Records – Keeping it Fresh

ARMA Dallas Chapter Spring Seminar
Tuesday, April 11, 2023 | 8:00am – 4:30pm
Brookhaven Country Club
3333 Golfing Green Dr., Farmers Branch 75234

DALLAS CHAPTER ARMA

Time	Event/Speaker
7:30 – 8:00	Registration and Continental Breakfast
8:00 – 8:15	Welcome *Kelly O'Brian, CRM, President ARMA Dallas Chapter*
8:15 – 9:15	Session 1 – Harmony through Teamwork *Via GoToMeeting, presented by Jan Spence, CSP*
9:15 – 9:30	Vendor Business Partner Sponsors
9:30 – 9:45	*** * * BREAK * * ***
9:45 – 10:45	Session 2 – Intro to Modern Records Management: Creating a Records Policy and Schedule *Presented by Keynote Speaker Tom Mighell, Esq., Contoural*
10:45 – 11:45	Session 3 – Records Program Execution *Tom Mighell, Esq.*
11:45 – 12:30	*** * * LUNCH * * *** **Network and Visit Vendor Business Partners**
12:30 – 1:30	Session 4 – Automating Records Management *Tom Mighell, Esq.*
1:30 – 1:45	*** * * BREAK * * ***
1:45 – 2:45	Session 5 – Training and Employee Behavior Change Management *Tom Mighell, Esq.*
2:45 – 4:15	Session 6 – The Finding Solutions Two-Step *Facility by Tim Nolan, IT Applications Manager, Collin County, TX*
4:15 – 4:30	Closing Remarks and Door Prizes *Kelly O'Brian, CRM, President ARMA Dallas Chapter*

A special Thanks to our Business Partners for sponsoring this event!

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