

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



March 2009

Speaking Engagements

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](#)

Vigi Gurushanta, Principal, at the ARMA Toronto Chapter meeting on March 26, 2009. Topic: Compliance and eDiscovery Challenges: Play now, or Pay Later.

[More Information](#)

Vigi Gurushanta, Principal, at Infonex Conference on Effectively Managing Emails - Storage and Destruction on May 12, 2009.

[More Information](#)

Paula Lederman, Principal, will deliver the following talks at ARMA Canada in June 2009.

"Who Has Time to Classify Document or E-mail? The Improving Options Using Auto-Classification," and "Organizing Shared Drives While Waiting for an Electronic Records Management Vendor and Electronic File Inventories."

[More Information](#)



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

CONFERENCES

AIIM 2009 Conference

March 30-April 2, 2009
 Philadelphia Convention Center
[More Information](#)

ARMA Canada 2009 Conference

May 31 - June 3, 2009
 The Sutton Place Hotel
 See us at our booth. Meet Vigi Gurushanta, Paula Lederman and Charmaine Brooks. They will answer all your questions about how IMERGE Consulting's records and document management services can help your organization increase efficiencies and reduce costs and risk.

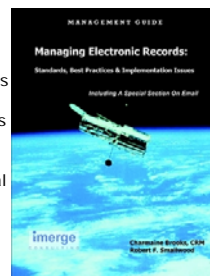
ARTICLES and BOOKS

Managing Electronic Records, 2009 Edition: Standards, Best Practices & Implementation Issues

By Robert Smallwood & Charmaine Brooks

This Management Guide, Updated for 2009, includes sections on leveraging Microsoft SharePoint Services for records management, moving to green records management, Instant Messaging records issues, and archiving emails as e-records. The report also provides a comprehensive review of U.S. and global electronic records standards, Best Practices, technologies, decision points and project implementation issues. The last section of the publication covers issues specific to email records, policy management. Co-authored by Charmaine Brooks, CRM who has hands-on electronic records implementation expertise; and Robert Smallwood, ECM expert and former member of AIIM International Board of Directors and Executive Committee who specializes in email policy and technologies.

[Order Today](#)



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 a 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

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

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

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

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 April 27-28, 2009

Calgary, AB May 4-5, 2009

New York, NY May 18-19, 2009

Vancouver, BC June 15-16, 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 April 27-30, 2009

Calgary, AB May 4-7, 2009

New York, NY May 18-21, 2009

Vancouver, BC June 15-18, 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)