

Program Schedule

DAY 1-Thursday, April 15, 2010

8:00-8:45	Continental Breakfast		
8:45-9:15	Opening of Conference & Orientation Marc Simpson, Region Manager; Jennifer Winkler Region Coordinator		
9:15-10:30	<p>TRACK I – Core Concepts in Records Management: What to do when you first arrive on the island Congratulations, you are the new records manager for your agency! Now what? This session will help you determine what you need to do to get a successful records management program up and going in your agency. Where do you start, what resources do you need, what missteps do you want to avoid? This session will help you target the necessary actions to a successful start.</p> <p>Barbara Benson, University of Washington</p>	9:15 – 10:30	<p>TRACK 2 – Using GARP to assess your RIM program</p> <p>Have you had a successful RIM program implemented? Or perhaps you just took over a program? How do you assess where you've been and where you need to go? One tool is ARMA's GARP standards. This session will present GARP and how to use it to help your RIM program shine.</p> <p>Ember Krumwied, CRM - Investco</p>
10:30-10:45	BREAK		
10:45-12:00	<p>TRACK I – Email Management: Taming the Communication Vine</p> <p>Email, it's the unavoidable communication method of the modern century. How do you tame a communication method that can have over 5,000 vines (users)? This session will introduce some core concepts on email management.</p> <p>Speaker: Awaiting Confirmation</p>	10:45-11:55	<p>TRACK 2 – Social Media Policy</p> <p>Post on my Facebook! Follow me on Twitter! Sounds fine for personal use, but what about when your agency starts to use them? Are they records, are you tarnishing your brand? Why do you need a policy? Sharon will cover what should go in your policy and issues surrounding records management and social media.</p> <p>Sharon Johnson, City of Seattle</p>
12:00-1:45	Lunch with the Vendors		

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1:45 -3:15	<p>TRACK I - Round Tables, Talk to other attendees in your area</p> <p>You are not the only one on your island! There are others there (the lost ones) searching for information also, share ideas, network, etc. during these roundtables.</p> <p>Local Government/Utilities Legal Regulated Industries</p>		1:45 -3:15	<p>TRACK 2 – E-discovery: What you should know (and do) about it.</p> <p>An overview of today's e-discovery obligations for businesses and organizations including concepts like Legal Hold, Data Mapping, and Preservation. The session will also include a discussion of best practices and contrasts those with real-life examples of less than ideal practices that have led to sanctions and disappointing legal outcomes</p> <p>Allen Gurney, E-discovery Consultant</p>
3:15-3:30	BREAK TALK WITH OUR EXHIBITORS! Get the latest on RIM technology and tools!			
3:30-5:00	<p>TRACK I – Retention Schedules: The core of your island.</p> <p>Without records retention schedules it is very difficult to know how to best manage your records. Should you consider scanning? What if the records only need to be kept 2 years, is scanning effective, efficient or economical. Learn how to write a retention schedule for any format of record and start your records management program with a solid core.</p> <p>Barbara Benson, University of Washington Jeff Benson, National Archives and Record Administration</p>		3:30-5:00	<p>TRACK 2 – ECM Selection Process-Making sure the RFP is right</p> <p>Looking for an ECM? Have we got a presentation for you! This session will provide an overview of the process the City of Tacoma undertook to evaluate the City's need for an ECMS solution, issue an RFP, award a contract and prepare for the implementation of the procured products. Lessons learned will be discussed, as well as current status of the implementation</p> <p>Joy Sage, City of Tacoma</p>
5:30	<p>Categorize your Supplies! A fun event about classification. What does cheese, chocolate and Washington Wines have to do with Records Management? You'll have to come to find out! One ticket is complimentary with conference registration, please be sure to check the "I will attend" box on the registration form.</p>			

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DAY 2-Friday, April 16, 2010

8:00-8:45		Continental Breakfast	
8:45-10:00	<p>TRACK 1 – Talk the IT Talk: Speaking the Native Language</p> <p>Forest, domains, Active Directory, print and file servers, LANs and VOIP. Does this sound like a foreign language? In order to be an effective team member on an IT project, you need to speak the language. This session will present some common terms used during IT projects and how you can sound like one of the natives.</p> <p>David Winkler, ZenKat Consulting</p>	8:45 – 10:00	<p>TRACK 2: Taxonomy and Classification</p> <p>Taxonomy/Classification is the foundation for managing records, especially electronic records and this session will take you through the steps to establish a successful program.</p> <p>Charmaine Brooks, CRM IMERGE Consulting</p>
10:00-10:15		BREAK	
10:15-11:45	<p>TRACK 1 – 4 yrs Later: Revisiting the King County ERMS Project</p> <p>At the 2006 GNW Region Conference, King County announced their project to implement an ERM system. Have they reached their island paradise? What did they learn on the way there or are they still searching? Greg will give us an update of the project 4 years later!</p> <p>Gregory Trosset, King County Patricia Holmquist, King County</p>	10:15-11:45	<p>TRACK 2: Surviving the Hurricane: Disaster Recovery</p> <p>Floods are one of the most common disasters in the region and this presentation will take you through the steps regarding mitigation and recovery from such an event. What do you do if you need to involve other agencies, how do you work with them? Also included will be documenting recovery efforts, the effects of water on various media formats and recovery of formats.</p> <p>Mark Rocco, BMS Cat</p>
11:45-1:00		BOX LUNCH – VISIT THE VENDORS!	

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1:00 – 2:30	<p>TRACK 1 – Strategic Alliances: Creating your Tribe</p> <p>Creating and maintaining a strong tribe is key to reaching your RIM paradise. You need to make sure you have the right people and contacts and this session will help you identify them and how to reach out to them.</p> <p>Laurie Carpenter, CRM Disney Corporation</p>	1:00 – 2:30	<p>TRACK 2: Stormy Weather or Clear Skies: Cloud Computing and RIM</p> <p>Just what is cloud computing and how will it affect records management? This session will cover what you need to know about cloud computing and how to ensure your records don't get lost in the storm.</p> <p>Speaker: Awaiting Confirmation</p>
2:30 – 2:45	BREAK		
2:45 – 4:00	<p>Microsoft Showcase: Sharepoint 2010 and Outlook 2010</p> <p>Microsoft employees will bring SharePoint 2010 to us and tell us about new features, how records managers can use it and what is in store for the future.</p> <p>Ryan Duguid, Microsoft Nishan DeSilva, Microsoft</p>		
4:00	Wrap Up and Conference End		