RIMtech Online Training

Public Course

RIMtech
www.rimtechconsulting.com

State of the Art Electronic Recordkeeping Techniques & Technology

Duration
8 hours (1 day)

RRS 1U

How to Build a Modern Software-Ready Retention Schedule

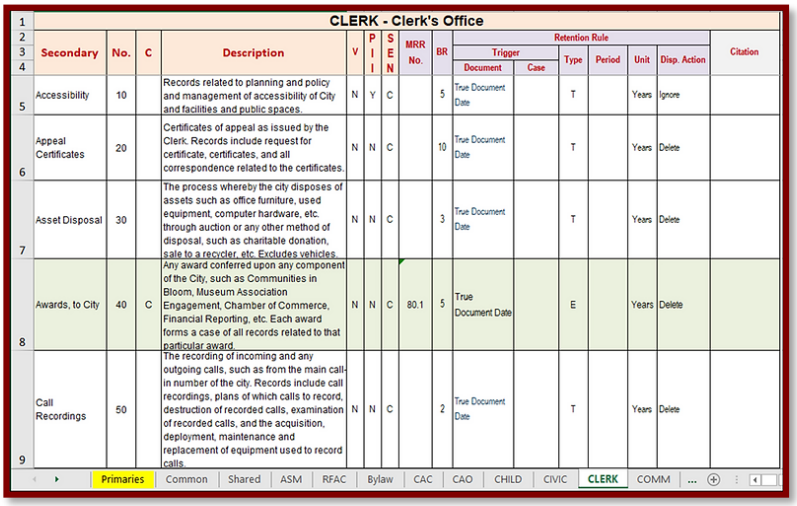
Instruction by Bruce Miller IGP, MBA

RIMtech Public Online Courses are scheduled periodically and open to anyone. Attendance is limited to optimize the learning experience. We assume your content management platform will be Microsoft SharePoint. All courses are fully and equally applicable to any of the (5) popular records management software products available for SharePoint, with the exception of courses where we teach specific records software products.

This is an **Introductory** Course

RIMtech Advanced EDRMS Course Categories		
Category	**Duration**	**Details**
Foundation	1 day	All the fundamental concepts, principles, definitions, and understanding of all elements of modern EDRMS (**E**lectronic **D**ocument/**R**ecords **M**anagement **S**ystems) you need to know. A prerequisite for any Deep-Dive course. A full day dedicated to this critical foundation, versus a half-day within any Introductory-level course. No prerequisites necessary.
Introductory	1 day	Only have 1 day to learn? An introductory-level course is ideal for you. The first half day of all Introductory courses is the same - EDRMS Fundamentals. These fundamentals are essential in order to fully understand the topic covered during the second half of the day.
Deep-Dive	1 day	Need to go deeper? Deep-Dive courses feature more "How To" than introductory courses of the same topic. Two Prerequisities: 1. EDRMS 1U (Electronic Recordkeeping - EDRMS 101) **OR** any Introductory-level course. EDRMS 1U is strongly recommended. 2. SPRMDD 1U (SharePoint for Information Management Professionals, Deep Dive) **OR** Strong SharePoint knowledge of Libraries, Columns, Content Types, Document Sets, Permissions

Your retention schedule is not suitable for electronic recordkeeping – it's going to have to change! To deploy a successful EDRMS (**E**lectronic **D**ocument/**R**ecords **M**anagement **S**ystem), you'll need to make your retention schedule **Software-Ready**. A software-ready retention schedule is specifically structured to load into the recordkeeping software you'll need to deploy for a successful EDRMS. It will never be seen or utilized by humans! It has to be machine-readable, and actionable by the recordkeeping software. Case (event-driven) activities must be properly defined, and you'll need to express existing retention rules in machine-actionable format. In this course you'll learn how to adapt your retention schedule for a fully automated successful EDRMS deployment. This course is designed and delivered by **Bruce Miller**, author, independent consultant, and leading expert in electronic recordkeeping, and author of "*Managing Records in Microsoft SharePoint*".



