

# Information Requirements Clearinghouse

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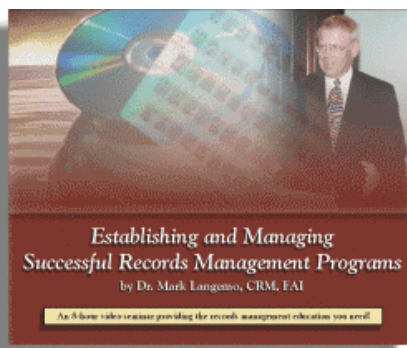
Monday January 24, 2005



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## Establishing and Managing Successful Records Management Programs



Today, organizations need comprehensive and quality records management education. Paper records have been accumulating for years and electronic records have been neglected. In the worst cases, critical records cannot be found or have disappeared without a trace. And, organizations face new and challenging legal compliance problems due to recent legislation, increased litigation involving records, and publicized recordkeeping fiascos. With this sudden focus on records management, there are simply not enough records management professionals to do all the work . . . and get it done yesterday!

In this new 8-hour CD video seminar, Dr. Langemo gives you the comprehensive records management education you need. He not only presents the basics of records management, but also recommends the time-honored, successful approaches to jump start your program and establish effective records management procedures.

You can expect to pay much more for his live two-day seminar, plus travel costs and time away from the job. Now you can experience the excitement of Dr. Langemo's energetic and enthusiastic new training program in the convenience of your office or home.

This new CD Seminar is designed for:

- New or established records managers and others with records responsibilities,
- Information system professionals needing a quick emersion in records management methodology to guide the development of the electronic records program, and
- All those concerned about their records management program.

The CD set comes in a easy-to-use format that will install quickly on your PC-compatible computer. You get the following lessons, complete with discussion points:

- Session 1:** Introduction to Successful Organization-Wide Records Management Programs
- Session 2:** Winning Strategies for Developing or Strengthening Records Management Programs
- Session 3:** Managing Electronic Records
- Session 4:** Developing and Implementing Records Retention Programs
- Session 5:** Developing State-of-the-Art Filing Systems for Paper Records
- Session 6:** Managing Inactive Records, Vital Records, and Roles of Records Centers and Archives
- Session 7:** Imaging and Applications of Imaging Technologies in Records Management
- Session 8:** Managing and Motivating Personnel to Productivity and Success

### PRICING

- Initial purchase: **\$249.00** (plus shipping and handling)
- ISBN: 0-929316-51-7 2004 Edition

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