



ARMA OKLAHOMA CITY CHAPTER PRESENTS RECORDS AND INFORMATION MANAGEMENT: WHAT YOU NEED TO KNOW

Thursday, March 25, 2010

\$99.00

MORNING SESSION

Karon Teague and Debra Korty

"10 Steps to a Records Management Program"

With information traveling at ever-increasing speed, the need for comprehensive RIM programs is greater than ever. However, very few blueprints for developing a program exist. The City of Austin created a 10-Step Program to guide City departments through this process. Each step breaks down the "why and how" into specific actions to ensure proper program implementation. This session will discuss each step, the associated checklist, monitoring tools used, and lessons learned.

AFTERNOON SESSION

Mike Rusnack

No Budget, No Time, No Sponsorship, No Interest?

How Can I Make a Difference?

RIM "Boot Camp"

If you are like many organizations or RIM professionals you are confronted with limited to no budget, little time, lukewarm sponsorship and little interest. How can you make a difference? We will in a short 3-hour boot camp use the Information Lifecycle and the morning session content to look at and provide some basic instructional content, templates and approaches for educating in-house the RIM basics.

BIOS

Karon Teague has 8 years of records and information management experience. Her specialties include records management training, consulting, and disaster planning. She is a Corporate Records Analyst with the City of Austin and prior to the City was a Government Information Analyst with the Texas State Library and Archives Commission. She was a participant in the Council of State Archivists Emergency Preparedness Initiative and is a certified teacher for the FEMA COOP Program Manager Training Course. She has conducted trainings and served as a guest speaker throughout Texas. Debra Korty and Karon were co-presenters at the 2008 ARMA International Conference in Las Vegas.

Debra Korty acquired her Master of Library and Information Science degree from the University of Texas at Austin in 2002. She is currently a Corporate Records Analyst with the City of Austin, providing consulting services and training to City departments. Her experience includes: conducting records inventories and developing retention schedules, as well as developing disaster recovery plans for local government entities, including the Travis County Clerk's Office. She also participated on the recent ARMA Glossary Taskforce.

BIOS

Mike Rusnack is a retired U.S. Air Force Lieutenant Colonel having served 22 years prior to joining Devon Energy in January 2008 as a Corporate Records Manager. During his 22-year career he served in many roles including procurement acquisition and modernization of the AWACS aircraft. He has served as an Air Force Dean of Students responsible for graduating 500 students annually into 11 different aircrew specialties. He has developed course curriculum using the Instructional System Design (ISD) approach and has taught at collegiate, secondary, elementary and military levels.

In his current position, Mike leads 85 percent of the RIM Department in operational service support activities. He also serves as the RIM Department's Training and Development leader. Mike's responsibilities include design, development and implementation of operational, strategic and compliant information life cycle management, policies, procedures and guidelines. Additionally, he is responsible for the oversight of nearly 3 million records (active and inactive) across all company departments and through all stages of the information life cycle.

Mike is a member of ARMA, AIIM and MER. He applied for CRM candidacy and will pursue ECM formal training in 2010.

SCHEDULE

8:00-8:30: Registration/Continental Breakfast

8:30 – 11:30 Presentation (One Break)

11:30 – 12:30 – Lunch

12:30 – 4:00 Presentation (One Break)

Cost: \$99.00 (Includes continental breakfast, lunch and two breaks). After 3/12/2010, the cost is \$125.00 per person.

Who Should Attend?

This one day seminar is designed to meet the needs of individuals new to the field of RIM as well as the seasoned practitioner.

Directions:

From Meridian, go east on Newcastle Road and the main ORC entrance is on the right. Press the buzzer outside the gate to the facility, give your name and someone will buzz you in.

Emergency Telephone Number:

If you need an emergency contact while at the seminar, please call Bob Clayton at (405) 686-2444.

ICRM Certification Program (CMP):

This one day seminar has been pre-approved for 6 hours for the ICRM Certification Maintenance Program credit. The pre-approval code will be printed on the completion certificate awarded at the end of the conference.



RIM: What You Need to Know

March 25, 2010

Devon Energy Corporation Records Center

4440 S. Newcastle Road

Oklahoma City, Oklahoma 73119-2441

Please print legibly:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Organization: _____

E-Mail: _____

REGISTRATION FEE (Includes continental breakfast, breaks and lunch):

Send a copy of this form with your PO# or payment (check or money order payable to ARMA – Oklahoma City Chapter in the amount of \$99.00) by March 12, 2010. No refunds will be received after that date. However, substitutions will be allowed and encouraged. Refunds requested prior to 3/12/2010 – paid less \$25.00 handling fee). Registrations received after the deadline will be \$125.00 per person.

METHOD OF PAYMENT (Oklahoma City Chapter's EIN#: 48-0993536):

Check: _____

Purchase Order _____

(The organization will receive invoice – only \$99 if PO# received before 3/12/2010).

MAIL REGISTRATION FORM AND PAYMENT TO:

ATTN: ARMA – OKC Chapter

OKDHS Records Center

4800 N. Stiles

Oklahoma City, OK 73105-3303

Contact Pattie Sanders at psanders@a-1freeman.com or (405) 751-7561 for more information.