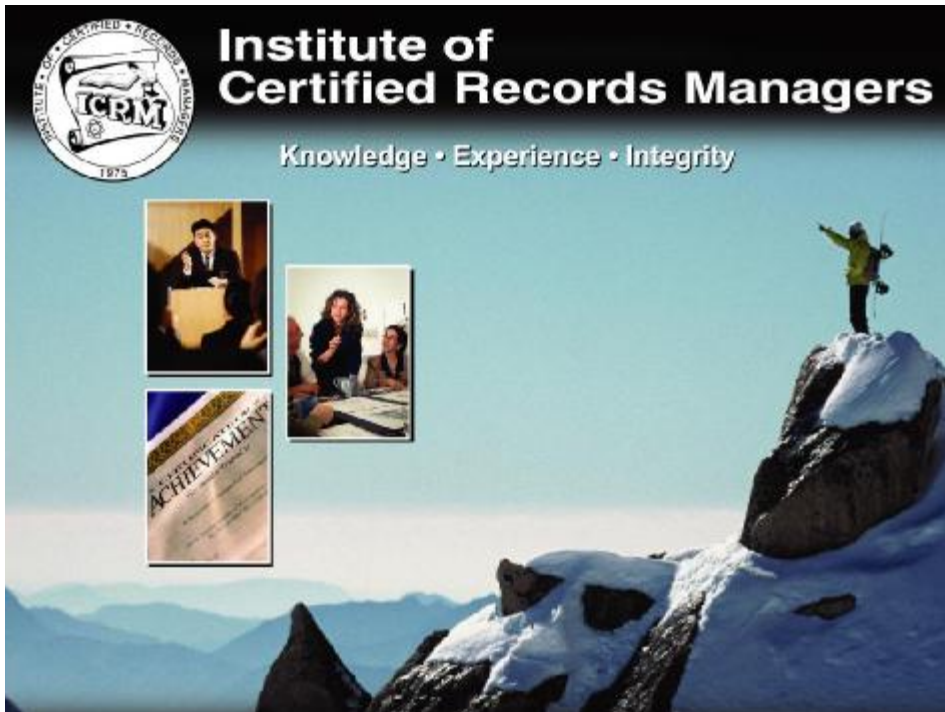




Institute of Certified Records Managers

Knowledge • Experience • Integrity



Who Are We?

- **Independent Non-Profit**
 - Incorporated in 1975
 - International – 29 countries
 - 950 CRMs
 - 980 Candidates; 210 Applicants
 - ISO 17024 Certification in Process

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Reaching for the Top ...

The Climb is Worth It!

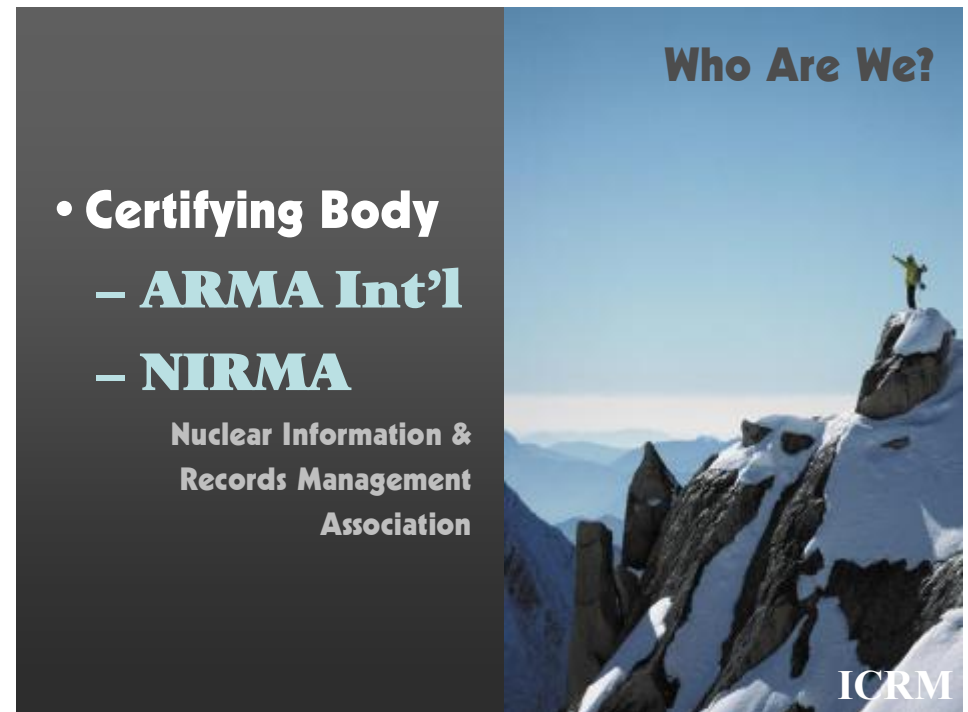


Who Are We?

