

NEW: Spring 2018 Certified Records Manager (CRM) Prep Course

Hosted by the ARMA Triangle Chapter

When: April 18, 2018

8:30 am – 4:30 pm

Registration: 8:00 am

Where: Bayer, Research Triangle Park, NC

Instructor: William LeFevre, CRM

Corporate Records and Information Manager for
Fiat/Chrysler

AGENDA

Morning Session 8:30-12:30 pm:

- Introduction: Becoming a CRM: From Application to Certification
- Part 1: Management Principles & the Records & Information Management Program
- Part 2: Records and Information Management: Creation & Use
- Part 3: Records Systems, Storage, & Retrieval
- Part 4: Records Appraisal, Retention, Protection & Disposition
- Part 5: Technology

Afternoon Session 1:30-4:30 pm:

- Part 6: Business Case

Please see our website for more information:

<https://www.armatriangle.org/>

Questions? Contact ARMATriangle@gmail.com

**All training materials included as part of your Registration fee

Cost:

Parts 1-6 (All Day)
\$110

Parts 1-5 or Part 6
(Half Day) \$60

Lunch is included in
the All Day session

Join us for our Spring
Seminar on April 19!

Register here:

<https://www.armatriangle.org/>

