As an internationally respected author, communicator, and educator **Yvette "V" Smith** specializes in business coaching, leadership development, temperament and behavior, financial independence, and advocacy. She brings a unique mix of passion, enthusiasm, realism, and compassion to every event. Smith is the founder and developer of The Leadership, Money & You Program and Empowered Media, Network, and Academy. She believes that personal empowerment is a significant component of success. "V" is degreed in Organizational Leadership & Learning and Business. In addition, she holds certifications with leading industry experts John C. Maxwell, National Financial Educators Council, Zig Ziglar, Extended DISC, NACC, SACC, and HR Business Management. Her education, training, and passion for her community enable her to effectively identify the barriers and gaps that impede progress, reach specific goals, obtain work-life balance and teach those skills to others.

Keeping your RIM program on Track during times of Change You've probably heard the familiar adage, "Change is the only constant in life." Greek philosopher, Heraclitus, is quoted as having said that. Managing change well helps you keep your RIM program moving forward (even when change indicates the need for modifications and adjustments). Yvette will share concepts and ideas that will help you better keep your RIM program solid and on track, yet flexible. Your RIM Program needs to be the bedrock of evidence for your organization, and that shouldn't cease during times of change. During this session, attendees are going to consider ways to help keep their RIM programs on track while navigating and adopting to ever constant changes. Yvette will inspire you and help equip you to manage change.

With over 25 years of experience in compliance, litigation, privacy and information governance, **Tom Mighell** regularly works with corporations to develop information governance programs and is a Certified EU Privacy Professional. Tom served as Chair of ABA TECHSHOW 2008 and 2018, and as 2011-2012 Chair of the ABA's Law Practice Division.

How do you get your Company to Care about Over Retention The risks of over retaining electronic information – compliance, privacy, discovery risks and costs – are well known by Information Governance practitioners. But it seems like getting anyone to care about it can be difficult. This presentation will discuss messaging along with tactics and strategies on how to get your company to not only care about over retention, but perhaps more importantly, to act on it. Even if your organization has been resilient to change so far, smart messaging paired with tactical strategies can get even the stodgiest of companies moving in the right direction. Join Tom Mighell from Contoural for some key take-away's including: While using the same, tired messaging may not work, rethinking our strategy will work; It is important to win hearts as well as minds in this campaign – but how do you do that; What are the traditional records management practices that turn the organization off to tackling over retention, and what are the more modern approaches that do work; and What are quick wins which you should focus on first?

Creating a Privacy-Enabled Records Retention Schedule Many organizations are realizing that privacy requirements - including not retaining personal information any longer than necessary - are dictating how the organization deals with data. These privacy requirements are often in direct conflict with record retention requirements. Furthermore, some organizations want to create a "data retention policy," when they already have a records retention schedule. Conflicting requirements and policies can create trouble for both privacy and records programs. In this presentation Tom Mighell, COO of Contoural will discuss how to privacy-enable your records retention schedule. Topics will include merging privacy and records requirements into a single schedule, resolving privacy deletion and record retention conflicts, and how to establish data retention business purpose "no longer than necessary".

Jake Mangum has been the Project Development Librarian for the University of North Texas Libraries' Portal to Texas History (www.texashistory.unt.edu) since February 2015. In this position he works as a liaison between cultural heritage institutions in the creation and digitization of collections and the Portal to Texas History. An additional function of his role at the UNT Libraries He performs outreach to various organizations and associations. These include genealogical societies, museums, libraries, and private collectors.

An Introduction to The Portal to Texas History The Portal to Texas History is a digital repository for historical and cultural heritage materials. The materials hosted on the Portal are the product of collaboration between the University of North Texas Libraries and Portal Partners, which include genealogical societies, museums, libraries, government agencies, and private collectors. The presentation will provide users with an overview of the Portal to Texas History, how one could use it for their own research interests, and highlights some of the various collections on the Portal.

Kelly O'Brian has worked in the records management field for thirteen years. She holds a BS in Organizational Administration with additional studies in Software Systems. She has been an ARMA International and Dallas Chapter member since 2012. She earned the Certified Records Manager (CRM) designation in 2013. She holds the *Essentials of Records and Information Management* certification, the *Essentials of The Principles* certificate and the *Professional Leadership* certification through ARMA International. She has been on the Dallas ARMA Board for seven years and is currently the VP of Seminars. She also holds NAGARA's GARA Certification and Laserfiche's GOLD 10 certification. Kelly currently manages the Records Department at the North Texas Municipal Water District. Prior to working for the District, she taught computer software courses at a private college in Minnesota and worked in the Technical Support Department of a financial services company.

Paper versus Electronic Records As records professionals, we manage both paper and electronic records. Have you ever contemplated whether one is better than the other? Can the generally accepted recordkeeping principles – The Principles® – give us any guidance? In this session, attendees will enmesh themselves in thoughtful discussion and debate as we explore the advantages and disadvantages of both. Having increased understanding of paper versus electronic records will help attendees better assess the risks associated with each, write better policies and procedures, write and conduct better training, and better communicate records concepts to non-records individuals.