The second annual **Carpenter Award** recognizes the distinguished service of an active LERMA member. The award is named in honor of Linda Carpenter, one of the original founders of LERMA in 1994. Linda served on the Board of Directors for 17 years before retiring as LERMA President in 2011. The recipient of this prestigious award has demonstrated a commitment to professionalism and exemplified the traits of a successful records professional including strict adherence to quality & records security standards, implementation of industry best practices, and a passion for continued learning and professional development.

Eligibility

All employees of LERMA member agencies whose job duties include a records component are eligible for nomination and selection. Active members of the Awards Committee are unable to be nominated or selected while serving on the committee.

Nomination

LERMA members, agency employees, sheriffs and chiefs of member agencies are welcome to submit nominations! Nominations must be received in writing by July 31, 2025. Nominations must be sent to the LERMA Secretary (info@lermainc.org) for submission to the Awards Committee. Nominations must be submitted on the enclosed nomination form.

Selection Process

The Award Committee is a three-person committee and must include the LERMA Vice President (Chair) and two members of the board who are not serving as officers. The Award Committee members may not serve more than 2 years consecutively (with the exception of the Vice President).

Prior to dissemination to the Award Committee, the LERMA Secretary will duplicate the written nomination forms and redact any identifying information (name of nominee, agency name, etc.).

The Award Committee will review the nominations. The Award Committee shall review all nominations and consider the following when selecting the award recipient:

- Examples of implementation and adherence to records quality standards.
- Examples of implementation and adherence to records security protocols.
- Examples of research, selection, and implementation of records management best practices.
- Examples of the nominee's pursuit of education, experience, and professional development.

The members of the Award Committee must unanimously agree on one award recipient. The Chair of the Award Committee shall draft written notification on LERMA letterhead informing the LERMA President and LERMA secretary of the committee's selection. The LERMA secretary will notify the conference committee chair.

Award

The selected recipient will be invited to attend the fall training conference where they will be presented with the **Carpenter Award** and recognized as LERMA's Records Professional of the Year. The recipient, and/or their command, will have the opportunity to make remarks at the conference. The award recipient and their photo will be featured in a LERMA email and on the LERMA website until the next fall conference.

2025 Carpenter Award Nomination Form

Complete the nomination form below. Submission instructions are at the bottom of the form.

Name of nominee: _____

Employing agency name: _____

Length of employment with agency: Years _____ Months _____

Provide example(s) of the nominee's implementation and adherence to records quality standards within your agency.

Provide examples of the nominee's implementation and adherence to records security protocols within your agency.

Provide examples of the nominee's research, selection, and implementation of records management best practices within your agency.

Provide examples of the nominee's pursuit of education, experience, and professional development.

Does the agency support this nomination and the nominee's involvement in LERMA?

Yes _____ No_____

Name of the nominee's supervisor/command officer: _____

Email address of the nominee's supervisor/command officer: _____

Name of person completing the nomination form: _____

Email address of the person completing the nomination form: _____

Nominations must be received in writing by July 31, 2025. Nominations must be sent to the LERMA Secretary (info@lermainc.org) for submission to the selection committee.

PAGE TWO