



# Wyoming Department of Education

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## MEMORANDUM NO. 2007 - 068

**TO:** School District Superintendents

**FROM:** Jim McBride, Ed.D. 

**DATE:** March 30, 2007

**SUBJECT:** Seminar for Records Management

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### Information to Share

Attached is a brochure that I received from the State department of Parks & Cultural Resources regarding a seminar for successful records management programs. Please share this information with your staff. Thank you.

JW:clr

Attachment

## **Acknowledgements**

This seminar is made possible by a grant from the National Historical Publications and Records Commission (NHPRC), National Archives and Records Administration, to the Wyoming State Historical Records Advisory Board. The board's mission is to promote the identification, preservation and dissemination of Wyoming historical records, which it does through educational programs and other activities. The funds are administered by the Wyoming State Archives, which has a similar mission. LCCC is providing the facility, and the Wyoming Chapter of ARMA is helping with the registrations and finances. We thank everyone who is attending this seminar, learning how to manage records and information, and joining others in helping preserve and make accessible Wyoming's historical records. Everyone is encouraged to contact any of the above organizations if more training or resources are needed.

Sponsored by the  
Wyoming State Historical Records  
Advisory Board (SHRAB),  
Wyoming State Archives,  
State Parks & Cultural Resources,  
Laramie County Community College

In partnership with the  
Wyoming Chapter of ARMA International

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LARAMIE COUNTY  
COMMUNITY COLLEGE  
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# **Establishing and Managing Successful Records Management Programs**

**Thursday and Friday,  
April 26 and 27, 2007  
8:30 a.m.-4:30 p.m.**

**Registration is April 26, 8-8:30 a.m.**

**at The Training Center, Room 120  
Laramie County Community College  
1400 East College Drive  
Cheyenne, Wyoming**

# **ARTS. PARKS. HISTORY.**

Wyoming State Parks & Cultural Resources



Dr. Mark Langemo, CRM, FAI  
Professor Emeritus,  
Information Systems and  
Business Education  
College of Business and  
Public Administration  
University of North Dakota,  
Grand Forks, ND 58202  
701.777.3514

MARK LANGEMO, CRM, is a Professor Emeritus in the College of Business and Public Administration at the University of North Dakota. Dr. Langemo has been the University of North Dakota's "Teacher of the Year," and he recently received a national award for "excellence in continuing education seminars." He has more than 40 years of experience as a professor of Records Management, IT, Office Systems Management, and related information management courses.

Dr. Langemo has maintained an active involvement in business and professional development work. He has been a records management consultant, seminar leader, and speaker throughout the U.S., Canada, Australia, Iceland, Jamaica, New Zealand, Trinidad and Europe. Records management seminars and consulting have involved work for the U. S. and Canadian governments, state and provincial governments, city and county governments, and corporations such as Microsoft, health care organizations, energy and power companies, accounting firms, banks, educational institutions, law firms, ARMA and other professional associations, and small businesses.

Langemo is a prolific writer who has published over 60 magazine and journal articles. He is the author of the CD-ROM video training series *Establishing and Managing Successful Records Management Programs* published in 2003 and the book *Winning Strategies for Successful Records Management Programs* published in 2002 by Information Requirements Clearinghouse, Inc. ([www.irch.com](http://www.irch.com))

Recent speaking engagements include "Records and Information Management: The Fundamentals," "Executive Briefing on Records Management," "Establishing and Managing Successful Records Management Programs," and ARMA Chapter Seminars.

New or experienced records and information managers, supervisors, archivists, IT professionals, and anyone managing records and information will benefit from this seminar. Learn how to establish and/or strengthen records management programs and systems. This comprehensive workshop will introduce practical approaches for developing and strengthening organization-wide records management programs and covers managing records on all media, including electronic. It also will focus on how to develop and execute a legally valid records retention program, achieve compliance within programs, develop state-of-the-art filing systems, manage inactive and vital records, identify and manage historical records, and successfully implement digital and film-based imaging solutions.

### **Location**

Laramie County Community College is east of Interstate 25 on College Drive. The Training Center is located just off College Drive east of the Administration Building and on the south side of the campus.

### **Registration Fee**

\$100/person – on or before April 13; \$125 after April 13.

\$85/person – for three or more from same company or organization registering simultaneously.

\$50/LCCC employees and students

Deadline: Friday, April 20, 2007

No refunds for cancellations will be made after April 24; substitute persons may attend.

Complete registration form and payment (payable to the Wyoming Chapter of ARMA–vendor number 237080511FA) to:

Wyoming State Archives  
c/o Tony Adams  
2301 Central Avenue  
Cheyenne, WY 82002

No credit cards accepted.

For more information, call 307.777.7035 or  
e-mail [tadams@state.wy.us](mailto:tadams@state.wy.us)

### **Registration Information**

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

I am a Certified Records Manager attending this seminar for credit hours. [Preapproved by the Institute of Certified Records Managers (ICRM) Certification Maintenance Program (CMP) for 13 credit hours.]