



ARMA Chapter Membership List Usage Parameters

The ARMA International Member Services Department distributes the Chapter Membership List in Excel spreadsheet format to assist the chapters in downloading the list into their membership databases. The Excel spreadsheet format enhances service to chapters but also puts ARMA's database integrity at risk. Therefore, this agreement between the chapters and ARMA Headquarters has been established.

The ARMA Chapter Membership list in Excel spreadsheet format is to be used for the sole purpose of enhancing the chapter's membership database. Misuse of the membership list will result in disciplinary action of the individual(s) responsible for the misuse.

Misuse of the list is defined by but not limited to the following:

- The ARMA Chapter Membership Excel spreadsheet list shall not be distributed or given to anyone outside the respective ARMA chapter's Board of Directors.
- The ARMA Chapter Membership list shall not be used for list sales – all list sale inquiries must be sent to ARMA International's headquarters.
- The ARMA Chapter Membership Excel spreadsheet list shall not be used for promotion of any events or seminars or any type of promotions outside the chapter's use.

Please note the members on the Excel spreadsheet that have indicated they do not wish to receive solicitations and honor their request.

The ARMA Chapter Membership List may be used to promote ARMA chapter-related educational meetings and seminars, as well as to promote chapter membership.

A Chapter may share/provide lists of attendees to a local meeting/seminar provided that the registrants are given an opportunity to opt in/out of the release of the information and they know what information will be included. ARMA International's policy is to only release name, organization, title, and address. **ARMA International does not release email of phone numbers.**

If an ARMA member notices that the chapter lists are being misused, please contact ARMA Members Services Department at chapters@armaintl.org.

All requests to contact members of other chapters/regions must be made and approved by that chapter.