



# 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!



## MID-MICHIGAN ARMA

2018 SPRING  
SEMINAR  
APRIL 17, 2018

"THE PRINCIPLES"®

ACCOUNTABILITY  
TRANSPARENCY  
INTEGRITY  
PROTECTION

COMPLIANCE  
AVAILABILITY  
RETENTION  
DISPOSITION

### 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  
Generally Accepted Recordkeeping Principles®  
April 17, 2018  
8:30 a.m. - 4 p.m.  
Lansing Community College West Campus  
5708 Cornerstone Dr, Lansing MI 48917**

Name	
Organization	
Address	
City	
State	
Zip	
Email	
Phone	

You may also register online at  
[www.midmichiganarma.org](http://www.midmichiganarma.org)

Registration Cost (includes continental breakfast, breaks, lunch and one copy of "Records Management for Dummies")

Member \$125      Non-Member \$150      Student \$30

Payment Information (Credit card registration must be done online)

Make check payable to *Mid-Michigan ARMA* (Federal ID# 382848540) and remit to:

Mid-Michigan ARMA  
PO Box 26192, Lansing MI 48909

For additional information or assistance, contact Sam Beland at  
BelandS2@michigan.gov or Sarah.Sherwood@wacker.com