



*The San Diego Chapter of ARMA Proudly Presents
A Special Full Day Seminar:
Computer and IT Skills for Records Managers
Presented By John T. Phillips, CRM, CDIA, FAI*

*Wednesday, March 19, 2008
8:30 AM - 4:15 PM*

*Marriott Courtyard - Kearny Mesa
8651 Spectrum Center Blvd
San Diego, CA 92123*

The San Diego Chapter of ARMA International is pleased to announce a special full day seminar focusing on the understanding of basic computer and networking technologies, concepts, and operations to be able to inventory electronic records and establish appropriate retention periods. **This seminar is a must for anyone interested in enhancing their knowledge of technology as it applies to records management, regardless of whether you have a document management system in place, are considering selecting a system or need to get the most out of existing applications.**

The Chapter is very fortunate to have **John T. Phillips, CRM, CDIA, FAI**. Mr. Phillips is a management consultant, author, and educator who has assisted clients, given informative presentations, taught seminars, made contributions to professional associations, and authored numerous articles and books. He has worked for the University of Tennessee, Union Carbide Corporation, and Lockheed Martin as a contractor to the US Department of Energy, as well as state governments and additional private corporations. His technology and information management articles have been published in many professional journals and his presentations are widely respected and well known for identifying cutting edge issues that face the information management professions.

Mr. Phillips was elected to the Board of Directors of ARMA International and served 2003-2006. In 2001 John was inducted into the ARMA International Company of Fellows. He was also awarded the Emmett Leahy Award for 2001 by the Institute of Certified Records Managers, the most prestigious international award in the profession of Records and Information Management, for his outstanding contributions to the information and records management professions over many years.



John T. Phillips

The growing use of e-mail systems, corporate databases, legacy software applications, and desktop computers to create electronic records requires that these technologies be understood with respect to how data, documents, and records are created within the systems. Seminar attendees will learn to identify records within computer systems, create metadata for indexing records, establish filing schemes for documents, and discover the locations of electronic records repositories.

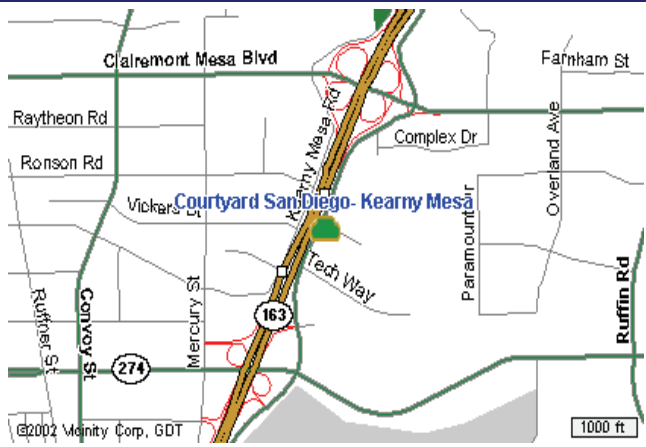
By concentrating on learning how specific document creation and storage technologies are used in the workplace to create and file electronic records, RIM practitioners can then better communicate the need for managing electronic records to users and computer systems personnel. Technologies covered will include e-mail, enterprise business applications, data formats, media formats, databases, data warehouses, Internet Web sites, Intranet Web sites, e-commerce, and remote application service providers.

Attendees Will Benefit:

- Learn how to directly help IT personnel and document creators identify and locate electronic records within e-mail systems, enterprise business applications, and on personal computers.
- Understand how technologies impact records creation and filing location.
- Learn how to use software document properties and metadata to inventory, categorize, and classify electronic records.

Please note that the meeting location is the Marriott Courtyard - Kearny Mesa!

Continental breakfast, lunch and snacks will be served.



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MEETING AGENDA

8:30 AM - 9:00 AM	Registration and Continental Breakfast
9:00 AM - 10:15 AM	First Session
10:15 AM - 10:30 AM	Refreshments
10:30 AM - 12:00 PM	Second Session
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Third Session A
2:30 PM - 2:45 PM	Refreshments
2:45 PM - 4:00 PM	Third Session B
4:00 PM - 4:15 PM	Raffle Prizes

To Sign Up: FAX form to Debra Doerfler at 760-720-6917 or email ddoer@ci.carlsbad.ca.us (please indicate if Chapter member) NO LATER than 3:30 p.m., Friday, March 14, 2008. Cancellations later than 48 hours prior to event and No-Shows will be billed to the person registered. Payment of cash or check payment (only) is required at registration on day of event. **Please register early, as seating is limited - take advantage of the \$30 savings for Chapter members!**

(please circle)	Pre-Registered San Diego <u>Chapter Member</u>	Walk-in Registration San Diego <u>Chapter Member</u>	National ARMA <u>or Non-Member</u>	Vegetarian <u>Lunch</u>
	\$95.00	\$125.00	\$125.00	Yes
***** Includes continental breakfast, lunch and snacks *****				

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Organization: _____

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