



## MID-MICHIGAN ARMA

2018 SPRING  
SEMINAR  
APRIL 17, 2018

“THE PRINCIPLES”®

ACCOUNTABILITY  
TRANSPARENCY  
INTEGRITY  
PROTECTION

COMPLIANCE  
AVAILABILITY  
RETENTION  
DISPOSITION

# SAVE THE DATE!

## GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES®

The Generally Accepted Recordkeeping Principles® (ARMA International’s “The Principles”) identify critical hallmarks of information governance and apply to all sizes of organizations, in all types of industries, and in both the private and public sectors. This interactive seminar will help guide records management professionals in designing comprehensive and effective records management programs by;

- Identifying the gaps between your organization’s current practices and the desirable level of maturity for each principle
- Assessing the risk(s) to the organization, based on the biggest gaps
- Determining whether additional information and analysis is necessary
- Developing priorities and assigning accountability for further development of the program.

Please visit [www.midmichiganarma.org](http://www.midmichiganarma.org) for more information!



### WHEN

April 17, 2018  
8:30am-4:00pm  
*Registration begins at 8am*

### WHERE

Lansing Community College,  
West Campus

### REGISTRATION

*Registration includes breakfast  
and lunch*  
Members: \$125  
Non-Members: \$150  
Students: \$30



Mid-Michigan ARMA presents:

**THE GENERALLY ACCEPTED  
RECORDKEEPING PRINCIPLES ®**

April 17, 2018

8:30 a.m. - 4:30 p.m.

Lansing Community College West Campus  
5708 Cornerstone Dr, Lansing MI 48917

<b>NAME</b>	
<b>ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIP</b>	
<b>EMAIL</b>	
<b>PHONE</b>	

**Registration Cost**

(includes continental breakfast, breaks, and lunch)

Member \$125

Non-Member \$150

Student \$30

**Payment Information**

<b>Online</b>	<b>Check</b>
<p><a href="https://www.paypal.com/microto/midmichiganarma">PayPal.Me/MidMichiganARMA</a></p> <p>Please include name of attendee and contact information in notes</p>	<p>Payable to Mid-Michigan ARMA (Federal ID# 382848540) PO Box 26192 Mid-Michigan ARMA Lansing MI 48909</p>

For additional assistance, contact **Sam Beland** (BelandS2@michigan.gov)  
or **Sarah Sherwood** (sarah.sherwood@wacker.com)