Information Management magazine – 2012 Editorial Schedule

January/February 2012 **Technology (Exploring new tools like Rypple, Tips, Cloud Services Update)**
RIM Fundamentals feature: How to organize shared and network drives – filing 101
Editorial submission deadline..... Oct. 21, 2011
Ad space deadline.....Nov. 9, 2011
Ad materials deadline.....Nov. 23, 2011
To mail by..... Jan. 6, 2012
Days Out: Nov. 24-25 (Thanksgiving), Dec. 23-Jan. 1 (Christmas/New Year's)

March/April 2012 **Guiding Principles: Health of Your Program (Info. Governance)**
(Audit Tool [health checkup – timing issue], Mentoring, RIM as a Resource, Increasing Visibility)
HOT TOPIC SUPPLEMENT
RIM Fundamentals feature: How to conduct a records management audit
Editorial submission deadline..... Jan. 6, 2012
Ad space deadline..... Jan. 25, 2012
Ad materials deadline.....Feb. 8, 2012
To mail by.....March 7, 2012
Days Out: Dec. 23-Jan. 1 (Christmas/New Year's); Jan. 16 (Martin Luther King Day)

May/June 2012 **Standards / Best Practices**
(ISO 15489 10th anniversary and its impact, MoReq/MoReq2010 –changed/significant, revision to ISO 27000 series, update on ISO TC 46 SC11)
RIM Fundamentals feature: How to use best practices in RM, what is the need, and where do you start – the role of standards in establishing best practices
Editorial submission deadline.....March 2, 2012
Ad space deadline.....March 21, 2012
Ad materials deadline.....April 4, 2012
To mail by..... May 4, 2012
Days Out: Apr. 6-8 (Easter)

July/August 2012 **Personal Development (competencies, education, self-improvement, conference participation)**
CONFERENCE BROCHURE SUPPLEMENT
RIM Fundamentals feature: Using the ARMA competencies to determine staffing requirements. What RIM programs are doing to survive hard times
Editorials submission deadline..... May 4, 2012
Ad space deadline..... May 23, 2012
Ad materials deadline..... June 6, 2012
To mail by.....July 6, 2011
Days Out: May 28 (Memorial Day)

September/October 2012 **Compliance / Risk Management (Auditing, BIA, E-Discovery, Litigation)**
HOT TOPIC SUPPLEMENT – (Conference Issue – September 23-26, 2012, Chicago)
RIM Fundamentals feature: How to manage information on mobile devices that organizations supply to employees
Editorial submission deadline.....July 6, 2012
Ad space deadline.....July 25, 2012
Ad materials deadline.....Aug. 8, 2012
To mail by.....Sept. 7, 2012
Days Out: July 4 (Independence Day)

November/December 2012 **Information Trends (Forecasting 2013)**
(RIM Trends: Web 3.0 – the semantic web, Cloud, Social Media, Mobile Devices, SharePoint 2010's RIM Module [how it is being used])
RIM Fundamentals feature: How to analyze new technologies for records management impacts
Editorial submission deadline:.....Sept. 4, 2012
Ad space deadline.....Sept. 21, 2012
Ad materials deadline..... Oct. 5, 2012
To mail by.....Nov. 7, 2012
Days Out: Sept. 3 (Labor Day); Sept.20-28, 2012 (ARMA Intl' 57th Annual Conference & Expo, Chicago)

Current 8/3/11