

**An Accord of Partnership and Cooperation
Between
The ARMA International Educational Foundation
and
The International Records Management Trust**

1. Introduction

- 1.1. The ARMA International Educational Foundation (AIEF) and the International Records Management Trust (IRMT), as "partner organisations", agree to sign the following accord which is intended to establish closer links between them and to provide a framework for mutually beneficial and cooperative initiatives.
- 1.2. The partner organisations recognise that:
 - 1.2.1. they share a common set of values regarding the advancement of education, research and scholarship in the management, control and administration of records;
 - 1.2.2. they share a common concern about means to effectively educate records management professionals in the digital age;
 - 1.2.3. they share a common desire to identify and promote research in the field of records management which can ultimately increase the effectiveness of record keeping across all levels of society;
 - 1.2.4. the key to a stable global society is the ability of governing bodies to be held accountable through free and transparent access to records generated by these governing bodies in the course of conducting their business;
 - 1.2.5. although general approaches to record keeping can be established internationally, record keeping laws, policies, standards and practices will vary in accordance with differences in administrative philosophies and culture across countries as well as organisations;
 - 1.2.6. the absence of records management professionals with the skills, knowledge, and abilities required to establish record keeping infrastructures in modern organizations inhibits global cooperation and the advancement of global stability as a whole; and
 - 1.2.7. while there are many areas in which collaboration could take place among the partner organisations, the first priority being closer co-operation in the promotion of education and research initiatives.

2. Principles of the Accord

- 2.1. Based on the recognition of the factors above, the parties agreed that the following principles should guide the nature and extent of co-operative initiatives among themselves:
 - 2.1.1. Co-operative initiatives will be designed and carried out in a spirit of openness, trust and mutual respect;
 - 2.1.2. Co-operation will be based on needs recognised by both parties and not on the individual agendas of the parties or on commercial gain;
 - 2.1.3. Co-operation may extend to advocacy where it is determined that the mutual interest of the parties would benefit from the development of a joint position statement and advocacy strategy;
 - 2.1.4. The determination of when and in what manner common positions and/or statements will be established with respect to particular issues, particularly in the area of research, will be made on a case by case basis;
 - 2.1.5. Collaboration may extend below the international level to the national and local level through co-operation with national professional organisations;
 - 2.1.6. Information shared between the partner organisations under this accord will be without charge, except where all the organisations concerned agree otherwise.

3. Areas for Co-operation under this Accord

- 3.1. Identification of best practice and trend-forward research topics and researchers in the fields of records management and of electronic record keeping.
- 3.2. Reviewing, testing and dissemination of teaching and other educational materials in fields relevant to the partner organisations.
- 3.3. Mutual exchange of research articles, reports, news items etc. between the partner organisations.
- 3.4. Development of joint field projects, either bi-lateral or with other mutually agreed upon organisations.
- 3.5. Invitation of representative(s) of the other partner organisation to participate in annual meetings, conferences and congresses.
- 3.6. One member of each organisation is entitled to attend, as an ex officio member, one meeting of the other partner organization once a year and

more often if one of the partners so requires. The cost of the attendance for their representative(s) shall be borne by each partner organization.

This agreement is signed into effect on this 23rd day of April, 2009.

By:

Anne Thurston, International Director
The International Records Management Trust

Joan B. Whitmore, Chairman, BDT
ARMA International Educational Foundation