



INSIDE THIS ISSUE

Upcoming Events 1
 Website Update..... 1
 Mentorship Program 1
 IGP's Deliver Organizational Value & Reduce Risk..... 1
 Information Governance & the Principles 2
 Student Membership Fees 2

HELPFUL LINKS

- [Edmonton Chapter](#)
- [ARMA International](#)
- [ARMA International Education Foundation](#)
- [Journal of Canadian Records & Information Management](#)
- [AIIM](#)
- [Governance & Record Keeping Around the World English | Français](#)

FIND US ON SOCIAL MEDIA

- [LinkedIn @ARMA Edmonton Chapter](#)
- [Twitter @ARMA Edmonton](#)
- [Facebook @ARMA Edmonton Chapter](#)

The ARMA Yeg Connector

UPCOMING EVENTS

With a vacancy in the Programming Director position the board has been working hard to identify important topics and develop a robust schedule of events!

More information will be shared as it becomes available but here's a sneak peek at some of the sessions we're looking at for the coming months.

- Possible Tour of Provincial Archives
- Strategies for Managing Projects
- Understanding and Managing BIG Data
- Back to Basics – a RIM Month Special
- Potential Panel Discussion

WEBSITE UPDATE

Over the past few months ARMA International has been working on a plan to move all their chapters to new websites. Beginning February 1st the Edmonton Chapter website will change to www.edmonton.armachapters.org

Make sure to bookmark our new site for quick and easy reference to new career opportunities and upcoming events!

MENTORSHIP PROGRAM

Did you know that ARMA International has a great mentorship program!? Whether you're looking to be a mentor or a mentee, their [website](#) has all the information you need. The application process is simple; read their [code of conduct](#) and fill out a [survey](#).

The next term spans a six month period beginning March 6, 2019. Submit your applications before the deadline on February 15, 2019.

IGP'S DELIVER ORGANIZATIONAL VALUE & REDUCE RISK

Because the digital data age brings continuous changes in laws, regulations, technologies, and threats, many organizations are turning to information governance (IG) to best leverage and protect their information assets. The digital revolution is also bringing great *opportunity* to the profession, as organizations increasingly seek qualified IG professionals to manage and protect their data assets in a strategic manner.

To recognize and certify those professionals with special knowledge and skills in IG, ARMA International offers the Information Governance Professional (IGP) Certification. Those who attain this unique credential are in great demand because they are known to be able to help an organization leverage information for maximum value while reducing the costs and mitigating the risks associated with it.

Candidates can sit for the IGP exam during the spring and fall windows each year. For more details on the application process, and to access prep materials, please visit the [ARMA IGP site](#).

DID YOU KNOW?

Although the concept of records management is not new, the concept of information governance as we know it today is more recent. In the early 2000's, the healthcare industry was experiencing the transition from print to electronic recordkeeping. Therefore, healthcare professionals called for a stricter system that would effectively manage records while still maintaining patient confidentiality. As the practice of information governance spread outside the healthcare industry, ARMA International decided to create consistent standards of recordkeeping that could apply to any organization's information governance program. This led to the publication of The Generally Accepted Recordkeeping Principles® in 2009. The Principles were further revised in 2017.

CALLING ALL WRITERS

Interested in contributing to the newsletter? Passionate about a topic you'd like to share?

Contact the newsletter editor for more information.

Marlena Muskens
muskensm@mymacewan.ca

INFORMATION GOVERNANCE & THE PRINCIPLES

From day-to-day operations to compliance with applicable laws, regulations, standards, policies and procedures, information and records are an important element in the functioning of an organization. Therefore, an information governance framework must be in place to ensure that records are effectively managed at every stage of their life cycle (creation or receipt, use, maintenance, and disposition).

According to Gartner, information governance (IG) is “an accountability framework” that “includes the processes, roles, standards, and metrics to ensure the effective and efficient use of information in enabling an organization to achieve its goals”. ARMA International developed and published The Principles (formerly The Generally Accepted Recordkeeping Principles®) to promote awareness of IG standards and principles and to give organizations a basis for developing an information management program. They are listed below:

Principle of Accountability

A senior executive (or a person of comparable authority) shall oversee the IG program and delegate responsibility for RIM to appropriate individuals. The organization adopts policies and procedures to guide personnel and ensure that the program can be audited.

Principle of Transparency

An organization's business processes and activities, including its IG program, shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate interested parties.

Principle of Integrity

An IG program shall be constructed so the information generated by or managed for the organization has a reasonable and suitable guarantee of authenticity and reliability.

Principle of Protection

An IG program shall be constructed to ensure a reasonable level of protection for records and information that are private, confidential, secret, classified, or essential to business continuity or that otherwise require protection.

Principle of Compliance

An IG program shall be constructed to comply with applicable laws and other binding authorities, as well as with the organization's policies.

Principle of Availability

An organization shall maintain records and information in a manner that ensures timely, efficient, and accurate retrieval of needed information.

Principle of Retention

An organization shall maintain its records and information for an appropriate time, taking into account its legal, regulatory, fiscal, operational, and binding requirements.

Principle of Disposition

An organization shall provide secure and appropriate disposition for records and information that are no longer required to be maintained by applicable laws and the organization's policies.

For more information on The Principles and how to use them in your IG program, you can purchase the [Implementing the Generally Accepted Recordkeeping Principles® \(TR30-2017\) PDF](#) through the ARMA International website.

STUDENT MEMBERSHIP FEES

Big things have been in the works with ARMA International recently. We recently received some very exciting news that ARMA will now be offering student membership pricing! Student pricing still provides all the benefits of a full professional membership (even access to the mentorship program!) for an affordable price.

Signing up is an easy online process and a joining a local chapter is free. Instructions on how to join are easy and can be found [here](#). If you know a student interested in joining and getting engaged with the association share this wonderful information with them!