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- The lowdown on the Legal aspects of RIM event!
- Another event in the wings



Things to Think About!

Whether you're designing a new records retention policy or reviewing your present policy to see if it's still appropriate, there are a number of "musts" like checking the statutes and regulations and making sure the words you use are the words you mean.

Thanks to Stuart Rennie!

At the event on October 4th, Mr. Rennie provide about 40 attendees with a lot to think about when considering the legal issues surrounding retention of records.

One thing to think about is email.



Yup! Email is a record that is subject to discovery in the event of litigation.

Does your organization have a policy that deals with the use of company email? Does the policy deal with the regular and timely destruction of email from all the servers and backups?

If not, you could be vulnerable!

Your Executive Team

Contact us!

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Members at Large

- **Randy Jacobson**
- **Deb McClintick**
- **Anne Cummings**

ARMA VI Events are a great opportunity to network and learn more about RIM!

2006-2007 ARMA VI Goals

- To support the Records and Information Management Professionals by offering at least four “events” that will provide support and ideas for our members and associates.
- To expand ARMA VI by focusing on gaining new memberships from Nanaimo and the North Island communities.
- To ensure that Records and Information Management Professionals in the private sector feel welcome to attend our events.
- To extend our membership in the private sector.

EVENT #2

Our second event for this year is scheduled and we want to see you there!

Date: **Tuesday, November 21, 2006**
Time: 11:00 to 1:00
Place: Ambrosia
638 Fisgard Street
Victoria, BC
(Parking is available in the City of Victoria Parking Lot just down from Fisgard and Douglas. Ambrosia is across the street from the parking lot)

Topic: Current Issues in Government Information Management: A Cross Canada Update

Speaker: Marland Grove (see next column)

Cost: Members \$30.00
Non-Members \$35.00

Registration:

https://www.sporg.com/registration?form_id=64704

(NOTE: A small number of Internet Explorer users may need to deselect the 'Automatically Detect Settings' button under Internet Options>Connections Tab>LAN Settings in order to register.)

About the Speaker

Marland Grove

Director of the
Corporate Information Management Branch
Office of the Chief Information Officer
Ministry of Labour and Citizens' Services

The Corporate Information Management Branch is responsible for:

Providing a government-wide framework for the management of recorded information, including policies, standards and strategic direction for the creation, security, accessibility, retention, disposition and preservation of records.

Providing common records management systems and services to ministries, Crown Corporations and agencies.

Determining on behalf of government as a whole which records have ongoing (archival) value.

Marland has been 30 years with the Province of BC. He began his career as a Micrographic Analyst and then Imaging Analyst (when digital scanning began). He has held increasingly senior positions: Manager Advisory and Training, Manager Records Centre and Client Services and then Manager Government Records (first with the Records Management Branch and then with the BC Archives and Records Service (combined records and archives program) before becoming Director of Corporate Information Management.