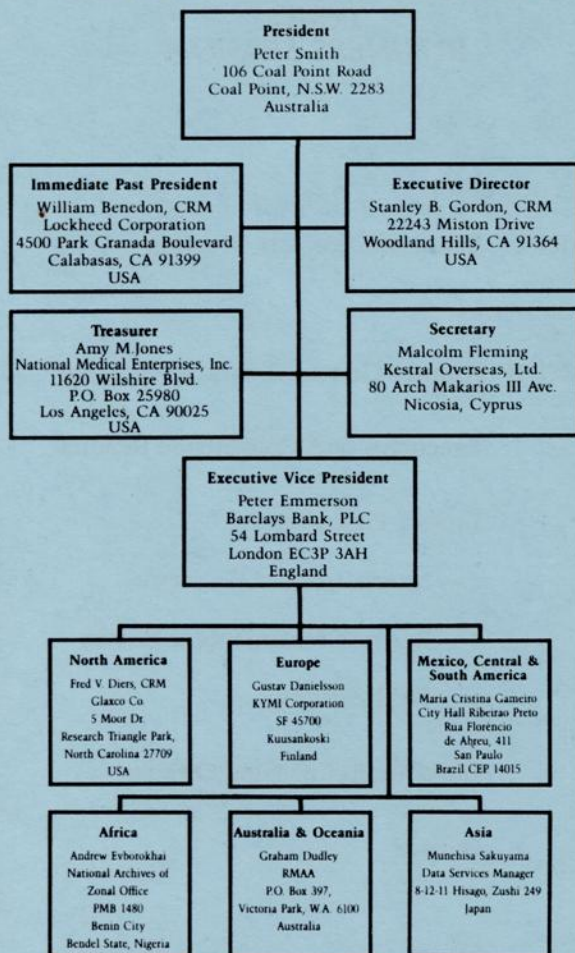


1988 - 1990

IRMC BOARD OF DIRECTORS



IRMC MEMBER ASSOCIATIONS

AFRICA

National Records Management Association of Ghana (NARMAG)
Delegate: Odotei Adjey

ASIA

Philippine Records Management Association (PRMA)
Delegate: Illuminada C. Guillermo

AUSTRALIA/OCEANIA

Records Management Association of Australia (RMAA)
Delegate: Helen Francis

EUROPE

The Society of Archivists (Great Britain) SOA
Delegate: Peter Emmerson

Records Management Society (United Kingdom) RMS
Delegate: Jill Hampson

The Finnish Business Archives Association (BAA)
Delegate: Gustav Danielsson

IRMC Publications

The current list of IRMC publications consists of:

Reports

1. *International Record Retention Survey Report*
Members - U.S. \$10.00
Non-Members - U.S. \$20.00
2. *Trans-Border Data Flow & Privacy Legislation Report*
Members - U.S. \$10.00
Non-Members - U.S. \$20.00
3. *Records Management Program - A Comprehensive Outline*
Members - U.S. \$10.00
Non-Members - U.S. \$20.00
4. *Information Systems for Local Government*
Members - U.S. \$15.00
Non-Members - U.S. \$25.00
5. *An Information System for Corporations (1986)*
Members - U.S. \$15.00
Non-members - U.S. \$25.00

Script / Visuals

Fundamentals of Records Management

An 18 page text with 79 35mm color slides developed for the International Records Management Council by William Benedon, CRM.

Members - U.S. \$90.00
Non-members - U.S. \$100.00

Prices are for IRMC members only. Members outside the U.S. should add airmail cost of \$10.00 for one item and \$5.00 for each additional item.

Courses

A Records Management Correspondence Course is also available to IRMC members (U.S. \$175.00) and non-members (U.S. \$225.00). This course is a 15-session detailed treatment of all phases of records management. It includes lecture notes, supplementary readings, quizzes, assignments, and is well illustrated.

* * *

The publications listed above are available from the IRMC headquarters, 22243 Miston Drive, Woodland Hills, California 91364 (USA).

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XIth INTERNATIONAL CONGRESS ON ARCHIVES

Palais Des Congrès
22-26 August 1988
Paris, France



INTERNATIONAL RECORDS MANAGEMENT COUNCIL

SESSIONS

Monday 22 August 88 (Morning)
Fundamentals of Records Management

Tuesday 23 August 88 (Afternoon)
Records Management Technology

Wednesday 24 August 88 (Afternoon)
IRMC Board / Annual Business Meeting

All sessions are 3 hours in duration and will be held in the Palais Des Congrès. Please check your program for specific times and room locations. The IRMC will also have a stall in the Exhibition area and a Video presentation in the Congress Audio-Visual Centre.

MONDAY 22 AUGUST 88

Palais des Congrès

**FUNDAMENTALS OF
RECORDS MANAGEMENT**

A script and slide presentation developed by the International Records Management Council to assist organizations in understanding and promoting records management, its techniques and cost savings benefits. In addition to this presentation, experienced records administrators from around the world will provide comments relative to actual operating programs.

Presenter/Moderator

Dr. Yves Perrin Records Manager, LDS
Church (USA)
Editor, IRMC Journal
(Bi-lingual)

Program Contributors

Peter Smith Records Manager,
Shortland County Council
Newcastle, New South
Wales (Australia)
IRMC Vice President,
Australia & Oceania

Christine Shervington
Archivist,
Western Australia University
Perth (Australia)

Odotei Adjei Archivist, Bank of Ghana
(Ghana)
President, National Records
Management Association
of Ghana

Derek Charman Records Management
Consultant (England)
IRMC Secretary

Stanley Gordon IRMC Executive Director
Maj. (Rtd), CRM (U.S.A.)

(Script and slide materials will be available for sale at the IRMC stall in the Exhibition Area)

TUESDAY 23 AUGUST 88

Palais des Congrès

**RECORDS MANAGEMENT
TECHNOLOGY**

**PART I *Automated Scheduling and Records
Center Operations***

William Benedon, CRM, President
IRMC 1986-1988 Corporate Director,
Management Support Services
Lockheed Corporation (USA)

This session will present a case study on a fully integrated records management program that provides for the on-line computer control of an organization's retention schedules and records center for inactive, vital and archival records. The speaker will also cover the advantages and disadvantages of automating these functions, decision making regarding in-house developed vs. purchased software and the findings of a recently completed records center study on records center construction characteristics.

**PART II *Information Media Matrix for
Strategic Planning***

Fred V. Diers, CRM,
IRMC Vice-President, North America
Manager, Recorded Information
Management GLAXO, Inc. (USA)

The selection of the right technology in today's mixed media environment may or may not fit into the overall information standards of an organization. In order to facilitate communication between different information technologies, provide common indexing, and maximize available resources, an effective strategic planning tool is the development of an information media matrix. This session will examine the creation, implementation, and usefulness of such a matrix when developing short and long range information technology strategies for your organization.

PART III *Optical Disk Application*

Marc Bouchet, Managing Director,
FILENET (Paris, France)

The use of optical disk for the storage and retrieval of information has become one of the leading technologies for information management. This session will cover the advantages and disadvantages of optical disk technology and illustrate some of the major applications being used world-wide today.

WEDNESDAY 24 AUGUST 88

Palais des Congrès

**IRMC
BUSINESS SESSION**

PART I Board of Directors Meeting

PART II Annual General Business Meeting

Executive and Committee Reports

Project Discussions

- International Glossary
- Records Management Survey
- Publications

Introduction of New Officers

Awards

PART III Open Discussions: General Issues

Question and answer session for meeting attendees on matters concerning IRMC operations, working relationships with other organizations, long-range strategies.

