“METAMORPHOSIS FROM PAPER TO ELECTRONIC RECORDS MANAGEMENT”

April 21, 2010
Full-Day Seminar

ARMA San Diego in collaboration with the University of California San Diego

The San Diego Chapter of ARMA is pleased to invite you to a full-day seminar featuring Brent Gatewood, MBA, CRM of PelliGroup.

Brent Gatewood has been active in information management for almost 20 years, working with firms worldwide in various capacities, focusing on professional services, technology, and consulting arenas. He has advised clients on the use and importance of the information contained within their organizations and has helped them utilize their information more effectively and efficiently.
PROGRAM:

Seminar Topics will focus on:

◊ The Metamorphosis of Your Records
  ➢ “Records” Are Changing
  ➢ Best Practices for defining data input and structures
  ➢ 5 Hot Button considerations in choosing the right Electronic Records Management System (ERMS)
  ➢ Review the impact of compliance and audit on your Information Management System design
  ➢ How does the “cloud” impact your strategy?

◊ Hard-Copy Information in an Electronic World
  ➢ How to setup retention schedules subject to exception management (audits and holds)
  ➢ Developing efficient identification and tracking that follows information through its lifecycle

identifying and managing data inside and outside your Electronic Records Management System
  ➢ Developing federated management of disparate collections
  ➢ Planning for RIM Systems

◊ Where do we go from here?
  ➢ Planning for RIM Systems
  ➢ Opportunity for Q & A

Schedule

  Registration: 8:00 a.m.
  First Session Begins: 8:30 a.m.
  Lunch: 11:45 a.m.
  Second Session Begins: 1:00 p.m.
  Closing Remarks: 3:30 p.m.

All Program materials, Parking (For Non-UC Attendees), Morning Refreshments and Lunch is included in seminar fee.