



7 Ways to take Control of your Records Management Program*

REGISTER NOW!

Date:

Tuesday, February 14th, 2012

Place:

W Hotel Atlanta Midtown
188 14th St. NE., Atlanta ([map](#))

Time:

8:30am - 10:00 am

Cost: None (breakfast provided)

Join us for breakfast and a special presentation entitled: "*7 Ways to Take Control of Your Records Management Program*," by Andy Koval, Executive VP of Business Development at Archive Systems.

As a document or records management professional, you are all too familiar with the pressure involved in managing business-critical information. Whether you have to instantly find where a file is stored or enforce the company's retention policy, you have a lot on your plate! This informative seminar will arm you with the tools you need to take control of your document and records management programs.

You'll quickly discover how to define the activity level of your records, select the right technology, improve your retention policy, and find out how Archive Systems' records management products and services can work with your strategy. In this one hour seminar you will learn how to:

- **Improve efficiencies**
- **Save money & Increase ROI**
- **Achieve better inventory processes**
- **Manage information onsite and offsite**
- **Define policies to better meet organizational needs**



Bring your business cards for a chance at the door prize!

***ICRM pre-approved Certification Maintenance Program (CMP) credit available upon request for this session.**

