

◆ September 13, 2011

11:15-2:15 @ Poor Richard's Common House – Bloomington

Don't leave your organization in the dark

See how Xcel Energy 'turned the lights on' RIM!

- ✦ Xcel Energy has been aggressively working to improve its Records and Information Management (RIM) Program. Hear about Xcel Energy's recent accomplishments that earned them TC ARMA's "Company of the Year" award in May 2011.
- ✦ **Kaitlyn Williams**, TC ARMA President Elect, is Xcel Energy's Corporate Records Manager.

◆ October 11, 2011

8:15-10:30 @ ISD 287 - Plymouth

Records Management and Compliance Issues

- ✦ This session will be a panel discussion on records management and compliance from three different perspectives. Each panelist will talk from their experience about compliance and records management, then the session will be opened up to questions and discussion from the audience.
- ✦ **Lynette Downing, CRM** is the Records Manager at HLB Tautges Redpath, Ltd; **Cathy Beil** is the Records and Information Manager at the Minnesota Department of Human Services; **Alan Lybeck, CRM** is the Senior Manager Records Management at St. Jude Medical.

◆ November 8, 2011

11:30-2:00 @ Roseville Radisson - Roseville

Electronic Discovery: The Intersection of Legal, IT and Records Management (or, "Why Does Legal Keep Asking for All This Stuff?")

- ✦ This session will look at the information explosion from the perspective of a litigator to assist Legal, IT and Records Management) in understanding how litigators will need to work their way through the massive volume of potentially relevant information.
- ✦ **Connie Martin** is the President of Advantage Litigation in Minneapolis.

Twin Cities ARMA 2011—2012 Program



**Honoring the Past
Holding the Present
& Planning for the Future**

The Twin Cities Chapter of ARMA International is proud to present the program for 2011 - 2012.

Mark your calendar now to attend these educational sessions.

Visit our website to find additional meeting details and register for meetings.

www.TwinCitiesARMA.org

◆ December 13, 2011

8:15-10:30 @ Como Zoo - Saint Paul

Actionable RIM Tactics: Options for Applying Retention & Destruction Principles to ESI

- ✦ With most records now being “born electronic,” learn about new concepts for constructing retention schedules that are reasonable and actionable when applied to electronically stored information (ESI) - including e-mail and file shares. Discover how your organization's e-mail and file share technology selections impact your retention policy options. Learn which retention schedule approach is optimal for your organization.
- ✦ [Carol Stainbrook](#) is the Executive Director of Cohasset's consulting practice.

◆ January 10, 2012

11:30-2:00 @ Northwest Area Foundation – Saint Paul

Starting a RIM Program: How to do a Records Inventory

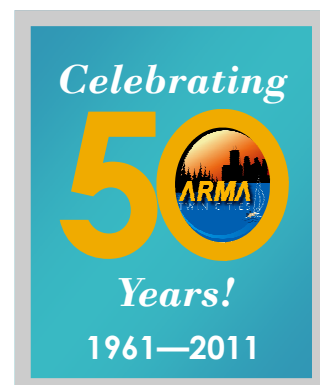
- ✦ This session will talk about why a records inventory should be the first step when starting a RIM program in the organization, and will give attendees information on how to do records inventories for both electronic and hard copy records.
- ✦ [Susan McKinney, CRM](#) is the Director, Records & Information Management at the University of Minnesota.

◆ February 14, 2012

11:30-2:00 @ Embassy Suites, Airport – Bloomington

For the Love of Audits!

- ✦ The Generally Accepted Recordkeeping Principle® of Accountability reads, "Auditability is the process designed to prove the RIM program is accomplishing its goals, while seeking areas for improvement." As RIM programs manage increasingly variable record types and are subject to greater scrutiny in courtrooms and from the c-suite, Records Managers need robust audit programs. This session will explore the fundamental concepts of auditing, specifically related to RIM programs, including organizing an audit in alignment with GARP®.
- ✦ [Melissa Suek](#) is an Advisory Senior Associate at PriceWaterhouseCoopers.



◆ March 13, 2012

1:30-3:30 @ Andersen Windows - Oak Park Heights

Document Recovery Services: IRS Case Study-Austin, TX 2-2010

- ✦ This case study will share the details of a document recovery project that BMS CAT completed for the IRS. This project included recovery of: 6,500 boxes of fire-damaged and wet documents that were active taxpayer records under audit; 1,500 boxes of open criminal investigation cases and grand jury cases; and IRS employees' personal effects, including passports, money, etc.
- ✦ [Mark Rocco](#) is the Senior Vice President of BMS CAT, Inc. and BMS Global, LLC.

◆ April 18, 2012

Full Day Conference @ St. Catherine University - Saint Paul

Honoring the Past, Holding the Present, & Planning for the Future

- ✦ Whether you are looking to freshen up on RIM fundamentals, hear from recognized speakers, network with other records management professionals, or discover the newest software tools, our Spring Conference will have it all. We will not only discuss the most current records management challenges, but also provide attendees with information and ideas geared towards assessing and finding the appropriate solutions for your organizations.
- ✦ Companies are being challenged with the increasing volume of electronic records. This year's general session this will focus on a case study, presented by Peggy Milovina-Meyer of HP and Leslie Banach of KPMG, on "Simplifying Records Management - Implementing an Enterprise Records Management Solution." They will be discussing the steps HP took, with the assistance of KPMG, to establish a foundation to automate its records management using ERM software.

◆ May 15, 2012

11:30-2:30 @ Guthrie Theater - Minneapolis

Leadership—Vision Required

- ✦ If you don't know where you are going, then any road will get you there! Leadership requires not only a clear vision of your end destination, but tenacity to weather the storms, discipline to avoid distraction, flexibility to seize opportunities and more than a healthy dose of humility. Leadership style is individual and leaders come from some of the most unlikely places, but all successful leaders share some common characteristics. Chances are you already have many of these characteristics, whether you see them or not. Do you have the vision? Come and find out!
- ✦ [Marilyn Bier, CRM](#) is the Executive Director of ARMA International.

