



GREATER COLUMBUS CHAPTER ARMA

May Meeting Notice

Please join your fellow ARMA members at our next monthly meeting held on

Date: May 19, 2005

Time: 2pm to 5pm

Place: Ross Park , 3300 Stelzer Rd.

At the bottom of the page, please find the map.

Price \$10.00 for members and \$15.00 for non-members.

Our speaker will be Michael D. Purington CRM, CDIA

Here is Mike's Bio:

Mike Purington, Senior Records Specialist at Ross Products Division of Abbott Laboratories, has over 6 years of experience working in the field of Records and Information Management. He has previously worked at the Coca-Cola Company and Owens Corning. Mike has been involved in starting a records management program from scratch for two large organizations. This includes setting up a records center, configuring turnkey records management software, implementing an imaging platform, developing global retention schedules, and writing policies and procedures. Mike has a B.B.A in Information Management from the University of North Dakota where he studied under Dr. Mark Langemo. He holds two professional certifications, one as a CRM and the

other as a CDIA+. He is an active member of the Columbus Chapter of ARMA where he's held positions of Seminar Director, Web Administrator, and Board Member. He is a previous ARMA International Conference speaker.

Developing Records Retention Schedules: The Project Plan

This presentation will focus on project plan elements of developing a records retention schedule program from initial rollout to implementation. It will not discuss the rationale behind developing a retention schedule, or the appraisal process. Rather, the following are some of the items that will be discussed: determining whom to meet with, the types of meeting to conduct – senior management briefing, orientation, retention interviews, etc., keeping track of what's been done by whom – records management professionals and users, what data to extract to report to Management, and monitoring the results of implementation.

If you would like to attend, please contact Andi Snyder at 614-628-8450 or asnyder@op-f.org

Here is a map of Ross Park.

