

The Twin Cities ARMA Chapter would like to present a new feature available to Twin Cities ARMA members, the Chapter Session of the Month. Chapter Session of the Month allows the chapter to provide a selected online educational session free of charge for one month to our membership. If you are not a Twin Cities ARMA member and would like to start taking advantage of the many Twin Cities ARMA membership benefits please contact the Twin Cities ARMA Membership Director today!

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In the month of January the chapter will be presenting:

Disposing of the difficult: Legacy data management – The missing part of most e-records programs

Most organizations accumulate vast volumes of data that are no longer needed - yet no one is willing to impose good management practices and discard it. Typically, this is due to fear, uncertainty, and doubt (FUD):

- *Fear* of sanctions if discoverable information is deleted,
- *Uncertainty* about the content of files shares and tapes, and
- *Doubt* about who has the responsibility to make disposition decisions about unneeded legacy data.

FUD has resulted in a practice of "keep everything" because no one is willing to make disposition decisions regarding this legacy data.

- *The legal reality*: when this legacy data becomes subject to discovery in a law suit or an investigation, it is a potentially massive cost landmine.
- *The cost reality*: when resources are spent to maintain and back up unneeded data it is an unnecessary cost and an immediate opportunity for substantial savings.

In this web seminar from the 2010 MER Conference, guidance is provided for your organization to achieve both tremendous risk reduction as well as significant and immediate cost savings.

Learn how to get rid of legacy data which an organization has no current legal or business responsibility to maintain - using a proven and defensible process.

A framework for completing a legacy data management project are provided, and include:

- Providing tips for getting records disposition "sign-offs" from in-house and outside counsel,
- Understanding the elements necessary for the successful defensibility of data disposition,
- Proving the ROI to senior management,
- Developing an inventory of loose media and conducting interviews to obtain information regarding the media, and
- Establishing an on-going process to prevent the future unnecessary retention of data and media.

Access to the January Chapter Session of the Month

Available 01/01/12 – 01/31/12 free of charge to Twin Cities ARMA members.

1. Access the [ARMA International website](#).
2. Log into your "My ARMA" account.
3. Select the link located next to your chapter membership.