

Sunday May 30, 2010

Education Sessions

1:45 PM – 3:00 PM

S11 Demystifying Functional Classification (workshop)

RIM Practices

Meeting Room: Salon B

Charmaine Brooks, CRM Principal, IMERGE Consulting Inc.

Bruce Schinkelwitz, CRM Principal, Foundational Inc.

The objective of this workshop is to educate attendees about taxonomy and classification and the methods used to develop effective classification systems. It includes a primer on the core concepts of functional classification and taxonomy, and focuses on methods for developing functional classifications. The exercises are designed to both develop practical skills and educate on the challenges in developing RIM classifications, including metadata, usability, retention and disposition, and applicability to EDRMS systems.

S12 Maturity Model Framework: Building Sustainable Digital Preservation Capabilities (workshop)

IT

Meeting Room: Salon A

Lori Ashley RIM Consultant, Tournesol Consulting

Vigi Gurushanta Principal, IMERGE Consulting Inc.

Many organizations lack a digital preservation program – integrated technologies, processes, human resources and know-how to ensure the longevity of valued information assets. This workshop features a Digital Preservation Capability Model and associated set of performance metrics. Participants will use the model to give their organization a preliminary “scorecard”, analyze and report on a case study, build a consensus vision statement for digital preservation performance, and identify tactical steps their organizations can take in 2010/11.

S13 The Benefits of Developing Leadership Skills Through ARMA Volunteer Opportunities

Leadership

Meeting Room: Salon C

Uta Fox, CRM Supervisor, Compliance and Training Unit, Calgary Police Service

Sue Rock, CRM Consultant, The Rockfiles Inc.

ARMA International and its chapters offer boundless, yet measurable, leadership opportunities to members – free of charge! Join two seasoned ARMA volunteers as they outline how ARMA depends on legions of volunteers to achieve its stellar RIM outreach and to continuously monitor emerging RIM trends. They’ll also share the gut-wrenching learning and ultimate success experiences of a wide variety of ARMA volunteers. What did each position offer? What compelled each volunteer to accept the challenge? What did the volunteer learn? Did the learning contribute direct value to career development? And, finally, how can you get started on your personal leadership journey?

S14 RIM Implications of Cloud Outsourcing and Computing*IT*

Meeting Room: Salon D

Mimi Dionne, CA, CDIA+, CRM Lead Records Management Consultant, Qwest Communications
Samantha Lofton Firmwide RIM Manager, Greenebaum Doll & McDonald PLLC

This session will provide examples and practical approaches to assist you in dealing with the management and storage of records and information in “Cloud” (third party) computing environments. Join the speakers as they discuss the benefits, risks and contractual issues associated with information/data storage in the cloud. Addressing records and information management (RIM) best practices, this session will serve as a helpful resource to Legal, Information Technology and RIM professionals across any lines of business who contribute to and administer RIM policies.

S15 When Disaster Strikes – Be Prepared!*Risk Management*

Meeting Room: Salon E

Jerry Kofsky National Business Development Manager, FirstOnSite Restoration Commercial
Drying & Document Recovery Solutions

How would your organization deal with a disaster where your critical records and information were exposed to fire, smoke, water damage or mould contamination? How would the loss of information affect your business? Learn how to be better prepared if disaster was to strike? This interactive session will answer those questions and more. Find out how to minimize the cost of recovery, and reduce the risk of liability and exposure in the workplace to you and your colleagues.

Education Sessions
3:30 PM – 4:45 PM**S21 Demystifying Functional Classification (workshop)**

(continued from previous session, see session S11)

S22 Maturity Model Framework: Building Sustainable Digital Preservation Capabilities (workshop)

(continued from previous session, see session S12)

S23 Putting IM Awareness into Your Organization*Communications & Marketing*

Meeting Room: Salon C

Trevor Banks Manager, Awareness Learning and Engagement, Corporate Services Branch,
Health Canada
Janice Francisco President, BridgePoint Effect

Are you organized to deliver Information Management (IM) awareness? How is awareness used to align your RIM program with organizational goals and directions? In 2009, the Canadian Federal Government produced a Development Tool Kit on IM Awareness to support its IM functional specialists in promoting the value of RIM principles and best practices in their respective departments. Come hear the authors of the kit share practical strategies for embedding IM awareness in your organization and their findings on where awareness best fits

within an IM organization. This session will also present the 7 steps for running an effective awareness program.

S24 Records Certifications: Can My Organization Meet Them All and How?

RIM Practices

Meeting Room: Salon D

Fiona Schrader, *ERMm Group Product Manager – RM Solutions, EMC – Content Management & Archiving*

DoD 5015.2, FOIA, ATIP, New Zealand Privacy Act, Finland Amendment of the Personal Data Act, German Federal Data Protection Act, Greece Law on Personal Protection Amendment, France Data Protection Act, MoReq2, and the list goes on and on. What are the differences between the Records Management certifications (DoD 5015.2, MoReq2, NoWark and VERS), various privacy regulations, and basic good governance needs? How do organizations meet and respond to ever-increasing worldwide regulation? This session will provide an overview of the various RM certifications, and illustrate how certifications support an organization's requirements for compliance or good governance.

S25 How Risk Management Software Can Complete Your ECM Solution

Risk Management

Meeting Room: Salon E

Bianca Di Nardo *Executive Coordinator/Information Specialist, Springboard Management Inc.*
Joseph Heraldo *Chief Operating Officer, Springboard Management Inc.*

While the importance of risk management is recognized, establishing a comprehensive strategy to protect your organization is not always straightforward. This session will discuss how a proven methodology can create a reliable process for improving regulatory compliance and ensuring captured content meets requirement standards. You'll learn how to leverage software technology to integrate risk management approaches with ECM to enhance your ability to protect information within your system, promote greater control over regulatory compliance and visibility on corporate performance, establish process efficiencies, and support the ongoing maintenance of risk management processes.