



**Greater Seattle Chapter of
ARMA, International**

Date: Wednesday, March 7, 2012

Cost: FREE ARMA Members, Non-members, and Students

Session: Snohomish County Main Campus, 3000 Rockefeller Ave. Everett WA 98201-
New Administration Building AdminE, room TBA, 3:00-4:30 p.m.

Program: *Records Retention Schedules and Their Many Uses: Such as: Cleaning up
Your File Room or Electronic Shared Drives*

Program Description: This program will present the many uses of records retention schedules, such as assisting the process to clean up a file room or an electronic shared drive. The tools presented in this course can be used in your organization to better manage records and information.

Speaker: Andrea Bettger, City of Seattle

Andrea Bettger has been in Records and Information Management for over twelve years. She began her career at Lummi Indian Business Council in Bellingham, Washington where she received her Master through Western Washington University. Bettger has experience in archival records at Oregon Historical Society and City of Portland. She is a very active member of the ARMA, International and has served at many levels in the local chapter and the region level and serves as the president of the Seattle Opera's BRAVO! Club.

Register: This program is open to all Greater Seattle members and their guests. Please register online at http://www.armaseattle.org/events.htm#Registration_Form or email register@armaseattle.org by **Monday, March 5**. Include your name, organization, phone number and number of guests.

Directions

Session 1: Northwest Regional Archives

- **From I-5 southbound** , take exit 252 (Samish Way), turn right at the stoplight, then left (almost immediately) at the next stoplight (this is an intersection with a Burger King and a Shell Station on the corners) onto Bill McDonald Parkway.
- **From I-5 northbound**, take exit 252 (Samish Way), turn left at the stop sign, turn left at the next light, cross over the freeway, turn left at the second light (this is an intersection with a Burger King and a Shell Station on the corners) onto Bill McDonald Parkway.
- Follow Bill McDonald Parkway up the hill and past the high school (on your left), turn left on first street past the school (25th Street), then immediately turn left into Lot 33G to park. The Archives is across the street from the parking lot, located on the corner of 25th and Bill McDonald Parkway.
- More directions at: http://www.sos.wa.gov/archives/archives_northwest.aspx

Session 2: Snohomish County Main Campus

- **From I-5 northbound** take exit 192 (Broadway/41st St), merge onto Broadway Ave, turn left onto Pacific Ave and right onto Oakes Ave. The Underground parking garage will be on your left. Free 90 minute street parking is located all around this neighborhood.
- **From I-5 southbound** take exit 194 (Everett Ave), turn right onto Everett Ave, turn left onto Broadway, take right on Pacific Ave and right Oakes St. The Underground parking garage will be on your left. Free 90 minute street parking is located all around this neighborhood.
- More directions:
http://www1.co.snohomish.wa.us/County_Information/countycampusmap.htm

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