



Date: June 22, 2017

Time: 11:30a to 1:30p

**Registration:**

Through June 20th 3:30 PM

- Members Pre-Registered: \$15.00
- Non-Members: \$25.00

Lunch Included

FREE Parking

Register at:

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

Registration at door will be \$25

Members save by pre-registering

**Agenda Highlights**

- 11:30-12:00PM Registration
- 12:00-1:00PM Keynote and Lunch
- 1:00-1:15PM Debrief
- 1:15-1:30PM Wrap Up/Raffle

You can now pay with a credit card!  
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and pay with your credit card.

## Navigating SharePoint for RIM

SharePoint is a Microsoft application commonly used to store, organize, share, and access information via a web browser. But what are the records management implications? In this one hour session, David and Chris will give an overview of the out-of-the-box records management features in SharePoint, how “Rules-Based Recordkeeping” can streamline records management, and strategies for migrating content from file shares and legacy ECM systems.

**Agenda:**

- OOTB Records Management Features in SharePoint
- Record Types (Administrative/Case)
- Rules-Based Recordkeeping and RBR Content Types
- Migrating Content
- Governance Considerations and Recommendations

David Kruglov, Managing Director and CEO of ShareSquared, is a graduate of UCLA’s Anderson School of Management and holds a degree in Economics and Computer Science. David is also a former hands-on architect and developer.

Chris Givens, CTO of ShareSquared, is a world-renowned Microsoft SharePoint MVP. He is co-founder and president of the San Diego SharePoint User Group (SanSpug.org). Chris is a Microsoft Certified Trainer and has developed Microsoft Official Curriculum courseware for all versions of SharePoint. For more information on David and Chris, visit [sharesquared.com](http://sharesquared.com).

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