

AIIM International

**AIIM C27 - Document Management
&
Implementation Guidelines
Combined Meeting Notice
Philadelphia, PA**

**April 1, 2009
1:30 pm – 5:00 pm**

Draft Agenda

Welcome and Introduction	Robert Blatt, Committee Chair
Introductions and Roll-Call	All
Review and Approval of Agenda	All
Old Business	All
Discussion of ARP 1 2009	All
Update on Current ISO Projects	Robert Blatt
ISO NWI – (SC1) Specs for design & operation of information systems for Elec. Records Preservation (French Project)	
ISO 22957 – Selection and implementation procedures for EDMS	
ISO 10255 – Optical disk storage technology, management and standards	
ISO 10244 - Business process baselining and analysis	
ISO 14105 - Change Management for successful EDMS implementation	
ISO 15801 – Information Stored Electronically – Recommendations for trustworthiness & reliability	
Open Discussion	All
<ul style="list-style-type: none">- Identify Issues encountered- Identify opportunities for standards- Determine objectives, audience and draft outline for proposed standard or technical report	
Wrap-up and Discussion of Action Plan	All
Schedule for subsequent meetings	All
Adjournment	All