



Twin Cities Chapter of ARMA

Company of the Year Award Application

Overview of Award

This award recognizes a company (with at least one ARMA Chapter member) that has best demonstrated involvement and support of their Records and Information Management program and personnel during the past year (July 2017 – June 2018). Only company-sponsored Records and Information Management work will be considered, not work performed on behalf of the Chapter. Self-nominations are encouraged in this category to highlight an employer's support for records management.

Minimum Criteria

Company must have a Chapter member who has been a member in good standing for the current ARMA International fiscal year (July 1, 2017 – June 30, 2018).

Instructions

Nominees complete the application form by describing their accomplishments in the areas outlined below. Nominees submit the completed application to the Awards Committee Chair (Committee Chair: e-mail josh.schaffer@minneapolismn.gov) by 5:00 p.m. on May 31, 2018.

Functioning Aspects of Records and Information Management Program

| | |
|---|--------------------------------|
| Retention Schedule Creation/Maintenance | Vital Records |
| Imaging | Record Inventories |
| Destruction Program | Policy/Procedure Development |
| Filing Systems – Design/Conversion | Records Program Audit |
| Active/Inactive Records | Disaster Recovery |
| Micrographics | On-Site Record Center |
| Internal Consulting | Electronic Document Management |
| User Training for Company Employees | Electronic Records Management |
| RIM Marketing | RIM Web Site |

History

Background of Company's RIM Program

Projects

Education
Tours of Facility
Publicity/Marketing Services
Newsletter
Automation
Other

Results

Significant Achievements
Project Accomplishments
Other



Twin Cities Chapter of ARMA

**Company of the Year
Award Application**

Application Form (to be completed by nominee)

**Company or
Organization:**

Department Name:

Contact Name:

Address (local):

Type of Business:

Employees that assisted in the completion of this application:

Number of Employees: **In Company** _____ **In Twin Cities** _____
 In Department _____ **That the Department Supports** _____

Functioning Aspects of Records and Information Management Program

Please check each aspect that applies

| | | | |
|--------------------------|---|--------------------------|--------------------------------|
| <input type="checkbox"/> | Retention Schedule Creation/Maintenance | <input type="checkbox"/> | Vital Records |
| <input type="checkbox"/> | Imaging | <input type="checkbox"/> | Record Inventories |
| <input type="checkbox"/> | Destruction Program | <input type="checkbox"/> | Policy/Procedure Development |
| <input type="checkbox"/> | Filing Systems – Design/Conversion | <input type="checkbox"/> | Records Program Audit |
| <input type="checkbox"/> | Active/Inactive Records | <input type="checkbox"/> | Disaster Recovery |
| <input type="checkbox"/> | Micrographics | <input type="checkbox"/> | On-Site Record Center |
| <input type="checkbox"/> | Internal Consulting | <input type="checkbox"/> | Electronic Document Management |
| <input type="checkbox"/> | User Training for Company Employees | <input type="checkbox"/> | Electronic Records Management |
| <input type="checkbox"/> | RIM Marketing | <input type="checkbox"/> | RIM Web Site |

History

Enter information here.

Projects

Enter information here.

Results

Enter information here.



Twin Cities Chapter of ARMA

Company of the Year Award Application

Nominee's Signature

Date

Manager's Signature

Date

Manager's Printed Name

Manager's e-mail address

Manager's Mailing Address