

ARMA International Records and  
Information Management RIM Core Competencies and  
Assessment Tool and  
Certified Records Manager (CRM)  
**Examination Preparation Workshop**

February 18, 2010  
Saint Louis Zoo River Camp Facility

Email or call Rae Lynn Haliday to RSVP and/or for directions by Monday, February 15, 2010, at haliday@stlzoo.org or (314) 646-4572.

Cost for the meeting is \$30 for members and \$45 for non-members.

Parking is free on the North Lot if you arrive by 8:00 am.

The Chapter is billed for reservations. Kindly give a 3 day notice of cancellation or send a substitute. Otherwise, you will be invoiced for the cost of the meeting. Thank you.

The Workshop will begin with an overview of the ARMA International Core RIM Competencies Assessment Tool which defines the knowledge and skills required to perform successfully in the RIM profession today. Attendees will spend 2 hours taking the Assessments, reviewing their GAP reports and starting Professional Development Action Plans.

## SPECIAL OFFER

**As a special incentive and to increase awareness about the great resource the St. Louis Chapter of ARMA is to the local business community, you can bring one first time guest from your organization and receive half off their attendance fee.**

\*\*\*You must bring a laptop if you want to complete the Assessments, and you should be a member of ARMA International. If you are not a member, and want to complete the Assessments, please contact Rae Lynn Haliday by February 1, 2010 for assistance in setting you up to register and pay for fee required by ARMA (\$59).



## Agenda

- › **7:30 am – 8:00 am**  
Breakfast
- › **Rae Lynn Haliday, CRM**
- › **8:00 am – 8:15 am**  
ARMA International  
Core RIM  
Competencies  
Assessment Tool:  
Overview
- › **8:15 am – 10:00 am**  
Take Assessments
- › **10:00 am – 10:15 am**  
Break
- › **10:15 am – 11:15 am**  
GAP Reports  
and Professional  
Development Action  
Plans
- › **11:15 am – 11:30 am**  
Introduction to the  
CRM Designation  
and the Institute of  
Certified Records  
Managers (ICRM)
- › **11:30 am – Noon**  
Completing the  
ICRM Application  
and opportunities  
for scholarships for  
St. Louis Chapter  
members
- › **12:00 to 12:30 pm**  
Lunch

## Agenda continued

### Karen Shaw, CRM

#### › 12:30 pm – 1:30 pm

Part I – Management Principles and the Records & Information Management (RIM) Program

*This portion of the workshop will cover the content of Part I of the examination including: Principles of Management, Human Resources, Financials, Developing/Planning/Organizing/Directing/Implementing a RIM Program, Legal Considerations, Ethical Responsibilities and Global Concerns. Discussion and pointers for specific study resources will be included as well as twenty sample questions.*

### Kathy Adair, CRM

#### › 1:30 pm – 2:45 pm

Part 5 – Technology, Equipment and Supplies

*This portion of the Workshop will cover the content of Part 5 of the examination including: Micrographics, Reprographics, Imaging Systems, Systems, Records Creation, Data Management, Data and System Disposition and Preservation, Recovery and Destruction Techniques*

#### › 2:45 am – 3:00 pm

Break

#### › 3:00 pm – 4:00 pm

Overview and Questions – Parts 2-4

### Rae Lynn Haliday, CRM, Karen Shaw, CRM and Kathy Adair, CRM

*Interactive Session on Parts 2-4. Attendees please bring any questions you may want to ask on preparation for these three Parts.*

#### › 4:00 pm – 5:00 pm

### Rae Lynn Haliday, CRM, Karen Shaw, CRM and Kathy Adair, CRM

*Part 6 – Techniques for Passing Part 6 and Review of Sample Case Study*

