

Who you?

Your Madison ARMA Chapter! That's why we're offering a very "heartfelt" Valentine's Day program. Come have lunch, gain valuable best practice info and win prizes!

Please join your fellow members at the upcoming **ARMA - Madison Chapter February 14** program for an interactive discussion on "RIM Program Best Practices." This roundtable discussion is designed for sharing best practices from leaders and practitioners of records management programs in all business venues. You will acquire best practices and ideas that you can take back and apply to your RIM Program.

Information Sharing: Records Management Program Best Practices

Please come prepared to share information about your RIM Program with fellow records managers. Some potential discussion topics include:

- ♥ RIM Program Organization –
 - how many people are in your RIM organization?
 - Where does RIM report in your organization? What are the advantages/disadvantages?
 - Is your function centralized or decentralized or a hybrid?
- ♥ What's working well for your RIM Program?
- ♥ What are your focus areas/challenges for 2012?
- ♥ How do you evaluate the effectiveness of your RIM Program? What metrics do you use?
- ♥ How have you adopted the GARP Principles? Have you used the assessment tool?

When thinking of your RIM Program, please consider sharing practices in the following topic areas:

- ♥ Information Governance
- ♥ Risk Assessment Process
- ♥ Policies and Standards
- ♥ Third Party Access and Vendor Management
- ♥ Awareness and Training
- ♥ Monitoring and Enforcement
- ♥ IT Security/Privacy/Legal/IT/Compliance/Risk Management
 - How do you interact with these areas to enhance your RIM Program?
- ♥ Cloud Computing/Email/SharePoint/Social Media

Date: Tuesday, February 14, 2012

Location: Madison Gas and Electric Co.
133 South Blair Street
Madison, WI 53788-000

Registration: 11:00-11:30

Program: 11:30 a.m. – 12:00 p.m. (Lunch and networking)
12:00 p.m. – 1:00 p.m. (Program)

Cost: \$15 Member (Lunch & Program)
\$20 Non-member (Lunch & Program)
\$10 Program Only

Menu: You choose! Entree of the day, salad bar or build-your-own-sandwich bar

Who Should Attend: Records Management, IT staff, Internal Audit, Business Continuity, Asset Protection, Privacy

RESERVATIONS: [Please respond by 3:00 pm on Friday, February 10, 2012.](#)

By e-mail: Send an email to Barb Bailey – barb.bailey@cunamutual.com

By phone: Call Barb at (608) 231-8880.

By mail: Complete reservation form at bottom and mail with payment (payable to ARMA Madison)

To pay using PayPal: click here to go to [ARMA-Madison website](#) and click on the PayPal options

Bring your check made payable to “**ARMA Madison**” to the event.

To cancel, please call or contact Barb by 9:00 am **Monday, February 13, No Shows Will Be Billed!**

* * * * *
* * * *

Your Name		Your Company Name
Name of Guest(s)		Company Name of Guest(s)

Amount enclosed: _____ Receipt required? Yes No