



Oklahoma City Chapter of ARMA International
2016 Seminar



Information Governance: Past, Present & Future

FEATURING

Peter Kurilecz, CRM, CA, IGP
"The History of Information"
AND
*"The Fundamentals of Information
Governance"*

Robin Thompson, CEDS, IGP, CIP, IG^D
"IG/RM Role in e-Discovery"
AND
*"Legal Hold and Preservation
Maturity Model"*



MAY 19, 2016
Oklahoma State Regents for Higher
Education
840 Research Parkway, Suite 450
Oklahoma City, OK 73104



SCHEDULE

7:30 - 8:15	Registration/Breakfast/Meet & Greet
8:15 - 8:30	Welcome, Logistics, Safety
8:30 - 10:00	History of Information
10:00 - 10:15	Break
10:15 - 11:45	The Fundamentals of Information Governance
11:45 - 1:00	Lunch/Vendor Presentation
1:00 - 2:30	IG/RM Role in eDiscovery
2:30 - 2:45	Break
2:45 - 4:00	Legal Hold and Preservation Maturity Model
4:00 - 4:15	Wrap Up

EARLY REGISTRATION: \$99.00
Cost includes breakfast and lunch.
Must be received by May 2, 2016

After May 2, 2016: \$125.00

Who Should Attend?

This one day seminar is designed to meet the needs of individuals new to the field of RIM as well as the seasoned practitioner.

ICRM Certification Program (CMP):

Pre-approval for the ICRM Certification Maintenance Program credit has been submitted. The pre-approval code will be printed on the completion certificate awarded at the end of the conference.



Information Governance Professional (IGP)

This one day seminar has been approved for 4.5 hours for the IGP certification. 1.5 General hours and 3 Legal hours.



Pre-approval code will be printed on the completion certificate awarded at the end of the conference.

ARMA OKC Seminar: May 19, 2016

Oklahoma State Regents for Higher Education
840 Research Parkway, Suite 450
Oklahoma City, OK 73104

Please print legibly:

Name: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Organization: _____
E-Mail: _____

METHOD OF PAYMENT (Oklahoma City Chapter's EIN#: 48-0993536):

Check:

Purchase Order: PO Number: _____

(The organization will receive invoice for only \$99 if PO# received before 5/2/2016)

OKC Chapter of ARMA
P.O. Box 2494
Oklahoma City, OK 73101-2494

REGISTRATION FEE (Includes breakfast, breaks and lunch): \$99.00

Send a copy of this form with your PO# or payment (check or money order payable to ARMA - Oklahoma City Chapter in the amount of \$99.00) by May 2, 2016. No refunds will be received after that date. However, substitutions will be allowed and encouraged. Refunds requested prior to 5/2/2016 - paid less \$25.00 handling fee). Registrations received after the deadline will be \$125.00 per person. Contact Kathleen Dedig (dedigke@oge.com) for more information.

Speaker Biographies and Session Summaries

Peter Kurilecz, CRM, CA,IGP is a records and information professional who currently serves as the assistant manager of electronic records for Denton County, TX. He has over 30 years' experience in a variety of industries such as oil and gas, financial services, energy and system integration. Prior to joining Denton County he worked for IBM assisting customers in designing, developing and implementing the IBM ERM software. He has worked in Canada, Germany and Saudi Arabia during his career. He has been a member of ARMA International since the 1980s having been a member of the Dallas, Houston, Richmond and Northern Virginia chapters of ARMA International. He has served on numerous standards development projects for ARMA International. He is currently the President-elect of ARMA International. He has a BA in History from Vanderbilt University and MA in History and a Certificate in Archival Administration from the University of Texas at Arlington. He began his career as a photographic archivist with the Dallas Public Library. He enjoys playing golf, collecting militaria and books, and photography.

The History of Information

Since the beginning of time man has sought information. Information that would put food on his table. Information that would improve his life. Information that would increase his wealth. But to be truly valuable information must be collected, preserved and managed. This session will examine the use of information from a historical point of view, and how it is now the supreme currency. A currency that like gold, silver, and other hard currencies must be protected, transported and, when required, readily available for use.

The Fundamentals of Information Governance

What is an Information Governance Program composed of? What are the key factors? Who are the key players involved in the program? What makes it different from a Records Management Program? Does it replace a Records Management Program? This session will take you step by step through the fundamental components of an IG program and how it uses what has been established by a Records Management Program.

Robin Thompson, CEDS, IGP, CIP, IGP^P is Vice President of Marketing for Business Intelligence Associates (BIA) where she is responsible for business development and educational outreach programs for BIA clients. For the first 20 years of her career, Robin managed the discovery phase of litigation including work on some of the largest class action litigation and MDL litigations in the nation. She went on to become a successful law department manager. She has spent the last decade working in sales and marketing operations of eDiscovery and RIM-related consulting companies. Today, Robin is considered one of the most widely read social media personalities in our industry, and is nationally recognized as a top eDiscovery, RIM, and IG market strategist. Robin has devoted much of her career to education in the profession. She has received industry acclaim for her ability to plan, produce, and execute educational programs for the RIM, IG, and discovery professions. In 2014, Robin received a prestigious Silver Stevie Award honoring her lifetime achievements in education and her decades of volunteer board service to the associations serving the eDiscovery, RIM, and IG communities. In 2015, ACEDS honored Robin for her lifetime achievements with its inaugural lifetime achievement award for her contributions to the eDiscovery industry.

Most of you remember the most popular song in *The Sound of Music* Do-Re-Mi that began "Let's Start at the Very Beginning, it's a very good place to start" We in RIM/IG have the responsibility of being first in the eDiscovery process because we are guardians of the most important asset in an organization - its information. The risk associated with information is eDiscovery. We'll explore our roles in these two programs:

IG/RM Role in e-Discovery

Here, we'll discuss the critical role of records management and governance in eDiscovery and how we can maximize the value of our organization's information and minimize the risk associated with production, retention and destruction of information. We'll learn about our valuable role in the process; tips and tricks to effectively participate in legal hold, preservation and eDiscovery requests; developing and participating in effective discovery response teams; and information to allow us to analyze workflows and making recommendations.

Legal Hold and Preservation Maturity Model

In this program, we'll take a look at the new legal hold and preservation maturity model from ad hoc and chaotic to streamlined and optimizing. We'll share a white paper on the topic as well as a takeaway.