

Scams, Frauds, and Identity Theft presented by the Texas Attorney General's Office (Robert Robinson, Brooke Worcester and Vanessa Brown)

This session is an interactive discussion on the types of scams and fraud seen by the Texas Attorney General's office and the records associated with them.

RIM 101 by William Basinger, CRM

A company's most important asset is information. Information Management is a strategic initiative that helps support an efficient and productive working environment and focuses on saving money and limiting liability. During the presentation, we will discuss the structure of Information Governance and how it can help support a robust Information Management initiative. The topic will cover the Generally Accepted Recordkeeping Principles (the Principles) released by ARMA International and the aspects of an effective Records and Information Management program. The Principles illustrate eight areas necessary for optimum information governance.

"Box of Records" Activity with Kelly O'Brian, CRM

Often when working in the records and information management field, we are faced with last-minute projects or items of which we have limited knowledge. This exercise will allow you to put into practice your records skills and allow you to reason out how best to handle unexpected situations or aspects of records management with which you are less familiar. During this exercise, you will assess a variety of record types and address a variety of records situations. Each attendee will be part of a small group with others from varying industries and with varying lengths of records management experience. Here is your chance to put your records and information management knowledge into practice, gain knowledge, and be challenged by unforeseen situations.

Data Storage Wars by William Basinger, CRM

Every organization is facing the challenge of managing its unstructured data. This presentation is a case study of how one organization is tackling this issue by implementing an organization wide process to ingest shared drive and SharePoint files into a repository that can apply retention automatically. He will be discussing the ups and downs experienced while implementing the solution and working through individual network drives to ingest for access, holds, and ultimately disposition

Records Storage Facilities: What you need to know by Sherri Taylor

Storing your company's records at an offsite storage facility involves more than what first meets the eye. What should you consider before "signing on the dotted line"? Sherri will cover storage facility design, construction, shelving and equipment, containers, efficiencies, resources, staffing, security, insurance, and maintenance. You will walk away with a much greater understanding of records storage facilities which will allow you to better evaluate your options when storing your company's records.