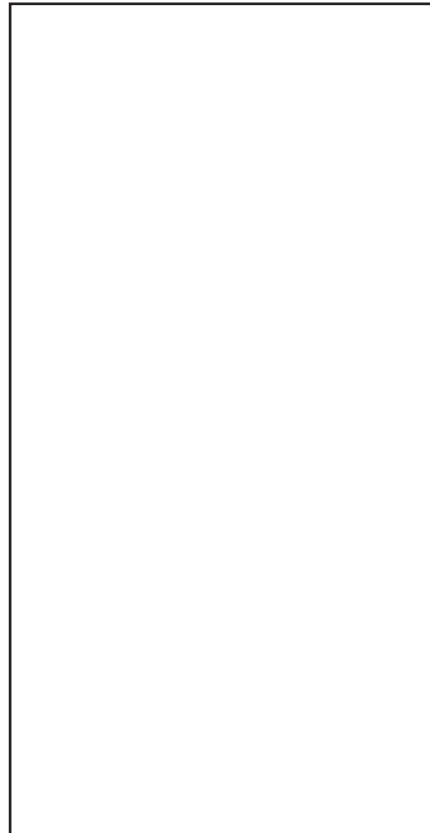
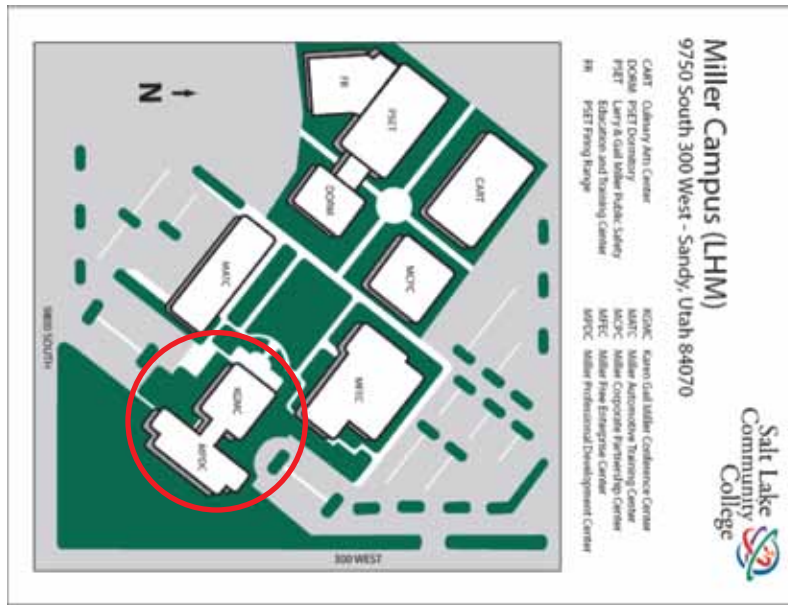


Time				
7:30 - 8:30	Register/Breakfast			
8:30 - 8:45	Welcome			
8:45 - 9:45	Keynote-- General Assembly	Build & Leverage Your Network Susan Whitmire		
9:45 - 10:15	Break/ Vendor Show			
		A	B	C
10:15 - 11:15	Session 1	RIM Terminology Daryl Downs	Get Plugged In Susan Whitmire	Team Up with Legal Rob Hichens
11:15 - 12:30	Lunch/ Vendor Show			
12:30 - 1:30	Session 2	Records Life Cycle Helen Streck	Overcome Your Fears Ken Embley	
1:30 - 1:45	Break/ Vendor Show			
1:45 - 2:45	Session 3	ERM Basics Cindi Mansell & Craig Young	Understand Your World Dianna Abel	Process for E-Discovery Eve Furse & Steve Whittaker
2:45 - 3:45	Session 4 General Assembly	Make it All Work - Dave Fleming		
3:45 - 4:00	Closing/ Vendor Give Away			



Spring Conference 2010
 March 25, 2010 7:30am - 4pm
 Visit www.armautah.org
 to register and for more details



Records Management Success: Build & Leverage Your Network!

presented by the Salt Lake Chapter
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ARMA Utah-Salt Lake Chapter Spring Conference 2010

Session Descriptions

Keynote Address:

BUILD AND LEVERAGE YOUR NETWORK – GIVE TO GET

This presentation will provide insight and opportunities to help you become a more effective RIM practitioner.

