



ARMA UTAH-SALT LAKE CHAPTER

Chapter Service Project

Our service project will be to do records management work with our own chapter records. We are asking anyone who has ever served in ARMA or who has been a member to bring your unique chapter records and photographs with you to this event.



- Date:** Thursday, June 7, 2007
Time: 12:00 noon to 3:00 p.m. (Lunch will be provided)
Place: 349 South 200 East, Suite 200
RSVP: RSVP by Thursday, May 31, to Daryle Bartholomew at (801) 851-8215 or daryleb@utah.gov

As we prepared a strategic plan for 2006-2007, we recognized a need to identify our own organization's records, to organize those records by records series, and to define and apply appropriate retention and final disposition rules.

During our project, we will break into groups. Each chapter member will be assigned to work with records associated with a specific Executive Board position. Folders, labels, boxes and other materials will be provided. We anticipate that by the end of the project, all our chapter records from the present and from the past will be ready for transfer and storage to a records storage facility.

We will also discuss the need to control our electronic records and will work toward a solution for successfully managing them.

As we achieve these goals, all members of our chapter, and, especially our leaders, will benefit in the day-to-day management of our chapter, and a future chapter historian will be able to use these same records and photographs to compile and write our chapter's history.