- **Certifying Body**
 - ARMA Int'l
 - NIRMA

Nuclear Information &
Records Management
Association

ICRM



Who Are We?

Purpose & Objectives

- **Develop Standards**
 - of Knowledge, Experience, Ethics
 - for RIM Professionals
- **Create & Administer Exams**
- **Require Continued Learning**

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Who Are We?

Survey of Members

- **Salaries**
 - 52% - \$90,000 +
 - 35% - \$100,000 +
- **89% - BA/BS**
- **47% - MS, MLS, PhD, JD**

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Who Are We?

Survey of Members

- **55% Response**
 - 90% - 10+ Years in RIM
 - 46% - [Corporate] Records Manager
- **82% - Formal RIM Program**
- **77% - Supervise Staff**

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CRM Average Salaries*

- **US \$94,560**
- **Canada \$93,400**
(US Dollars)

**Based on Fall 2007 survey of ICRM Membership*

CRM Average Salaries*

US By Region:

- Great Lakes: \$93,100
- Northwest: \$84,700
- Mid-Atlantic: \$104,500
- Rocky Mountain/Midwest: \$84,700
- Northeast: \$102,500
- Southeast: \$93,000
- Southwest: \$92,700
- Pacific Coast: \$107,400

**Based on Fall 2007 survey of ICRM Membership*

ICRM Code of Ethics

- Refuse Gratuities for Procurement
- Support Opinions with Evidence
- Strive for Increased Proficiency
 - Continued Learning
 - Practical Experience

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ICRM Code of Ethics

- Promote Highest RIM Standards
- Conform to Laws & Regulations
- Avoid Illegal Activity
- Protect Information *[Avoid Personal Gain]*
 - Personal
 - Confidential
 - Proprietary

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ICRM Code of Ethics

- Encourage RIM Entrants
- Assist
 - Fellow RIM Professionals
 - RIM Entrants

Violations Enforced

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**Qualify
for
Candidacy**
Take 6 Exams
...within 5 Years

How Do I Become ...



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What is Required?

- **Experience** *[At Least Three]*
 - **Management of a RIM Program**
 - **Records Appraisal, Retention and Disposition**
 - **RIM Training, Education, and Awareness**
 - **Records Creation and Use**
 - **Active Records Systems**
 - **Inactive Records Systems**
 - **Records Protection**
 - **RIM Technology**



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What is Required?

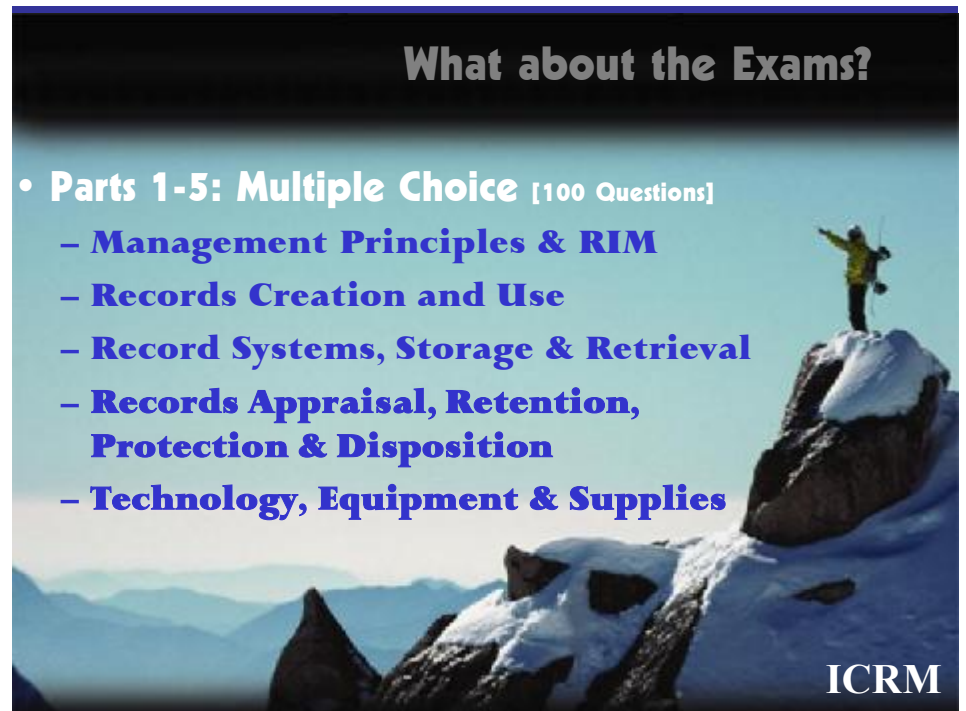
- **Education + Experience**
 - **Master's + 2 Years**
 - **Bachelor's + 3 Years**
 - **1-3 Years of College + 5-9 Years**
 - **High School + 11 Years**



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What about the Exams?

