

Seminar Announcement

The Salt Lake City Chapter of ARMA (Association of Records Managers and Administrators) is hosting a one-day seminar to be held during National Records and Information Management Week.

"Managing Electronic Records in the New Century"

Utah Power and Light Building
1407 West North Temple
Salt Lake City, UT
Seminar Content:

Speaker will be **Steven D. Whitaker, CRM** from Duke Energy, Charlotte, NC. Topics to be addresses include: Electronic information and the RIM profession, retention policies regarding electronic information, legal and ethical considerations of managing web pages, software considerations and imaging.

Registration: \$105.00
Early Registration before Jan. 5th, 2000: \$95.00
Registration Contact: Richard Davis
Email: armautahslc@juno.com
Phone: 801-240-3673
Mail:
ARMA-SLC Spring Seminar
1404 North 50 East
Centerville, UT 84014

Event Sponsorship Participation Packages

Title Sponsorship: \$1,000.
(Includes inclusion of Sponsor name in event title, one booth space, two seminar registrations, advertisement in registration bag)

Morning Break Sponsorship: \$500.
(program acknowledgement, banner space, one seminar registration, vendor supplied advertisement give away item in registration bag)

Afternoon Break Sponsorship: \$500.
(program acknowledgement, banner space, one seminar registration, vendor supplied advertisement give away item in registration bag)

Vendor Booth Space: \$350.
(program acknowledgement, advertisement in registration bag)

Seminar Advertisement: in Registration Bags: \$100.

Event Sponsorship Contacts:

Doug Fuller 965-7995, Scott Truman 978-0202, 498-7370, Randy Passey 553-1010

**Utah Salt Lake Chapter
ARMA International**

Managing Electronic Records in the new Century

**April 5, 2000
Utah Power and Light Bldg.
1407 W. North Temple St.
Salt Lake City, Utah.**

- | | |
|---------------|--|
| 7:30 - 8:00 | Registration |
| 8:00 - 8:30 | Greeting & Introductions |
| 8:30 - 9:30 | Keynote/Presentation; Steven D. Whitaker , "Electronic Information and the RIM Profession" |
| 9:30 - 10:30 | Presentation, Randy Bryson, Family History Department, LDS Church , Managing Web Sites and Intranets (FamilySearch Web site). |
| 10:30 - 11:00 | Break |
| 11:00 - 12:00 | Presentation, Steven D. Whitaker , "Retention Policies...and Electronic Information." |
| 12:00 - 1:30 | Lunch |
| 1:30 - 3:00 | Presentation, Steven D. Whitaker , "...'Smokin' Guns & Blazin' Saddles'..." (Laws, Regulations, Compliance; Legal & Ethical Considerations of Managing Information) |
| 3:00 - 3:45 | Break |
| 4:00 - 5:00 | Panel Discussion: Experiences and Lessons Learned (from a panel of speakers and ARMA leaders in attendance) |
| 4:45 - 5:30 | Seminar Wrap-up (Chapter & Seminar leaders) |

Also may be included in breakout sessions:

RIM Software - Considerations

Presentation, Imaging - Considerations (local person, perhaps)

STEVEN D. WHITAKER, CRM

Steve is a Records & Information Management Consultant reporting through the Law Department of Duke Energy. Steve consults with clients on lifecycle information management, RIM and EDMS system(s) design and functions, regulatory issues, training, procedures, and develops and publishes information retention policies.

Prior to joining Duke Energy, Steve was an Analyst in the Records & Information Management department at the University of Missouri.

Steve holds a Bachelor of Science degree in Business Administration from the Columbia College (Missouri) School of Business Management. Steve is a frequent speaker at ARMA and AIIM conferences, seminars, and chapter meetings. Steve was a charter member of the Central Missouri ARMA Chapter, and wrote the constitution and by-laws for the new chapter. Steve has been Director, Vice President, and President of the Charlotte-Piedmont ARMA Chapter, and is a three-time Member of the Year Award recipient. Steve is a Co-Leader of the ARMA Utilities Industry Specific Group. Steve is also a member of the Board of Regents of the Institute of Certified Records Managers as Regent - Public Relations & Professional Issues.

ABOUT DUKE ENERGY

Duke Energy is a Fortune 100 company, with general offices based in Charlotte, North Carolina, and Houston, Texas. Duke's diverse business units combine natural gas and electric assets in North America, Central America, South America, Europe, Asia, and the Pacific Rim. Duke's engineering, construction, consulting, and operating skills serve energy producers and consumers around the world, and the portfolio of energy services covers the energy value chain. Duke's technical, engineering and environmental services are extended to a wide range of energy and research facilities in more than 50 countries, and diversified operations engage in real estate development, communications and water utility service.