



*ARMA Calgary Chapter is an official chapter of ARMA International, a not-for-profit professional association and authority on managing records and information*

## **ARMA Calgary Chapter Archivist Annual Report July 1 2010 – June 30 2011**

### **Activities Completed:**

- Completed review of ARMA Calgary Chapter Archival Procedures and Retention Schedule
- Continually add to archives. Electronic Archives now boasts 20 GB - 8000 documents of which over 1500 are photographs. We even have video!
- Review of hard copy records qualified 3 boxes or 40 files for destruction approval
- Updated ARMA Calgary Chapter History into two separate documents; Chapter Highlights and by Operational Year

### **Activities Planned:**

- Continually add to archives.
- Improve processes to include evaluation of electronic records for destruction of limited retention for next operational year.
- Prepare collection set for donation to ARMA Calgary Chapter Glenbow Archives funds.

**Respectfully submitted by Ken LaPointe**



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