

InSights Newsletter

Records Management Program Need an Extreme Makeover?
IMERGE Consulting is a Vendor-Neutral Analyst and Consulting Firm That Can Help You Save Money and Increase Productivity.

imerge
 CONSULTING



February 2009

Speaking Engagements

Don Post, Partner, at the ARMA Chicago Chapter meeting February 10, 2009, on "Enterprise Taxonomy: A Critical Framework for Driving Your Organization Excellence".

[More Information](#)

Charmaine Brooks, Principal, at the AIIM Salt Lake City Chapter February 11, 2009, on "You Say Taxonomy, I Say Classification -- Is There a Difference?"

[More Information](#)

Don Post, Partner, will be speaking at AIIM Wisconsin Chapter February 17, 2009, on "Enterprise Taxonomy: A Critical Framework for Driving Your Organization Excellence"

[More Information](#)

IMERGE Consulting will have Charmaine Brooks, Principal, exhibiting at the Boise Valley ARMA Chapter Winter Conference on February 20, 2009.

[More Information](#)

Vigi Gurushanta, Principal, at the Federated Press Conference March 2, 2009 in Toronto, ON., on "Implementing a Records Retention/Management Program to Reduce E-Discovery Costs and Risks."

[More Information](#)



News & Events: Where in the world is IMERGE? Click here to find out!

FREE DOCUMENT CONVERSION WEBINAR

Don Post, Partner, will be the speaker on an AIIM webinar entitled "Document Conversion: Prepare for Success" on February 25, 2009. The event is free, but you must register. For details and to register, [click here](#).

TAXONOMY

Are your taxonomy, classification scheme, file plan, and retention schedule still in MS Access, Excel or Word? You can spend hours, weeks or years trying to create links and relationships and developing your file plan structure. We prefer to use the right tool for the job.

a.k.a@ is user friendly tool for building and maintaining your taxonomy or business classification and linking to retention and disposition rules. It maintains links and relationships with the ability to publish your classification to the web, Windows™ foldering structure, or to an ECM or ERMS.

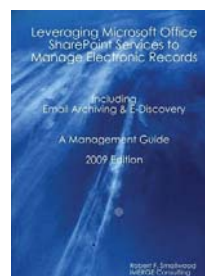
For more information contact Charmaine Brooks, CRM, ERMM at (208) 343-1904 or cbrooks@imergeconsult.com

ARTICLES and BOOKS**Leveraging SharePoint Services to Manage Electronic Records**

By Robert Smallwood & Charmaine Brooks

This 92-page report, available as an instant download or as a paperback book, is a just released, UP-TO-DATE Management Guide on using Microsoft SharePoint Services for managing electronic records, including email archiving and e-discover. It covers the nuts and bolts of implementing records management with SharePoint in plain language yet with necessary technical detail. It includes valuable citation of resources to help keep you current.

[Order Today](#)

**EDUCATION****Attend a Scheduled Public AIIM ERM Certificate Workshop or Bring It to Your Location!**

Do you need your AIIM ERM Certificate Practitioner or Master Certificate, but can't get to a workshop? Sponsor a workshop at the venue and on the days you choose. It is convenient and cost effective! Register yourself and your attendees. We bring the needed materials, and an interactive, effective learning experience. Workshop attendees can avoid overnight travel, and sponsoring organizations can open their workshop to persons from other organizations. Classes must have a minimum of five persons, and dates are available on a first-come first-served basis. Contact us at 815-398-0492 (US) or 416-840-4461 (Canada).

AIIM ERM Practitioner Certificate Workshop

Course covers concepts, lifecycle of a record, classification schemes, controls and security, retention and disposal and metadata. After successful test completion participants receive the AIIM ERM Practitioner certificate.

Toronto, ON Feb 23-24, 2009

[IMERGE Articles: Click here to read them for free](#)

[IMERGE Books: Available for purchase, written by IMERGE consultants](#)

Calgary, BC March 30-31, 2009
Vancouver, BC June 1-2, 2009

[Click Here for More Information and Schedule](#)

AIIM ERM Master Certificate Workshop

Course includes the above certificate workshop and adds real-world experience through the use of case study experiences. After completion of this workshop, exam and case study approval, participants will receive the AIIM ERM Master certificate.

Toronto, ON Feb 23-26, 2009

Calgary, BC March 30-April 2, 2009

Vancouver, BC June 1-4, 2009

[Click Here for More Information and Schedule](#)

About IMERGE Consulting, Inc.

IMERGE is a leading analyst firm providing management and technology consulting services, with a focus on records management, enterprise content management, business process improvement and compliance advisory services. IMERGE helps organizations improve ECM project ROI, clearly define requirements and business case, evaluate software and deploy systems faster. IMERGE does not sell hardware, software, or systems. We have more than 20 offices in major cities across North America--most of them within 90 minutes of your location.

www.imergeconsult.com

Contact us at training@lmergeconsult.com or call 815-398-0492 (US) or 416-840-4461 (Canada)