



San Diego ARMA Presents
**Managing Changing Times:
 Retention Management**
2011 Conference and Workshop

Date: April 27, 2011

Time: 8:00 am - 4:30 pm

At Mission Valley's

HANDLERY HOTEL
 San Diego, CA 92103

**To Attend
 Register Online at**

[www.sandiegoarma.org/
 programs/html](http://www.sandiegoarma.org/programs/html)

Presenters Include:

Elizabeth Maland
 San Diego City Clerk

Helen Streck
 Kaizen InfoSource LLC and
 Pacific Region Manager,
 ARMA International

Paula Johnson, CRM
 Director of Policy and
 Records Administration, UCSD

Vladimir Orlic
 Director of Planning Data &
 Systems, UCSD

**Questions?
 Email SD ARMA at**
sdarma@sandiegoarma.org



The program is structured around various sessions focusing on developing and implementing retention schedules in mid to large organizations. There will be scenarios and how-to steps regarding updating current retention schedules, analyzing and defining retention periods for established records series, hands-on exercises for creating new records retention schedules for electronic correspondence, and more.

Agenda Highlights:

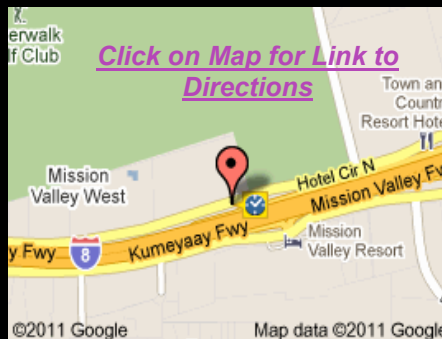
- 8:00-9:00am Registration, Continental Breakfast
- 9:00-10:00am Keynote and Lecture
- 10:00-12:00pm Retention Schedule Workshop
- 12:00-1:00pm Lunch
- 1:00-2:30pm UCSD Catalog Demonstration
- 2:45-4:30pm Lecture



Handlery Hotel

950 Hotel Circle North
 San Diego, CA 92108
 (619) 291-0511
sd.handlery.com

**Thank you to our 2011
 ARMA San Diego Sponsors!**



Registration: Through April 22, 2011

- Members Pre-Registered: \$85.00
- Non-Members: \$99.00

*Continental Breakfast and Lunch Included
 Parking at the Hotel \$3*

*Register Online at:
www.sandiegoarma.org/programs.html*

*Registration at door will be \$99
 ARMA Members save by pre-registering*

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