

Information Management magazine — 2011 Editorial Schedule

January/February 2011 (Print)

Information Governance (Accountability, Implications, Regulations)

RIM Fundamentals feature: Records lifecycle and the role of retention and disposition

Editorial submission deadline..... Oct. 22, 2010

To pressDec. 14, 2010

To mail by..... Jan. 4, 2011

Days Out: Nov 4-11, 2010 (ARMA Conference, Calif., Nov. 7-10); Nov. 25-26 (Thanksgiving), Dec. 24-Jan. 1 (Christmas/New Year's)

March/April 2011 (Print)

Marketing / Aligning RIM (RIM as a Resource, Increasing Visibility)

RIM Fundamentals feature: Records management and why it's important

Editorial submission deadline..... Jan. 7, 2011

To pressFeb. 18, 2011

To mail by..... March 4, 2011

Days Out: Dec. 24-Jan. 1 (Christmas/New Year's); Jan. 17 (Martin Luther King Day)

Electronic Issue - May/June 2011

Standards and Best Practices (i.e., ISO 15489, MoReq 2010, Policies, Initiatives)

RIM Fundamentals feature: Differences between standards, technical reports, guidelines, best practices

Editorial submission deadline.....Feb. 25, 2011

Online by May 2, 2011

Days Out: Apr. 24 (Easter)

July/August 2011 (Print)

Technology (Tool Gaps, Tips and Tricks, Cloud Services Update)

(Pre-Conference Issue, includes Conference Brochure Supplement) – issue polybags

RIM Fundamentals feature: How records, document, and content management technologies differ

Editorials submission deadline.....April 22, 2011

To press June 17, 2011

To mail by.....July 1, 2011

Days Out: May 30 (Memorial Day)

September/October 2011 (Print)

Compliance and Risk Management (Regulations, Tools, Technologies, Strategies)

(Conference Issue – October 16-19, 2011, District of Columbia)

RIM Fundamentals feature: How to conduct a records inventory to develop a records retention schedule

Editorial submission deadline..... June 24, 2011

To pressAug. 19, 2011

To mail by.....Sept. 2, 2011

Days Out: July 4 (Independence Day)

Electronic Issue - November/December 2011

Business Continuity Planning (Vital Records, Planning)

RIM Fundamentals feature: Define vital records and methods for protecting them

Editorial submission deadline.....Aug. 19, 2011

Online byNov. 1, 2011

Days Out: Sept. 5 (Labor Day); Oct. 13-20, 2011 (ARMA Conference, District of Columbia, Oct. 16-19)

Deadlines (number of weeks before mail date): Editorial - 10; Space – 7; Composition – 6; Materials – 5; Press – 2