CLERK - Clerk's Office

Secondary	No.	C	Description	V	PII	SEN	MRR No.	BR	Retention Rule: Trigger: Document	Retention Rule: Trigger: Case	Retention Rule: Type	Retention Rule: Period	Retention Rule: Unit	Retention Rule: Disp. Action	Citation
Accessibility	10		Records related to planning and policy and management of accessibility of City and facilities and public spaces.	N	Y	C		5	True Document Date		T		Years	Ignore	
Appeal Certificates	20		Certificates of appeal as issued by the Clerk. Records include request for certificate, certificates, and all correspondence related to the certificates.	N	N	C		10	True Document Date		T		Years	Delete	
Asset Disposal	30		The process whereby the city disposes of assets such as office furniture, used equipment, computer hardware, etc. through auction or any other method of disposal, such as charitable donation, sale to a recycler, etc. Excludes vehicles.	N	N	C		3	True Document Date		T		Years	Delete	
Awards, to City	40	C	Any award conferred upon any component of the City, such as Communities in Bloom, Museum Association Engagement, Chamber of Commerce, Financial Reporting, etc. Each award forms a case of all records related to that particular award.	N	N	C	80.1	5	True Document Date		E		Years	Delete	
Call Recordings	50		The recording of incoming and any outgoing calls, such as from the main call-in number of the city. Records include call recordings, plans of which calls to record, destruction of recorded calls, examination of recorded calls, and the acquisition, deployment, maintenance and replacement of equipment used to record calls.	N	N	C		2	True Document Date		T		Years	Delete	

Primaries | Common | Shared | ASM | RFAC | Bylaw | CAC | CAO | CHILD | CIVIC | CLERK | COMM | ...

RIMtech

CATALYST
Information Governance Tools

Learning Objectives

Upon completion of this workshop, participants will be able to:

- Understand the retention schedule requirements of modern recordkeeping software
- Modify a retention schedule to make it EDRMS-Ready
- Apply different forms of retention rule triggers, utilizing document metadata
- Understand the value-based retention technique
- Learn how the retention schedule impacts EDRMS Architecture
- Fully automate document classification via automation rules
- Define and deploy case records properly
- Specify Common vs Shared categories

Who Will Benefit

Records/Information Management professionals, records analysts, IT analysts with an interest in electronic recordkeeping.

Takeaway Tools

Course materials include an effort estimation model and templates for a modern retention schedule.

Certification Credits

7 CEUs | 7 CEUs | 8 CEUs

Testimonials

"*I loved the performance measure aspect, and 20 suggested decisions. This was worth the cost of the course alone.*"

"*I really liked the presenter. He engaged the attendees and asked thought-provoking questions that generated some lively conversations.*"

"*This was one of the most engaging and informative seminars I can remember attending. I got a lot of great takeaways and can enthusiastically tell my employer that this was a productive use of my time and training dollars.*"

"*Thank you! This course hit the nail on the head – it touched on many of the issues that I see in the workplace and provided me with the guidance and affirmation that will help me to manage these issues. Awesome seminar!*"

Instructor

Bruce Miller, MBA, IGP is a world leading expert on electronic recordkeeping. He is an independent consultant, an author, and an educator. Widely regarded as the inventor of modern electronic recordkeeping software, he pioneered the world's first commercial electronic recordkeeping software in 1989. In 1997 he achieved the world's first e-Records software certification against the US DoD 5015.2-STD standard, and has since presided over several successful software certifications. In 1999 he developed the world's first e-Records software ***engine*** for business software. That year he received ARMA Canada's National Capital Region's **Ted Ferrier Award of Excellence** for his contribution to the field of records management. Bruce's software was the first technology in the world to be certified against the revised 5015.2 June 2002 standard. In 2002 his company was acquired by IBM, where he served for three years as IBM's global e-Records Strategy and Business Development Executive. At IBM he was honored as a *Technical Leader*, one of only 439 out of 360,000 IBM employees. Mr. Miller is the recipient of the prestigious 2003 **Emmett Leahy Award**, considered the highest international recognition given to professionals in the field of information and records management. His book "*Managing Records in Microsoft SharePoint 2010*" was an ARMA best seller, and the second edition was released in October 2015. Bruce holds a Diploma in Electronics Engineering Technology, a Masters in Business Administration from Queen's University, and is a certified Information Governance Professional. Throughout his career, he has founded 4 companies:

