

Topics & Speakers — May 15, 2018

Weathering the Data Deluge.

What's the Story and How do We Best Tell it??

Records management has morphed from just filing a hard copy to managing the transition from paper to electronic records, all while the latter is becoming an onslaught from an increasing number of sources. Records managers must be able to explain to their leaders this shift's impact and the process changes required to handle it, as well as the cost of failing to change.

Glenn Smith has been a Records Management Analyst for the Library of Virginia for eight years. He currently provides records analysis and consultation services to the Legislative and Judiciary branches, the state's Executive Offices, and all state and local public safety agencies. Over the preceding 26 years he served the commonwealth in the preservation of permanent circuit court records.

Why You Need Intelligent Metadata and Auto-classification in Records Management.

Auto-classification removes a burden from IT teams and end users. But what and where is the content being classified? Auto-classification not only organizes your content but also provides an environment where information governance and compliance policies, and processes, can be implemented enterprise-wide. With automatic multi-term metadata generation and powerful taxonomy tools, the positive impact on your business is quickly realized. As well as the visible impact of search improvement, the elimination of end user tagging reduces both productivity drain and tagging errors, to safeguard information that should be protected, such as confidential information or records. Find out how to clean up, optimize, and organize your enterprise content, providing a framework for effective records management.

- * Metadata generation – why it is so important
- * Auto-classification – why you can't live without it
- * Taxonomy approaches that are manageable

Graham Simms is Director of Delivery and Consulting Services at Concept Searching. He has over 20 years' experience in the IT industry, and received his Bachelor's degree in Computer Science from the Victoria University of Manchester. He is an expert in information retrieval and automated document classification solutions, and developed taxonomies and classification systems for several companies, including AT&T, BP, and the US Air Force.

Data Privacy Laws and Their Impact on RIM/IG in our Organizations

Privacy issues are sweeping the information security landscape as individuals demand more accountability from organizations and others that handle their personal information/data. Addressing data privacy concerns helps to manage the data deluge through ROT remediation and better management of the information that needs to be kept. Move beyond the theory with real world examples of privacy protection, ROT remediation, and solutions to manage the data deluge. Today's Information Management professionals need a basic understanding of data privacy laws and how these laws impact how we manage and protect our organization's information.

Chris Whitaker, PhD, MBA, IGP, is a Principal with Iron Mountain Professional Services. He has been in Document Management/Records and Information Management for over 20 years working for companies such as Iron Mountain and Xerox Corporation. He has partnered with numerous global organizations in multiple industries to mitigate risk and reduce costs for managing information through the development and implementation of best practice IG/RIM programs. Chris holds an MBA from Mercer University in Atlanta and a PhD from Northcentral University.

The Essential Toolbox: Time Management, Project Management and Communication.

Records Managers need to be proactive leaders to review processes and recommend changes in order to more easily manage the data deluge, and identify opportunities to reduce costs, improve efficiencies and protect the organization. Good communication skills are essential to provide training, but Records Managers also must inform their leadership of the challenges and impacts of the growing volume of electronic records. Meanwhile, every organization asks its employees to do more with less. Time management and project management will enable you to achieve success in a changing environment.

Jennifer McClain is a Human Resources Manager in the HR Operations Division for Huntington Ingalls Industries – Newport News Shipbuilding Sector. She is responsible for partnering with executive and line management to collaborate to develop integrated solutions and deliver value added services/initiative to drive organizational performance. Jennifer has held leadership roles in Manufacturing, Quality & Process Excellence, and Human Resources.

Schedule

8:00 a.m. - 8:30 a.m.
Registration & Continental Breakfast

8:30 a.m. - 8:45 a.m.
Welcome & Introductions
Darlene Barber, CRM, Chapter President

8:45 a.m. - 9:45 a.m.
Weathering the Data Deluge. What's the Story and How do We Best Tell it??
Glenn Smith,
Records Analyst,
Library of Virginia

9:45 a.m. - 10:45 a.m.
Data Privacy Laws and Their Impact on RIM/IG in our Organizations
Chris Whitaker, PhD, MBA, IGP
Principal
Iron Mountain Professional Services

10:45 a.m. - 11:00 a.m.
Break and Exhibitor Room Visit

11:00 a.m. - 12:00 p.m.
Why You Need Intelligent Metadata and Auto-classification in Records Management
Graham Simms
Director Delivery and Consulting Services
Concept Searching

12:00 p.m.—12:15 p.m.
Exhibitor Introductions

12:15 p.m.—12:30 p.m.
ARMA Tidewater Chapter Business
Darlene Barber, CRM

12:30 p.m.—1:15 p.m.
Lunch

1:15 p.m. —4:15 p.m. (with breaks!)
The Essential Toolbox
Jennifer McClain
Manager Human Resources Business Partner 3
Newport News Shipbuilding

4:15 p.m.—4:30 p.m.
Raffle prizes and Wrap Up
Darlene Barber, CRM
ARMA Tidewater Chapter

Sponsors



Exhibitors



ATTENTION CRMs!
CMPs are available

REGISTRATION

REGISTRATION DEADLINE: May 8, 2018
 ARMA Member \$149 Non-Member \$189
 Certificate of Attendance Desired
 Do not share my contact information

PLEASE REMIT A COPY OF THIS FORM WITH A
CHECK PAYABLE TO: Tidewater ARMA
MAIL FORM AND CHECK TO:
Michele Trader
Hampton Roads Transit
509 E. 18th St. - Bldg 4
Norfolk, VA 23504

NAME _____
TITLE _____
COMPANY _____
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Online registration and payment are available at the Tidewater ARMA Website <http://www.arma-tidewater.org>

Cancellation Policy
Cancellations made by May 8, 2018 will be assessed a \$50 service charge. There will be NO refunds after May 8, 2018.
Contact Michele Trader for cancellation information (757) 222-6000 xx6660

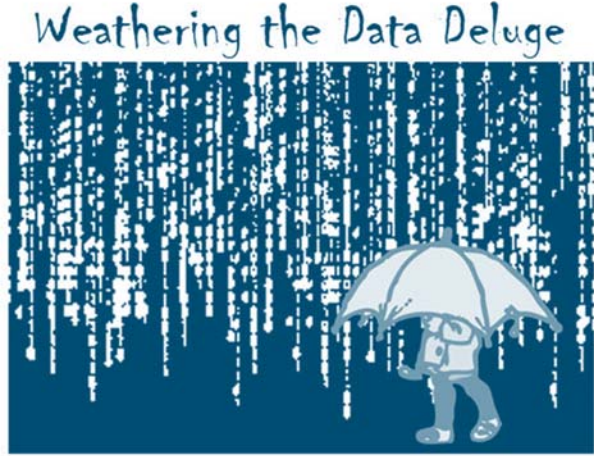
Newport News Marriott
740 Town Center Drive
Newport News, VA
From the East or West on I-64
Take exit 258A to merge onto U.S 17 South/J Clyde Morris Blvd
Turn right on Diligence Dr (first light)
Turn right onto Thimble Shoals Blvd
Turn right onto Fountain Way
Turn right onto Town Center Drive
Free parking garages are available in the immediate area

Visit www.arma-tidewater.org for more details
About Chapter Events and Membership

Newport News
Marriott at City Center
740 Town Center Drive
Newport News, VA 23606
(757) 873-9299



Spring Seminar
Tuesday,
May 15, 2018
8:00 a.m. – 4:30 p.m.



- Strategies to address the ever growing volume of electronic records & data
- The Essential Toolbox for Records Managers

Ms. Michele Trader, Treasurer, Tidewater ARMA
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