Beginning records and information management sessions that will help the attendee learn basic RIM terminology and techniques.

RIM TERMINOLOGY – This session will acquaint attendees with words and phrases used in the records and information management (RIM) field.

INFORMATION EVOLUTION FROM BEGINNING TO END – A look at the fundamentals of Records and Information Management (RIM) with a focus on lifecycle management.

ELECTRONIC RECORDS MANAGEMENT (ERM) BASICS – Instructors will discuss management of records in electronic formats and related issues.

Sessions designed for attendees who are experienced RIM practitioners

looking for ways to increase visibility and effectiveness of their records program in lean times.

GET PLUGGED IN – IDENTIFY & LEVERAGE EXPERT RESOURCES – This session will help you identify expert resources, encourage you to create resources, and explain how to leverage your experiences to expand your network.

OVERCOME YOUR FEARS – CREATE ALLIANCES – This session will discuss obstacles that keep records managers from selling their records program to management and how to overcome those obstacles.

UNDERSTAND YOUR WORLD – LEARN TO DEAL WITH PERSONALITIES – This session will focus on building relationships that pay-off. You will develop basic relationship building skills, identify key program partners, and learn how to develop a relationship with those individuals that addresses mutual interests and business needs.

TEAM UP WITH LEGAL – INCREASE YOUR CREDIBILITY – Get perspective and insight regarding techniques and best practices for improving your relationship and credibility with the Legal Department.

STEPS IN THE E-DISCOVERY PROCESS – Topics will include identifying and preserving potentially relevant information, determining relevance and privilege, and methods for production.

SUSAN B. WHITMIRE, CRM, FAI, is a Certified Records Manager and has a 29 year career in records and information management in the insurance industry. Her experience includes RIM program development and implementation and delivering solutions for electronic records management and email management. She is currently the records manager of BlueCross BlueShield of Tennessee.

DIANNA K. ABEL, PhD is currently the Director of Counseling & Psychological Services Center at Weber State University, Ogden, Utah, where she has been employed for over 10 years. Dianna is a licensed psychologist.

KEN EMBLEY is an Associate Instructor and Director of Outreach for the Center for Public Policy and Administration at the University of Utah, Salt Lake City, Utah. His areas of expertise include the facilitation, consultation, instruction and administration of leadership, management and organizational development programs and services.

ROBERT HICHENS, Principal, LECG, has more than 23 years of experience in corporate information technology and consulting, with focus on the strategic and tactical utilization of technology. Mr. Hichens' consulting expertise covers areas of litigation technology solutions, electronic discovery, business process analysis, and design.

EVELYN J. FURSE is a Senior City Attorney with Salt Lake City Corporation handling the City's civil litigation. Prior to joining the City Attorney's Office, Ms. Furse was a partner with Howrey, LLP, where she practiced complex corporate litigation. Ms. Furse is one of the members of the City's team addressing electronic discovery issues.

STEVEN D. WHITTAKER is a Senior Technology Consultant and Digital Forensics Team Leader for Salt Lake City Corporation.

CINDI MANSELL, MMC, CRM is currently the City Recorder for Ogden City, Utah. She is a Certified Records Manager and has over 20 years of experience working in municipal government. She is a Master Municipal Clerk and received the 2009 Outstanding City Recorder of the Year Award.

DARYL DOWNS, CRM is a Senior Records Manager for The Church of Jesus Christ of Latter-day Saints. Daryl is a Certified Records Manager and has been extensively involved in the management of data, information, and records his entire career.

HELEN STRECK, CRM Candidate, is currently the Director of Corporate Records Management for Amgen Incorporated, the world's largest biotechnology company.