

# Generally Accepted Recordkeeping Principles

Wednesday, January 20, 2010

ARMA & AIIM Indianapolis

Chapter Meeting

Visit [ARMAIndy.org](http://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, 2600 W. Raymond St., Indianapolis (*See page 2 for map & parking info*)

**Lunch:** Email lunch R.S.V.P. by noon on Monday, Jan. 18<sup>th</sup> to [board@armaindy.org](mailto:board@armaindy.org).

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

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

Door prize provided by this month's meeting sponsor - must be present to win.

## Generally Accepted Recording Keeping Principles

ARMA International has embarked on an effort to respond to the international environment of re-regulation and to focus attention on the improvement of the management of Records and Information. The ARMA International Board of Directors believes that members of the R.I.M. profession will be better able to meet the needs of their employing organizations by drawing a higher level of attention to the field, by providing guidance for legislators, courts and regulatory agencies while providing valuable education and tools to those organizations as they strive to ensure compliance.

This meeting will focus attention on: (1) the eight principles encompassed by the Generally Accepted Recordkeeping Principles, (2) the maturity model that was first introduced at the ARMA International Conference in Orlando, and (3) recent activities and current work in which those leading the effort are engaged.

### About the Presenter:



Douglas P. Allen, CRM, CDIA+ is the President of ARMA International. He is a 35 year industry veteran, and has been a member of ARMA International for more than 33 years. Although most of his career has been spent as a vendor Doug spent several years as a Records Coordinator at a major petroleum company. His experience in the R.I.M. field includes forms management, retention schedule development, records storage facilities and software, micrographics technologies, digital conversion services, as well as Enterprise Content Management (ECM) and Business Process Management (BPM). His ARMA experience includes two terms on the ARMA International Board of Directors and two years as the Association's Legislative and Regulatory Affairs Chair. Doug has memberships in other Information Management Associations as well, and served on the AIIM Board of Directors between 1983 and 1986.

Doug is currently a Regional Sales Manager for Tyler Technologies, working with local government agencies throughout the United States. Previously, Doug worked with Global 360 as a Business Development Manager for that firm's Information Outsource Services group, at FileNet as a Senior Account Executive, and at a number of other Information Management firms.

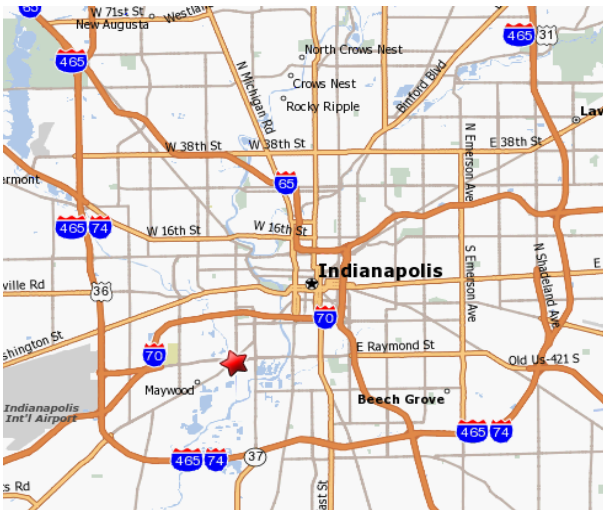
Meeting sponsored by:



*Helping businesses solve information management challenges*

## DIRECTIONS TO ROLLS ROYCE/UAW TRAINING CENTER

### – ARMA PRESENTATION LOCATION



- 2600 W. Raymond St. 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
- Check in at information/security desk.

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.

