

Educational Event Announcement

Greater New Orleans Chapter of ARMA International
(The Association of Records Managers and Administrators)

Development, Implementation and Management of Records Retention Schedules – March 17th, 2009 at 11:45am

What Will Be Covered in this Meeting

- ✓ *Getting Started With Records Retention Schedules*
- ✓ *Components of a Master Retention Schedule*
- ✓ *What Types of Information Assets Should Be Covered In Your Retention Schedule*
- ✓ *Forms, Classification Codes & Schedule Maintenance*
- ✓ *Applicable Laws and Statutes*
- ✓ *The General Rule for Compliance*
- ✓ *Sample Schedules*
- ✓ *Where to Get More Information*

About The Speaker

Jim Teske, President
The RecordMax Companies

Mr. Teske is a 20+ year veteran of the records and information management profession. He has spoken at numerous ARMA, PRISM and other industry events and has covered the topic of Records Retention & Destruction with hundreds of business leaders and other professionals via Lorman Education Services Continuing Education Seminars.

***Regular Meeting Rate \$25 Per Person
(Includes Lunch and Meeting)***

SPECIAL 50% OFF DISCOUNT
For this Meeting Only. Paid for and Sponsored by RecordMax New Orleans for Current RecordMax Customers

RESERVATION CONFIRMATION – Please Reply by March 3rd, 2009.

The meeting is traditionally held at Don's Seafood...however this meeting may be moved to another location based on attendance, so make sure we have your email address below to confirm the final location.

ATTN: Sheila Hymel, GNO-ARMA

Yes, we are interested in attending the GNO ARMA Chapter Meeting on Records Retention Schedule Development on March 17th, 2009. Attendee names listed below.

No, we cannot attend this specific GNO ARMA meeting but would like you to keep us informed of future meetings and topics.

Company Name: _____
Attendee Name: _____ Email: _____
Attendee Name: _____ Email: _____
Address: _____
City: _____, ST: _____ Zip: _____

Fax this form to 985-783-2067 (do not dial "1") to confirm your reservation