



# ICRM Lifetime Achievement Award

*Nomination form must be received no later than September 1*

*Questionnaire must be received no later than October 1*

## Overview

ICRM Lifetime Achievement Award honors an individual's accomplishments and service to the ICRM and the Records and Information Management profession over at least 10 years. Lifetime achievement indicates a significant, positive impact to the ICRM, its members, and the Records and Information Management profession. A recipient of the ICRM Lifetime Achievement Award is a CRM or retired CRM in good standing who has contributed significantly to the ICRM throughout their career, one who has been a role model, leader, influencer, or mentor.

Recognized activities include, but are not limited to:

- Serving through volunteer position(s) on the ICRM Board
- Serving through volunteer position(s) on ICRM committees and task forces
- Mentoring and coaching
- Serving as a volunteer Part 6 exam grader
- Representing the ICRM at seminars, conferences, or other RIM related engagements
- Promoting the CRM/CRA designation(s)

## Eligibility Requirements

- A Certified Records Manager (CRM) or retired CRM in good standing who has demonstrated a breadth of accomplishments and service to the ICRM and the RIM profession over at least 10 years
- Not a previous winner of the ICRM Lifetime Achievement Award
- Current Board Members are not eligible during their term of office

## Nomination Process

- A CRM or retired CRM in good standing shall be nominated by an ICRM member in good standing or self-nominated
- Nomination forms (available on the ICRM website at <https://www.icrm.org/form/lifetime-achievement-award>) must be submitted no later than **September 1**
- Nominees will be provided the ICRM "Lifetime Achievement Award Questionnaire"
- Completed questionnaires must be submitted to [admin@icrm.org](mailto:admin@icrm.org) no later than **October 1**

## Award Process

- The ICRM Awards Committee will review all submissions
- The ICRM Awards Committee will consider the total number of points, quality of supporting documentation, and breadth of experience and accomplishments
- The ICRM Awards Committee may select up to two award recipients

- The recipient(s) of the Lifetime Achievement Award will be announced at the year-end ICRM Business Meeting
- The recipient(s) will receive a plaque and be awarded a one-year paid ICRM membership or a gift card equaling a one-year membership

### ICRM Lifetime Achievement Award Questionnaire

The submitted questionnaire must include relevant roles and service to the ICRM. The nominee should include as much information as possible, adding as much detail as desired, including dates when possible. Testimonials can be provided as well as any reviews available.

The questionnaire includes seven categories containing rows with specific point values for contributions:

#### Category 1 – ICRM Volunteer Positions

- Each volunteer position held. For example, if five different board positions were held by an individual, they would receive the designated number of points on the questionnaire per position (not per years held).

#### Category 2 – Mentoring and Coaching

- Each ICRM Candidate mentored (up to a maximum of 100 mentees)
  - Include mentee testimonials and/or reviews
- Nomination for the ICRM Mentor of the Year Award
- Recipient of the ICRM Mentor of the Year Award
- Participation in RIM related mentoring program, such as ARMA, SAA, and NAGARA
  - Include testimonials and/or reviews

#### Category 3 – Representing the ICRM

- Representing the ICRM at a RIM-related engagement (written, virtual, or in-person)
  - Details could include event host and name, publication name, dates, and/or any supporting information

#### Category 4 – RIM Related Teaching and/or Presenting

- Formal academic RIM class/course development and/or teaching
  - Include the name of the institution, class/course title, and date range
- Presenting a RIM topic at a conference or seminar
  - Include conference host and name, date, session title, and session length
- Serving as a guest or substitute instructor at an educational institution
  - Include the name of the institution, class/course title, and date range

#### Category 5 – RIM Publications

- Published RIM books or textbooks, where individual is either the sole or joint author
- RIM related published books where individual contributed content
- Published RIM related articles that did not appear in an ICRM publication
- Published a RIM related white paper or research project

#### Category 6 – Promoting the CRA and CRM Designations

- Any work outside of the ICRM where the CRA and CRM were promoted (for example, U.S. Department of Labor, Academic Partnerships, or Society for Human Resource Management)

- Provide supporting information, including contact name, time period, and any accomplishments achieved

#### Category 7 – RIM Related Contributions Outside of ICRM

- RIM contributions through other organizations, such as ARMA, AIEF, or other RIM organization

#### Category 8 – Other Relevant Information

- Any additional information that supports this nomination

Contact the ICRM at [admin@icrm.org](mailto:admin@icrm.org) with any questions.