



FROM RECORDS MANAGEMENT TO INFORMATION GOVERNANCE

Today's Records and Information Manager must recognize the paradigm shift from a focus on the traditional narrow scope of Records Management practice to a greatly expanded scope of responsibility that includes applying governance to all information created and used by their organization. RIM professionals must recognize their important role in the organization, bring their expertise to the table and develop and leverage partnerships with IT and Legal to meet this challenge. This seminar is designed to give RIM practitioners the knowledge needed to navigate the current information explosion and protect their organizations from risk.

NEED CERTIFICATION CREDITS?

This event is pre-approved for:

5.5 CRM Credits

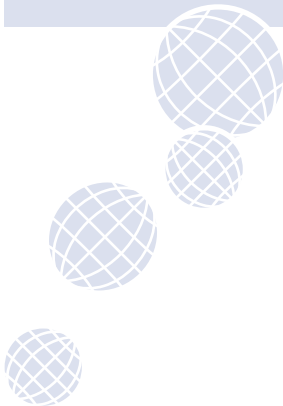
1 CMC Experience Point OR **1 MMC** Advanced Education Point

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From Records Management to Information Governance
One Day Event
March 15, 2012

From Records Management to Information Governance

Attend this One Day Event

Karen Gail Miller Conference Center on the
Larry H. Miller Campus of SLCC
in Sandy, UT (9750 S 300 W)

March 15, 2012

7:30-4:00

Presented by the ARMA, Utah-Salt Lake Chapter



Gold Sponsors





From Records Management to Information Governance



Sam McCollum,
CRM

Sam is President & CEO of SIMC Coaching where he provides thought leadership, strategy and coaching expertise. He also serves as Manager of Strategic Information Management (SIM) for ENMAX Corporation, the largest public utility in Alberta, Canada. Sam has over 26 years of experience as an Information Management practitioner and has developed IRM certificate courses for the SAIT Polytechnic Institute in Alberta. He writes and speaks frequently for AIIM and ARMA on Information Governance (IG) and Information Management (IM) issues.



John Isaza,
Esq., FAI

John is a California-based attorney and partner of Howett Isaza Law Group, LLP, an international records and information management consulting practice and law firm. Mr. Isaza also has over a decade of experience as a trial lawyer. John is the 2008 recipient of the prestigious Britt Literary Award of ARMA International and was recently named the 45th Fellow of ARMA International (FAI).



Helen Streck

Helen is a partner in the consulting firm Kaizen InfoSource LLC, serving as the firm's President and CEO. Helen's expertise in records and information management has its foundation in real world experiences forged from a career in the business that spans over 25 years. Helen has extensive experience designing corporate level records and information management programs for diverse organizations.



Rob Hichens

Rob is a practice director for Huron Consulting with more than 25 years experience in corporate IT and consulting, with focus on the strategic and tactical utilization of information technology. His consulting expertise covers areas of litigation technology solutions, electronic discovery and business process analysis and design.

Keynote Address: The Changing Role of the RIM Professional

The evolution of disciplines from Records Management through Information Management to Information Governance is taking center stage in the RIM industry. Sam McCollum will address the emergence of a close relationship between Strategic Information Management (SIM) and Information Governance (IG).

BREAKOUT SESSION 1

Information Governance: Real World Application of GARP® Principles (presented by Sam McCollum, CRM)

This workshop will explore the practical application of the eight GARP® principles: Accountability, Integrity, Protection, Compliance, Availability, Retention, Disposition, Transparency and will benefit both experienced and beginning RIM practitioners.

Legal Hold & Discovery: Avoiding Jail - Developing the Legal Hold Process (presented by John Isaza, Esq., FAI)

This workshop will offer a step by step approach designed to help participants recognize when and how an organization should preserve records relating to government investigations or litigation. Participants will study factual scenarios and interact with each other and the presenter to work through the legal hold process. Course contents will include analyzing trigger events, and taking a systematic approach to investigating, identifying and preserving evidence. Experienced and beginning RIM practitioners as well as IT and Legal professionals will gain practical knowledge in this session.

BREAKOUT SESSION 2

Information Governance (A): Developing a Strategic Information Management Plan (SIM) (Presented by Sam McCollum, CRM)

In this hands-on workshop, participants will develop a corporate Strategic Information Management (SIM) plan inclusive of six supporting tools. The completed SIM plan will show the

six tools as addendums. Although geared for experienced practitioners in administrative roles, the presentation will also benefit those new to the RIM field.

Information Governance (B): Staying Grounded in the Cloud (presented by Helen Streck)

This workshop is geared for information management professionals who are beginning to manage electronic records in the multiple environments where they are stored. The course will reinforce the idea that much of what you learned in RIM 101 still applies. RIM best practices and principles for governance are applicable to all information whether stored in traditional or emerging formats and participants will explore how these principles can be applied to information in the cloud.

Legal Hold & Discovery: Order in the Court! Helping Legal Build a Data Map (presented by Rob Hichens)

The Advisory Committee Notes to the amended Federal Rules of Civil Procedure (FRCP) recommend having a "Data Map," which is an inventory of Electronically Stored Information (ESI) that may be relevant to pending or future litigation. Potentially relevant information may be stored in structured (applications and databases), semi-structured (SharePoint sites), and unstructured (file shares) repositories. This workshop will benefit both experienced and new RIM, Legal & IT professionals and help them understand why developing and maintaining a Data Map should be a high priority for their organization.

Panel Discussion

This moderated panel discussion brings together all seminar speakers to address specific "who, how, and why?" questions related to the seminar theme: "From Records Management to Information Governance." The session includes open microphone time where the panel of industry thought leaders can address attendees' specific questions.

