



Managing Vital Records & Disaster Management Planning About Our Speaker: Barbara Rike

Through a grant funded by the Arizona State Library, Archives and Public Records, the City of Tucson and co-sponsor, Southern Arizona Chapter, ARMA welcome Barbara Rike, to present a workshop on Vital Records Management.

Barbara Rike, CRM, is a respected records and information manager with over 24 years experience in records retention development and implementation, paper and electron file systems evaluation and design, vital records identification and protection, inactive storage administration and policy and procedure creation and publication.

Barbara is a dynamic and motivational speaker and educator with over 20 year's of public speaking and training experience. She is currently the Records Manager for the City of Redmond, Washington. She has also worked in the private sector for Alliance Data, as well as the National Archives and Records Administration in California.

Other highlights of her career include serving as President of two different chapters of ARMA and twice receiving the prestigious honor of "ARMA Chapter of the Year." In addition, she has published articles in the Information Management Journal and The Office. Barbara received her bachelor of arts from the University of North Texas in History/Spanish/Education and became a CRM in 1985.

WORKSHOP REGISTRATION FORM

Registrant's Full Name: _____

2nd Registrant Full Name: _____

3rd Registrant Full Name: _____

(If registering for more than three, please attach registrant information for each additional attendee.)

Firm/Company Name: _____

Firm/Company Mailing Address: _____

Affiliation: ARMA Other: _____

REGISTRATION FEES:

**ALL REGISTRATIONS MUST BE ACCOMPANIED BY PAYMENT IN FULL.
LAST DAY TO REGISTER – 11/10/06.**

	Number Attending	Cost
ARMA Member Early Bird (Before 11/3/06)	_____ @	\$35 _____
ARMA MEMBER (After 11/3/06)	_____ @	\$45 _____
Non-ARMA MEMBER	_____ @	\$50 _____

(Refreshments, Lunch, and Handouts are included in the registration fee.)

If you require a vegetarian lunch, please check here

REGISTRATION WILL BE PROCESSED ON A FIRST COME FIRST SERVE BASIS. SEATING IS LIMITED, SO REGISTER EARLY TO RESERVE YOUR SEAT!

Please make checks payable to: Southern Arizona Chapter ARMA

Mail to: Debbi Al-Houssni,
City of Tucson, City Clerk's Office
P.O. Box 27210
Tucson, AZ 85726-7210

CANCELLATION POLICY: No refund on cancellations received after **11/10/06**. Please make a photocopy for your records. If you have any questions or concerns, please contact Debbi Al-Houssni, or Carol Kipp, at 520-791-3221, or email Debra.Al-Houssni@tucsonaz.gov. or Carol.Kipp@tucsonaz.gov.

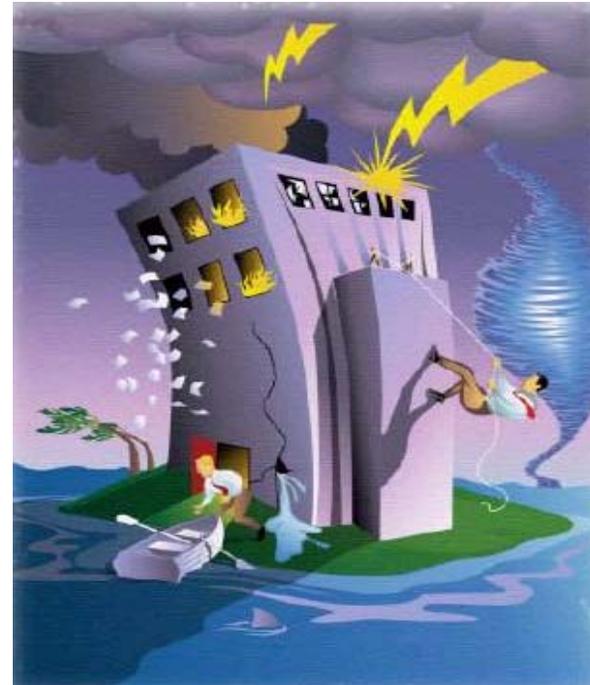
Friday, November 17, 2006

9:00 a.m. – 4:00 p.m.

MANAGING VITAL RECORDS & DISASTER MANAGEMENT PLANNING

Presented by Barbara Rike, CRM (Respected Records and Information Manager—Please see attached bio)

320 N. Commerce Park Loop, Sentinel Building Conference Room
Tucson, Arizona



PREPARED OR NOT?

That is the Question!

Will you be ready for an
Emergency?

Sponsored by the City of
Tucson, City Clerk's
Office and Southern
Arizona ARMA through a
grant made possible by
the Arizona State Library,
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