

ARMA International Award of Excellence for an Organization

PURPOSE

This award recognizes the achievements that an organization has made in the implementation or enhancement of a records and information management or an information governance program as laid out by the Generally Accepted Recordkeeping Principles and the Maturity Model.

DESCRIPTION

This award recognizes the outstanding achievements made by an organization in their pursuit of implementing or improving a records and information management or an information governance program.

ELIGIBILITY

The baseline for this award is open to all organizations employing Professional ARMA International members in good standing. If requested, entrants must be able to provide documentation and other evidence of the key elements required for each level of maturity for each of the eight Generally Accepted Recordkeeping Principles. Steps taken to achieve the current level for each Principle must have been conducted within the current fiscal year just completed (July 1 – June 30).

SUBMISSION CONTENT AND FORMAT

Award recognition begins at Level 3 of the Maturity Model, The Essential Level, indicating that the organization has met the minimum essentials that ARMA International deems necessary for an effective Records and Information Management or Information Governance program.

Utilizing the Maturity Model, an organization identifies their current level for each of the Generally Accepted Recordkeeping Principles (see Figure 1 below). A company could very easily fall into one level for one Principle and another level for a different Principle. Each Principle will be measured by a point system used by the Awards Task Force to review applications for this award.

Level #	Level Title	Points Awarded
1	Sub-Standard	1
2	In Development	2
3	Essential	3
4	Proactive	4
5	Transformational	5

Figure 1

As shown below in Figure 2, the Points needed for achievement of an award are:

Total Points Achieved	ARMA International Certified Award
8 – 16	Not eligible
17 – 24	Bronze (Level 3 – Essential)
25 – 32	Silver (Level 4 – Proactive)
33 – 40	Gold (Level 5 – Transformational)

Figure 2

For example, your organization determines its levels for each of the Principles to be the following:

Accountability	Availability	Compliance	Disposition	Integrity	Protection	Retention	Transparency	TOTAL
3	4	2	4	3	3	4	3	26

Figure 3

Your total score, as shown in Figure 3, equals 26. Based on the Total Points Achieved as listed above in Figure 2, you have achieved the *Silver level* of the ARMA International Award of Excellence for an Organization.

The name and contact information of someone who was involved in the assessment that can provide an objective or unbiased account of the assessment must be provided to the Awards Task Force.

SUBMISSION PROCESS AND DEADLINE

Submit one electronic copy of your submission using the [online application](#) by July 1st.