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**ARMA International Offers Assessment Tool
For Organizations' Records Management Programs**

RIM e-Assessment Can Help Avoid Legal, Regulatory and PR Woes

Lenexa, Kansas – September 20, 2004 – ARMA International has launched RIM e-Assessment, an online tool that allows organizations to evaluate and document their records management programs against related best practices and international standards.

Records management and retention programs are an increasing risk area for organizations. Whether complying with regulations, defending against litigation or electronic discovery disputes, documenting and enforcing records retention policies, or implementing a disaster recovery plan, a solid records management program is an organization's first line of defense.

"Organizations that maintain strong records and information management programs show valuable good faith toward compliance with laws and regulations," said Peter R. Hermann, executive director and CEO of ARMA International. "Unfortunately, too many organizations lack effective policies for systematic management of information, exposing themselves to costly and potentially embarrassing legal risks."

Developed in conjunction with NetDiligence, RIM e-Assessment is a Web-based self-assessment tool founded on the best practices outlined by [ISO 15489-1:2001](#) Information and documentation -- Records management -- Part 1: General. The standard is recognized worldwide as establishing the baseline for excellence in records management programs.

The RIM e-Assessment consists of about 90 detailed questions developed by a team of Records and Information Management (RIM) experts, all designed to

help identify a RIM program's strengths and weaknesses. The questions address policies and procedures, program structure, classification plan effectiveness, records security and protection, active and inactive program effectiveness, and monitoring and training. Upon completion of the questions, the organization receives a summary report card that scores the answers against pertinent best practices as well as suggested resources for helping to address weak areas.

More information about the RIM e-Assessment solution, including sample questions and summary report card, is available at www.arma.org/standards/eassessment.cfm. Also, download a free copy of the article "The ISO 15489 Imperative" at www.arma.org/pdf/ISO15489Imperative.pdf and learn more about this important international standard.

About ARMA International

ARMA International is the global authority on managing records and information, and the ultimate source for education and publications addressing the technical and business aspects of records and information management.

A not-for-profit professional membership association, ARMA International provides education, publications, standards, career development, and networking opportunities for records and information management professionals.

To learn more about ARMA International, including details about its 49th Annual Conference and Expo in Long Beach, California, October 3-6, visit www.arma.org or contact us at 800.422.2762.

About NetDiligence

NetDiligence, provides cyber risk and network security assurance services to allow corporate and financial institution clients to better protect their computer network resources, information assets and mitigate potential network liability risk. The company embraces a "panoramic cybersecurity assessment" approach designed to identify various forms of "e-peril" exposures. The company can be found online at www.netdiligence.com.

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