



## Twin Cities Chapter of ARMA

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### 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 2018 – June 2019). 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, 2018 – June 30, 2019).

#### 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 [Chris.J.Johnson@state.mn.us](mailto:Chris.J.Johnson@state.mn.us)) by 5:00 p.m. on May 31, 2019.

#### 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



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### 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 below)

**Projects** (Enter information below)

**Results** (Enter information below)



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### Company of the Year Award Application

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Nominee's Signature

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Date

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Manager's Signature

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Date

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Manager's Printed Name

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Manager's e-mail address

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Manager's Mailing Address