

# Records Management for Today

VAGARA 32<sup>nd</sup> Annual Conference

Hilton Oceanfront, Virginia Beach, Virginia

November 8-10, 2016

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## Tuesday, November 8, 2016

4:00 – 5:30            Early Registration            Cottage Row, 2<sup>nd</sup> Floor  
6:00 – 8:00            President’s Reception       Courtney Terrace, 2<sup>nd</sup> Floor

## Wednesday, November 9, 2016 – Day 1

7:30 – 9:00            **Registration**                    Cottage Row  
7:30 – 8:45            **Breakfast Buffet**  
8:15 – 8:45            **Exhibits**  
8:45 – 9:00            **Welcome and Introductions**  
Maralee Weeks, President, VAGARA  
9:00 – 10:15          **Keynote Address**  
Laurence Brewer, CRM, Chief Records Officer for the U.S. Government

### ***Modernizing Records Management***

Mr. Brewer will focus on how the National Archives and Records Administration (NARA) is modernizing Federal records management via the national records management program. Mr. Brewer will share what NARA has learned through their expanded oversight program as well as where NARA is going with updated training and policies.

10:15 – 10:45        **Morning Break and Exhibits**  
10:45 – 11:45        **Morning Session #2**  
Caroline Walters, CRM, Records Officer, University of Virginia

### ***Records Management in the Big Data Era***

Managing records in the Big Data Era is a struggle, especially if your organization does not have the latest and greatest software or the best C-Level support for your records management program. Hear what the University of Virginia has been doing to tackle this issue, including what has worked and what has not, and what they haven’t even started tackling yet. In this session, you will learn what electronically stored information (ESI) needs to be managed and strategies for managing records in accordance with retention requirements written for paper records.

- 11:45 – 12:00      **Exhibits**
- 12:00 – 1:00      **Lunch**
- 1:15 – 1:45      **Annual Business Meeting and Awards/Exhibits**
- 1:45 – 2:30      **Afternoon Session #1**  
Jonathan Hawes, CRM, IQ Business Group

***Successful Document Conversion in Enterprise Content Management***

Most of us have had experience in converting important paper documents to digital. In this presentation, we will discuss the elements and processes that make a document conversion project successful as a seamless part of enterprise content management. We will talk about important steps and considerations which can result in a successful project.

- 2:30 – 3:00      **Afternoon Break and Exhibits**
- 3:00 – 4:15      **Afternoon Session #2**  
Aaron Gardner, Vice President Enterprise Solutions, LDiscovery  
Chris Lauer, Regional Manager Business Development, LDiscovery

***Reducing Duplication & Unifying Retention:  
Choosing and Appropriate System of Record***

Most organizations are faced with managing retention across multiple systems containing highly duplicative information. Since production systems have widely varying capabilities for managing retention, duplication leads to inconsistent retention management across various data sources. One solution to this challenge is to choose an appropriate system of record. In this session, the speakers will review the key attributes that such a system must have.

- 4:15 – 5:00      **Afternoon Session #3**  
Rik Roberts, Comedian  
School of Laughs

***It's Funny Now***

*Comedy + Music = Good Clean Fun!*

Rik's act is multi-dimensional. In addition to his stand-up routines, he sings his original comedy songs and performs a few spot on impressions. In short, he has something for everyone. Topics include hunting, technology, travels, marriage, aging, current events and more.

**Dinner on your own.**

## Thursday, November 10, 2016 - Day 2

7:30 – 9:00

### **Breakfast Buffet**

9:00 – 9:45

### **Opening Session with Rik Roberts**

Rik Roberts, Comedian

School of Laughs

#### ***Listen Up! Laugh it Up!***

##### *Team Building Through Interactive Exercises and Humor*

Did you know that laughter is a key component to success? In both the workplace and at home, a good laugh goes a long way. Laughter causes oxygen levels in the blood increase. And your brain becomes fully engaged! In the first part of the program Rik will share stats and stories of the benefits of laughter. The second phase, you will be on your feet practicing active listening exercises. These methods will change the way you go about "hearing" what your customers have to say. The program wraps with a few interactive "Kodak" moments you don't want to miss!

9:45 – 10:30

### **Morning Session #1**

Glenn Smith, Records Analyst, Library of Virginia

#### ***Ten Steps Towards a Solid Records Management Program***

Someone in authority points in your direction and says, "Hey, you! Go do records!" Where do you start? This session is going to cover some foundational elements to help the newly appointed records officer move in the right direction, as well as provide a few reminders to the seasoned veteran.

10:30 – 11:00

### **Morning Break and Exhibits**

11:00 – 12:00

### **Morning Session #2**

Patricia Noble, P.F. Noble & Associates

#### ***Auditing the Records Management Program***

Carefully categorizing all enterprise content of your organization is a major part of a well-designed Records Management System. It helps protect an entity legally, demonstrates regulatory compliance and increases organizational efficiency. This presentation will cover the responsibilities of the management team; requirements; the types of audit (internal/external); an audit checklist; audits for electronic records; audits of outside storage facilities and outcomes.

12:00 – 12:15

### **Raffle Session**

**End of Conference**