



*COLUMBIA BASIN CHAPTER*  
*The Information Management Professionals*

***Mission Statement:***

The mission of ARMA International is to educate, advocate, provide resources, and set standards that enable professionals to govern information as a critical element of organizational value.

*The Columbia Basin Chapter acts as a resource to its members and the community by sharing knowledge, supporting professional development, and encouraging education to promote sound record keeping practices and principles.*

***Expertise:***

Columbia Basin Chapter of ARMA International has Subject Matter Experts with expertise in the following areas:

Developing a Records Retention Schedule

- Federal Government (Department of Energy and Department of Defense)
- Washington State
- Non-profit / 501(c) Tax Exemption

Review Collections and Outline a Filing Structure

Review and Outline a Reference Library

Review the Current Storage Location for Identifying Areas for Improvement

Guidance on Converting/Moving from Paper Based to Electronic Records

Board / Committee Member: \_\_\_\_\_