

Wednesday Night – 5/2/18 thru 6/20/18

Study Group *Greater Kansas City ARMA* Certified Records Analyst (CRA)

<http://www.icrm.org>

Location: Central Resource Library, 9875 W 87th St, Overland Park, KS 66212, (913) 826-4600
“Central Conference Room 2”

Who should join this study group?

- Anyone working toward becoming a Certified Records Manager (CRM)

Prerequisites:

- Bachelor degree PLUS one year professional level RIM experience OR
- 3 years college PLUS two years professional level RIM experience OR
- 2 years college PLUS three years professional level RIM experience OR
- 1 year college PLUS four years professional level RIM experience OR
- High School Diploma or GED PLUS five years professional level RIM experience

Books/Materials Needed:

- Records and Information Management - Patricia Franks
- Records Management for Dummies - Blake Richardson
- Records and Information Management: Fundamentals of Professional Practice, 3rd Ed. William Saffardy

Testing Window(s):

- May 7 – 18 (Apply by May 3): Aug 6-17, (Apply by Aug 2)

Week	Date/ Time	Prep Goal	Learning Objectives
1	05/02/18 6-7:45pm	Getting Started	Prepare for the Course Plan what you need to know and do to prepare for the exams
2	05/09/18 6-7:45pm	Exam 2 Prep	PART 2 – Records and Information Creation and Use. A. Information Frame Work B. Risk Assessments and Audits
3	05/16/18 6-7:45pm	Exam 2 Prep	PART 2 – Records and Information Creation and Use. C. Compliance D. Information Security and Privacy E. Information Creation
4	05/23/18 6-7:45pm	Exam 3 Prep	PART 3 – Record Storage Retrieval, Conversion and Facilities A. Storage B. Retrieval
5	05/30/18 6-7:45pm	Exam 3 Prep	PART 3 – Record Storage Retrieval, Conversion and Facilities C. Conversion D. Facilities
6	06/06/18 6-7:45pm	Exam 4 Prep	PART 4 – Records Appraisal, Retention, Protection, and Disposition A. Records Inventory B. Records Appraisal C. Retention Schedule Creation D. Retention Schedule Implementation
7	06/13/18 6-7:45pm	Exam 4 Prep	PART 4 – Records Appraisal, Retention, Protection, and Disposition E. Retention Schedule Administration F. Vital Records Program G. Business Continuity H. Archives
8	06/20/18 6-7:45pm	Review	Review