Provenance Systems	World's first electronic records software
Tarian Software	World's first reusable electronic recordkeeping engine
RIMtech	Electronic records education and consulting
Catalyst IG Tools	Specialty EDRMS deployment tools for Microsoft SharePoint

Course Topics

Topic	Description
EDRMS Fundamentals	
Recordkeeping Fundamentals	Learn the essential principles, language and concepts of records management such as declaration, disposition versus deletion, classification, qualification, and more. What does "compliance" really mean?
SharePoint IA	Learn a SharePoint Information Architecture (IA) that will support recordkeeping compliance, and the role of the metadata within that architecture. Learn how SharePoint sites, libraries, content types, columns are utilized.
Key Success Measures	Learn the (3) key measures that will objectively quantify and prove that your project is in fact records-compliant.
The Retention Schedule	Understand why your existing retention schedule will have to change, and how to adapt it for ERMS usage.
Proving Compliance	How do we measure, and prove, we have achieved recordkeeping compliance?
EDRMS By the Numbers	Every EDRMS project has several important internal numbers that will drive the scope/scale of the project, level of effort, duration, and more. Learn to identify your project's numbers, and use these numbers to manage your records successfully.
Case Records	The single biggest point of failure in most EDRMS projects. Over 60% of all records are case records. Learn how they must be treated differently, how to deploy them in SharePoint, how disposition is handled with them, and how to manage them properly.
The Two Lethal Threats	Understand the two lethal threats to an EDRMS project, and how to avoid them.
Email	A good proportion of corporate email are records. Learn how to identify the email records, then how to capture them in order to manage them as records.
The 3 Key Roles	Understand, and clearly articulate, the roles of the three key players in any EDRMS project. The **RIM** professional, the **IMA** (**I**nformation **M**anagement **A**dministrator), and the **IT** team. What do they do, and how much do they need to contribute?
Records Automation	Compliance comes from the organization, not from end users. Learn why records automation is critical to a successful records-compliant deployment of SharePoint.
Retention Schedule Topics	
Software Requirements	Understand what all modern recordkeeping software expects of a retention schedule
Case Record Handling	Learn how to properly define case (event-driven) activities.
Retention Schedule Structure	Understand the components and structure of a modern retention schedule. Spreadsheet format
Value-Based Retention	Assign retention periods based on the value of individual records
Role of Metadata	Learn how to use metadata in the retention schedule to support granular retention rules
Retention Rule Automation	Learn how to convert existing retention rules to machine-actionable format. Eliminate user involvement in recordkeeping processes, including classification.
Category Modes	Each category (activity) in the schedule will operate in one of three different modes (common, shared, local). You'll need to define each mode within the schedule.
Effort Estimator	Reliably project the total time/effort required to convert your retention schedule
Privacy Protection	See how to build privacy protection into the schedule, to support downstream protection in SharePoint.
Retention Rules	Learn how to write vendor-neutral rules, as well as product-specific retention rules.

Advantages of RIMtech Training

- ✓ 100% vendor neutral content. No ties to products or services providers.
- ✓ Instruction by **Bruce Miller**. Learn from, and interact with, the top expert in electronic recordkeeping.
- ✓ We understand records management. We speak your language.
- ✓ We understand IT. We speak your language also!
- ✓ We simplify complex technology so you can understand it.
- ✓ More than just consulting. Catalyst IG Tools – use the world's only specialized tools for EDRMS deployment.
- ✓ Live instruction – not pre-recorded.
- ✓ Real-world examples and experience from actual projects.
- ✓ The very latest in technology, techniques, and methods.
- ✓ Best practices, developed by RIMtech.
- ✓ Engaging, dynamic, interactive instruction. Exercises to facilitate learning.
- ✓ You get to keep materials and tools following completion.
- ✓ Access to full session recording
- ✓ CRM/IGP credits for all courses.
- ✓ Official Completion Certificate.

