply to assessing and monitoring retention schedules developed by external consultants. The program concludes with a case study that illustrates the learning points and helps you more thoroughly grasp the methodology.

Learning Objectives:

Upon completion of these seminars, participants will be able to:

1. Utilize research and appraisal skills necessary for developing a records retention schedule or revising an exist one
2. Schedule both electronic and analog records employing project management techniques for allocating resources
3. Assess and monitor retention schedules developed by external consultants

Skill Level: Management, Strategic

Your registration includes:

- Attendance to *Retention Program Development Certificate* seminar
- All learning materials for the course, including presentation slides, course exercises, and a step-by-step guide for developing and updating records retention schedules

ICRM Maintenance Credits: 3.5 hours pre-approved

Facilitator's biography:

Lucy Rieger, CRM, is president of Records Update, Inc., specializing in records management program implementation; policy and procedure development; retention schedules; and records inventories. She is president of ARMA Northern New Jersey and is active in recruiting, teaching, and mentoring candidates for the ICRM exam. Rieger also specializes in legal research.

Sofia Empel, Ph.D., IGP, CRM, CDIA+, is director, information governance, at Cotiviti LLC, an analytics and payment integrity company. Dr. Empel has more than 30 years of consultancy experience specializing in RIM program development, training, technology implementation, and other analytical services. She frequently teaches, writes, and speaks on information governance and RIM-related topics.

Here's what others have to say about this certification prep program:

"Great program! I need to have the tools and "ammunition" to improve and implement existing retention schedule."

"I was especially pleased that these facilitators took into account their audience (Canada/US/other) in order to apply content examples. Thank you very much!"

"Good presentation, provided fast paced info in an understandable manner!"

"Fabulous speakers, great detail and resources. Absolutely fabulous. Thank you!"