- **Parts 1-5: Multiple Choice** *[100 Questions]*
 - **Management Principles & RIM**
 - **Records Creation and Use**
 - **Record Systems, Storage & Retrieval**
 - **Records Appraisal, Retention, Protection & Disposition**
 - **Technology, Equipment & Supplies**



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The Exams ...

- **Part 6**
 - **Case Studies**
 - **Problem**
 - **Analysis**
 - **Solution**



What happens after ...?

- **Certification Maintenance**
 - **Five Year Window**
 - **100 Certification Points/Hours**
 - **10 Categories**
 - **Classes, Courses, Meetings**
 - **Teaching, Writing, Projects**
 - **On Line Process**



The Exams ...

- **Where**
 - **4,400 Locations**
 - **162 Countries**
- **When**
 - **Four Every Year**
 - **Feb, May, Aug, Nov**
- **How**
 - **On Line**

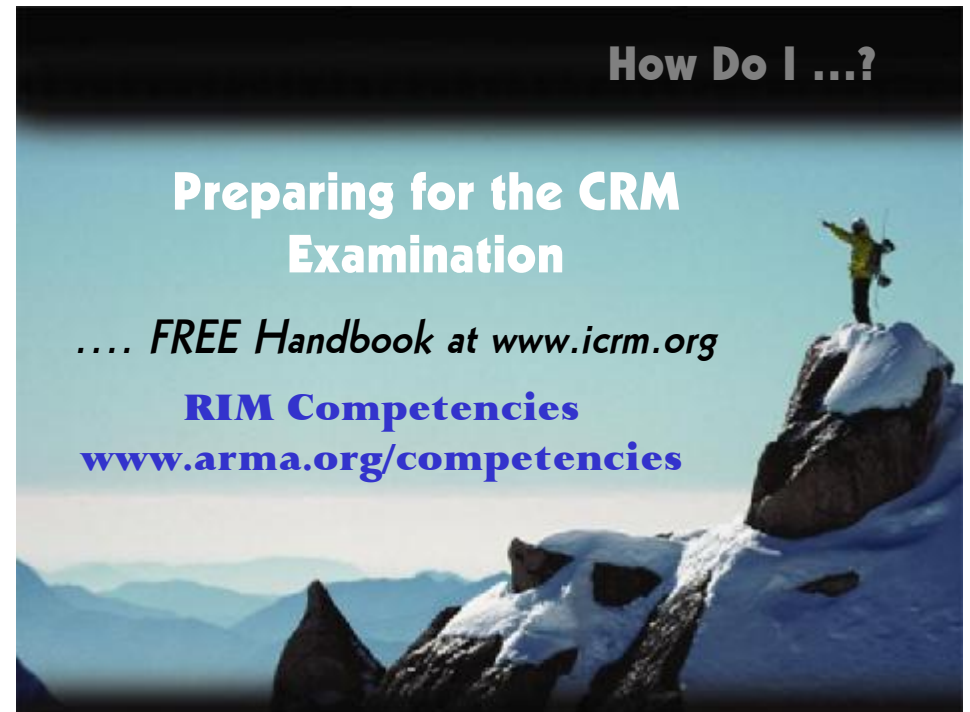


How Do I ...?

Preparing for the CRM Examination

.... *FREE Handbook at www.icrm.org*

RIM Competencies
www.arma.org/competencies



The screenshot shows the ICRM website homepage. On the left is a navigation menu with items like 'About the Institute', 'Managing Our Site', 'Learn More About Us', 'Applying for the CRM', 'Member Database Login', and 'Privacy Policy'. The main content area is titled 'Introduction to Certification' and contains several paragraphs of text. On the right side of the main content, there is a vertical list of links: 'CRM Locations', 'Book Materials', 'ICRM Office Address', 'New CRM's', 'Career Resources', 'Related Links', 'Member Database Login', and 'Contact Us'. An orange arrow points from the 'Introduction to Certification' text to the 'CRM Locations' link, and a green arrow points from the 'Applying for the CRM' menu item to the 'Applying for the CRM' text in the main content area.

Institute of Certified Records Managers
 Knowledge • Experience • Integrity

WWW.ICRM.ORG

The banner features the ICRM logo in the top left corner. The background is a photograph of a person climbing a snow-capped mountain peak. Three small inset images are positioned on the left: a man in a suit, a woman at a desk, and a certificate titled 'ACHIEVEMENT'.

Institute of Certified Records Managers
 Knowledge • Experience • Integrity

The Climb is Difficult ...
.... but the Reward is Great!

The banner features the ICRM logo in the top left corner. The background is a photograph of a person climbing a snow-capped mountain peak. The text is centered on the left side of the image.