

Information

Please join us **FRIDAY, NOVEMBER 13, 2009** for a full-day of *harvesting knowledge* related to Records and Information Management. This course is designed to engage those new to the RIM field, as well as those veteran RIM folks.

Location Information

The Autumn Conference will be held at the **URS-Washington Division Auditorium**, located at 400 South Broadway Avenue, Plaza 1, Boise, ID.



**BOISE VALLEY CHAPTER,
ARMA INC.**

PO Box 190177

Boise, ID 83719-0177

THE BOISE VALLEY CHAPTER —
ARMA, INC. PRESENTS

AUTUMN CONFERENCE

***IT'S TIME TO
HARVEST
YOUR
RECORDS
MANAGEMENT
KNOWLEDGE***

Featuring **Deb Gearhart, CRM**,
State of Michigan Records
Director

**\$85 (early registration) FOR
A FULL-DAY CONFERENCE,**
*including continental breakfast and
lunch*

FRIDAY, NOVEMBER 13, 2009

AGENDA

8:00 - 8:30 AM

Registration and Continental Breakfast

8:30 - 10:00 AM

Reasons for Implementing Records and Information Management Program

- Life Cycle Concept of Records Management
- The Post-Enron, Sarbanes-Oxley World
- Key Elements of a RIM Program
- Benefits to be Derived
- Cost Savings

10:00 - 10:10 AM

BREAK

10:10 AM – Noon

Records Retention Overview

- The Records Inventory Process
- Records Appraisal
- Preparing a Records Retention Schedule
- Legal Requirements
- Laws Affecting Retention
- Minimizing Litigation Risk
- Records Destruction
- Compliance and Audits

12:00 - 1:00 PM

LUNCH – provided

1:00 - 2:00 PM

Records Appraisal

- Hands-On Appraisal Workshop
- Results of Group Activity

2:00 – 3:00 PM

Electronic Records Retention Issues

- Challenges in Addressing Electronic Formats
- Managing Email as a Record
- Email Policy
- Email Retention and Storage Issues
- Records Management Application Software Implementation

3:00 – 3:10 PM

BREAK

3:10 – 4:00 PM

Document Management Industry

- Overview
- Paper-based Challenges
- Microfilm
- Imaging
- Document Management
- Enterprise Content Management

4:00 – 4:30 PM

Wrap-Up

- Questions and Answers

Registration Information

You may register online at
www.boisearma.org
by following the conference links.

Fee: **Early registration** is \$85 for the full-day conference, which includes a continental breakfast and lunch. **After November 1, 2009, Late Registration** is \$100 for the conference.

Payment may be made through the Paypal link on the Boise Valley Chapter's website. If you plan to pay by check or cash, please contact Dave McDermott or Diane Evans. Checks may be mailed to BVC, PO Box 190177, Boise, ID 83719-0177.

*Earn 6.5 Continuing
Maintenance Points for your CRM
Credits.*

Questions? Please Contact:

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