

Applying the GARP Maturity Model to Your Organization

Wednesday, May 11, 2011

ARMA Indianapolis

Chapter Meeting

Visit www.ARMAIndy.org for a list of all events

When: Registration & lunch start at 11:30 → Presentation starts at noon → Finish at 1:00 p.m.
Where: Rolls Royce Training Center, 2601 W. Raymond St., Indianapolis (See page 2 for map & parking info)

Lunch: R.S.V.P. by noon on Monday, May 9th by registering via our Website www.ARMAIndy.org

Cost: \$15.00 ARMA Members / \$20.00 Non-members / First time attendees free

Cost includes lunch if you R.S.V.P., pay online, cash or check are accepted at door and receipt provided.

You can also participate via webinar if you cannot attend in person -webinar available to first 10 R.S.V.P.s with specific request for webinar access – those folks will receive a follow-up email with webinar connection details.

Applying the GARP Maturity Model to Your Organization (GARP - Generally Accepted Recordkeeping Principles)

Does your organization see records and information as an asset? What does it mean to have an organization compliant with recordkeeping requirements? Is your organization's information protected to ensure business continuity in the event of security violations, physical damage, confidentiality 'leaks' of sensitive information, and other actions and uncontrolled events?

Records and recordkeeping are inextricably linked with any organized activity. As a key resource in every operation of today's business environment, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization. These needs can be fulfilled only if recordkeeping is at the root of all activity. To achieve this transparency, ARMA International developed the Generally Accepted Recordkeeping Principles (GARP) for organizations to adhere to records and information management standards and principles. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and – potentially – a mask for improper or illegal activities. This session will focus on:

1. Describing the purpose of the Generally Accepted Recordkeeping Principles
2. Explaining the intent of the GARP maturity model and various levels
3. Identifying the process to measure the maturity level of an organization
4. Providing insight into the possible future of GARP

About the Presenter: President of ARMA International Nicholas De Laurentis, CRM

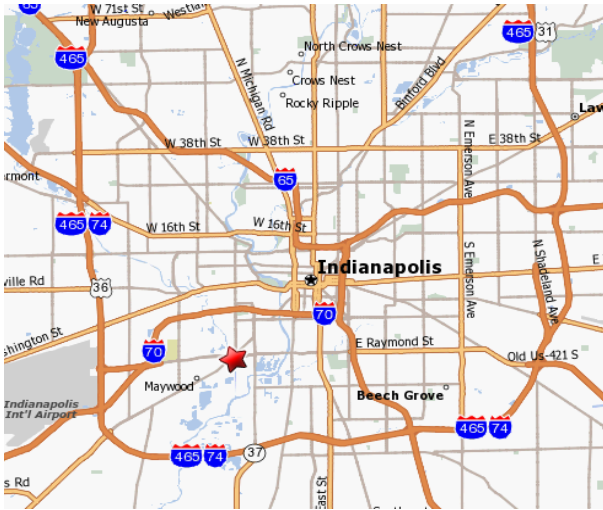


Nick works in Systems Technology at State Farm at their Corporate Headquarters in Bloomington, IL. There he serves in a technical analyst and team lead role on the Information Retention Infrastructure and Services team – providing analytical, consulting, and research expertise on enterprise records and information management (RIM) initiatives.

An active leader in the RIM profession and current President of ARMA International, Nick also currently serves on both the Association Infrastructure and Member & Practice Support Committee, the Program Planning Task Force, and chairs the Executive Director Compensation Task Force. He is a frequent speaker within the RIM profession. He currently is a Certified Records Manager (CRM), holds a Senior Claim Law Associate (SCLA) designation and is pursuing his Chartered Financial Consultant (ChFC) designations.

DIRECTIONS TO ROLLS ROYCE/UAW TRAINING CENTER

– ARMA PRESENTATION LOCATION



- 2601 W. Raymond St. , Indianapolis, IN 46241 Gate 5-7, UAW/Rolls Royce Corp. Training Center
- Only 6 miles S.W. of downtown Indianapolis, and close to I-70 and I-465
- Parking in lot to the side and front of the building and is free of charge

Enter off of W. Raymond St. at stop light between Kentucky Ave. & Tibbs Ave. (Gate 5-7, UAW/Rolls Royce Corporation Training Center) You can only turn South at stop light onto private drive into Rolls Royce. Follow signs to Training Center, red building, entrance is located on the circle drive with flags and white awning. Parking is available in front and at side of building.