Registration Form (1 form per participant)				Class	RRS 1U
Mr/Ms/Mrs.	Name			Title	
Organization			Dept.		
Address					
City	State/Prov	Zip/PostCode	Country		
Telephone	Email				
Payment Method					
Please Bill Credit Card	☐ Visa	☐ Mastercard	☐ Amex		
Name on Card					
Card Number		Expiry Date (YY/MM/DD)		CCV	
Signature					
☐ Cheque, Payable to RIMtech Inc.	☐ Invoice, P.O. # (Attach P.O.)				

Five Ways to Register & Pay	
Online	Go to the appropriate class page under Training & Education. Select the class, then pay via PayPal or credit card
Telephone	Call Natalie Arruda at 343-572-8533 to give your credit card details over the phone.
Email	Complete this form and scan it to PDF, then email it to us at natalie@rimtechconsulting.com
Cheque	Complete this form and enclose a cheque. Mail to RIMtech Inc., 50 Argue Drive, Ottawa, On Canada K2E 6S1
Purchase Order	Complete this form, include Purchase Order, scan to PDF, then email to us at natalie@rimtechconsulting.com

How to Build a Modern Software-Ready Retention Schedule	Price	
	Regular	**ARMA Member**
	US $800	US $700
Applicable Taxes	Outside Canada	none
	AB, SK, BC, MB, NT, QC, NU, YT	5%
	ON	13%
	NB, NL, NS, PE	15%

Technology Requirements

1. Reliable, stable high-speed Internet connection
2. Computer/laptop with a hands-free microphone (headset, or built-in)
3. Zoom App available at https://zoom.us/download (downloads automatically upon first meeting sign-in)
4. Camera optional but recommended
5. Printer to print out course exercise materials (highly recommended)

Terms and Conditions

This is a summary only. See https://www.rimtechconsulting.com/terms-conditions for our detailed Terms and Conditions.

1. **Equipment Requirements**. Each participant is responsible for the technology requirements above in order to participate successfully in any RIMtech online class or event.
2. **No Recordings**. Sessions are not recorded, to protect the privacy of participants.
3. **Class Materials**. Participants will receive all class materials in electronic form. Materials will be posted to a restricted page of RIMtech's website for that particular class.
4. **No-Shows.** If a participant fails to attend a class without a notification of cancellation, no refund will be issued. RIMtech will make the class materials available for that participant.
5. **Payment.** Payment, or a Purchase Order, must be received by the class date. All invoices are due within 30 days.
6. **Participant Contact**. We require the name, email addresses, and telephone number of each participant prior to the start of each class.
7. **Participant Substitution**. A participant may be substituted at any time, by contacting natalie@rimtechconsulting.com.
8. **Participant Cancellation**. To cancel, you must notify us 5 days prior to the class date. The class fee will be refunded less a 10% administrative fee. If cancellation is received later than 5 days prior to class start date, participant may nominate a substitution, or RIMtech will issue a credit voucher for the full amount of the class, redeemable for 1 year against any class of equal or lesser value.
9. **RIMtech Cancellation**. RIMtech reserves the right to cancel any class for any reason, such as a failure to reach the minimum class registration size, instructor illness, etc. In such an event, RIMtech shall refund the full registration fee paid. RIMtech will make every effort to notify registrants as soon as possible of any such cancellation.
10. **RIMtech Postponement**. RIMtech reserves the right to postpone/reschedule any class for any reason and will, in such an event, work with registrants to find a mutually acceptable reschedule date. If such a date is not acceptable to any registrant, a full refund will be issued. RIMtech will make every effort to notify registrants as soon as possible of any such cancellation.
11. **Liability**. RIMtech assumes no liability for changes in course dates or content.
12. **Currency**. All fees are in US dollars.

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