



ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.
'Professional Leadership in Records and Information Management'

Just a Reminder – Be Sure to RSVP Today!

January 8th, 2008 MEETING NOTICE

WORKSHOP & PROGRAM SPONSORED BY:

PROGRAM: Email Policies and Procedures

Michael Osterman of Osterman Research the company is one of the leading analyst firms in the messaging and collaboration space, providing research, analysis, white papers and other services to companies like Microsoft, America Online, Sun Microsystems, Yahoo!, Network Appliance, Iron Mountain, Postini, Hewlett Packard and many others

After his presentation Mr. Osterman will lead a discussion with panel of end users including Greta Krapac of KPMG, John Donovan of GATX and Patrick Cunningham of Motorola based on their experiences.

CRM WORKSHOP:

The subject of January's CRM tutorial is Records Appraisal, Retention, Protection, and Disposition (Part 4 of the CRM Exam). Our presenters are Joe Suster, CRM of NARA and Glenn Gercken, CRM of Ungaretti and Harris. The cost of the CRM study group is \$10.00.

AGENDA

Location: East Bank Club – 500 Kingsbury
Time: 9:00 a.m. Board Meeting
10:30 a.m. Presentation
11:30 a.m. Panel Discussion
12:00 p.m. Lunch, Networking and Chapter Announcements
1:15 p.m. CRM Study Group

Cost: \$30 per person Members
\$35 per person Non-Members/Guests

Reservations must be received by Noon, Friday, January 4th!
Call the ARMA Hotline at (847) 821-8239 or e-mail arma@armachicago.org

<p>PLEASE TAKE NOTE OF THE FOLLOWING INFORMATION: Reservations after Noon, Friday, January 4th will be charged an additional \$5. Walk-ins welcomed based on space availability.</p>
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