What is RIM*/Why ARMA?
*Records and Information Management

Austin ARMA

ARMA gives RIM professionals educational and networking opportunities to keep them up to date with the latest trends in information management and the laws and regulations that affect their companies. Why is this important, and what is RIM?

Efficient companies use RIM programs to identify important information, provide for quick retrieval of that information, and dispose of information with no ongoing business value. The ability to find information when it is needed can streamline processes, make workers more efficient, and provide for timely and meaningful project collaboration.

It used to be that file clerks and secretaries were tasked with organizing and filing important papers. Today, however, **all employees** are responsible for managing not only paper records, but an ever increasing volume of electronic records.

Just as IT departments know the hardware and software on which data resides, professional records managers have the expertise to develop policies, procedures and training to guide employees in managing one of the company's most important assets, records and information.

Today's information exists in many forms, lives in many places, and is highly mobile. For instance, along with traditional paper documents, electronic information may be created as email, web forms, tweets and posts, texts, application data, office documents, voicemail, databases, and more. It lives in cabinets, boxes, hard drives, servers (cloud & on-premise), microfilm, CDs, thumb drives, smartphones, tablets and the like; and it can all be sent around the world instantaneously with the click of a button.

Additionally, laws and regulations dictate that sensitive and other personally identifiable information about employees, customers and clients must be safeguarded. They dictate what must be kept and for how long. The ramifications for failing to meet these requirements can be severe – and they change continuously. RIM helps to manage these processes.

Austin ARMA was established in 1990 and is dedicated to serving the ARMA members of Austin, Texas and the surrounding area.

As the local chapter of ARMA International, the professional association for records and information management practitioners, Austin ARMA has over 140 members who are drawn from many different disciplines including government, technology, legal, retail, utilities, medical, engineering, manufacturing, higher education and historical preservation.

Monthly meetings provide information on the latest technology and changes in records management requirements with presentations to help improve records management skills and knowledge.

Austin ARMA Membership Fast Facts

31 CRMs (Certified Records Managers)

2 FAIs (Fellows of ARMA International)

3 ARMA International Presidents

Chapter of the Year - 2007, 2009, 2010, 2012 Honorable Mention, 2008, 2011, 2014

Chapter Membership Recruitment - 2014

Chapter Participation Award - 2014

Chapter Website of the Year - 2011, 2013

Chapter Newsletter of the Year - Honorable Mention, 2011

Outstanding vendors who support and participate by sponsorships of monthly meetings, Shred Day, seminars, and other events

Austin Chapter of ARMA International

PO Box 27435
Austin, TX 78731

www.austinarma.com

Membership Benefits

Individual membership to ARMA International includes:

- Subscription to *The Information Management Journal*, a bimonthly journal containing in-depth articles on information management topics and trends
- Access to online courses and live seminars at discounted rates
- Discounted prices on records and information management books, videos, and educational tools, many of which are not available anywhere else
- Member only pricing for annual association conference

Individual membership to Austin ARMA, in addition to the above, includes:

- Access to local records and information professionals for sharing ideas and networking
- Monthly educational chapter meetings
- Special events & workshops
- Access to listings of RIM jobs locally and across the country
- Leadership opportunities
- Professional growth
- Access to financial assistance to pursue CRM
- CRM study groups
- Educational newsletter
- Opportunities to win free registration for local and international seminars and conferences

NOTE:

You must join ARMA International to join the local chapter

Programs & Events

Regular monthly meetings (Sept–June)

- Dates and program information are posted on our website: http://www.austinarma.com
- Lunch is served at all meetings. There is a $5 meeting fee for members and a $10 meeting fee for non-members.

Seminars and Workshops:

- The chapter holds at least one seminar a year, usually in March/April.
- The chapter may also hold mini-seminars or workshops periodically.

Usual meeting location:

- Check our website (www.austinarma.com) for location information for our chapter meetings, workshops and seminars.

Free Shred Day:

- Austin ARMA holds two free Shred Day events. One in November and one in May. The chapter sponsors the free shred day for the community allowing the public to safely and confidentially shred their personal documents.
- Dates and information are posted on our website: http://www.austinarma.com/shred-day

Win prizes for attendance:

- Members earn points for meeting attendance, charitable donations, participation in chapter events, and other ARMA activities. Points are converted to tickets for various drawings throughout the year.
- Drawings are for free chapter seminar registration, free membership to ARMA, free registration to the ARMA International conference and door prizes at the chapter's annual end of year Appreciation meeting.
- For a full listing of opportunities, see the latest newsletter edition on the chapter website.

How to Join

Applications:

Online: http://www.arma.org/r1/membership

Mail: http://www.arma.org/pdf/MembershipApp.pdf

Membership Costs:

Professional:	$175
Associate:	$95
Friend of ARMA:	Free
Austin Chapter Dues:	$35*

*Professional or Associate Level required for chapter membership

If you are an ARMA member with no chapter affiliation, you can contact ARMA International to join the Austin Chapter (select Austin chapter in Southwest Region).

http://www.arma.org/contact/index.cfm

ARMA International
11880 College Blvd., Suite 450
Overland Park, KS 66210

Non-members can attend local meetings. There is a $10 meeting fee for non-members.

Helpful Links:

ARMA International:
http://www.arma.org

Southwest Region of ARMA:
http://www.armasouthwest.org

Austin ARMA:
http://www.austinarma.com

Institute of Certified Records Managers (ICRM):
http://www.icrm.org