



The San Diego Chapter of ARMA Presents: Auditing Your Records Management Program

Wednesday, November 19, 2008

11:30 AM - 1:30 PM

**Location:
County of San Diego
Purchasing and Contracting
10089 Willow Creek Rd., Ste. 150**

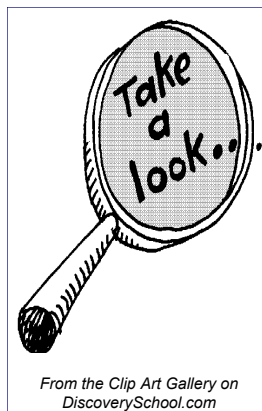
The word auditor comes from the Latin word *audire*, "one who listens." Performed properly, auditing a records management program is not something that is *done* to an organization. It is a process that can provide beneficial feedback and understanding of the level of compliance you are achieving with your records management program and its policies.

The San Diego Chapter of ARMA International is pleased to announce a presentation on Auditing Your Records Management Program. Our featured speaker is Taunya Bathard, Program Development Manager for Iron Mountain Consulting Services. This program will provide a practical approach to auditing a records management program.

The benefits of a major investment in an enterprise records management program will be short-lived if employees are not in compliance with the program and its policies. What are the most critical components for compliance? Organization-wide accountability and regular auditing. An accountability infrastructure will help convey your good faith efforts to comply. Auditing will give you the metrics to see how you are doing and how to improve.

This seminar will address establishing guiding principles for accountability and auditing of your records management program. The seminar will cover setting up a framework of accountability including:

- Establish a Steering Committee
- Designate a Corporate Records Manager
- Support the records management function with the appropriate resources
- Create an acknowledgement program



From the Clip Art Gallery on
DiscoverySchool.com

- Regularly communicate program information to employees
- Introduce measures of performance
- Include records management as part of the company's internal audit process
- Involve the IT department.

Regular auditing is a must to ensure compliance, the records management program should be integrated into the organization's internal audit process. Learn how the following key program components should be audited:

- Destruction timeliness
- Retention schedule accuracy
- Classification accuracy
- Business unit compliance
- Destruction hold administration
- Program training and communications

Our Speaker

Taunya Bathard is a Program Development Manager with Iron Mountain's Consulting practice in the West. She works with companies to develop Compliant Records Management programs in all facets of information management, including auditing RIM programs. Taunya has worked in the industry for over 15 years and is a past SD Chapter ARMA President and Public Relations Chairperson. Taunya was also the recipient of Iron Mountain's Award for "Outstanding ARMA Chapter Leadership" in 1998 for her service to the San Diego ARMA Chapter.

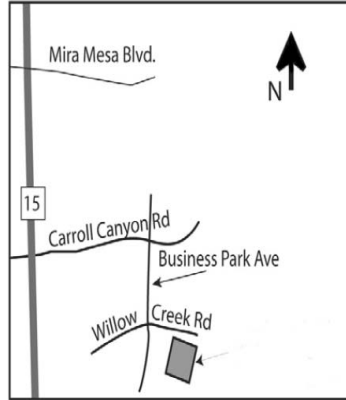


The holiday season is upon us. Please bring an unwrapped toy valued at \$10 or more to the meeting to support the Toys for Tots Program and receive an extra raffle ticket for our gift drawing.

Please register early, as seating is limited.

RSVP to Alex Fazekas-Paul at ilexmail@gmail.com

Location:
 County of San Diego
 Purchasing and Contracting
 10089 Willow Creek Rd.
 Suite 150
 San Diego CA 92131
 (858) 537-2500



Parking is behind the building and open to all. Enter thru glass doors into open courtyard – Suite 150 is to the right past elevators.

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 Presents:**

**Auditing Your Records
 Management Program**

Wednesday, November 19, 2008

MEETING AGENDA

- 11:30 - 12:00 Registration/Networking
- 12:00 - 12:15 Announcements
- 12:15 - 1:30 Lunch and Keynote Session

Lunch will be catered by:
LA CHINA RESTAURANT

To Sign Up: EMAIL registration to Alex Fazekas-Paul at illexmail@gmail.com NO LATER than 3:30 pm, Monday, November 17, 2008. Cancellations later than 48 hours prior to event and No-Shows will be billed to the person registered. Cash or check payment (only) is required at registration on day of event.

Please pre-register to take advantage of the \$15 savings for Chapter Members!

(please circle)	Pre-Registered San Diego <u>Chapter Member</u> \$20.00	Walk-in Registration San Diego <u>Chapter Member</u> \$35.00	National ARMA or <u>Non-Member</u> \$35.00	Full-time <u>Students</u> \$15.00	Vegetarian <u>Lunch</u> Yes
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***** Includes lunch *****

Name: _____

Organization: _____

Phone: _____ Fax : _____ Email _____

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