

**2011-2012 ARMA Mt Diablo
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City Clerks Workshop

There will be no charge to attend this presentation but attendees are required to register at www.armamtdiablo.org.

February 22, 2012

Walnut Creek City Hall, 1666 N. Main Street

3rd Floor Conference Room

Walnut Creek, CA

[Get Directions](#)

8:00 AM Registration & Networking

8:30 AM 12:30 PM Program

The ARMA Mt Diablo Chapter is sponsoring this 3 segment seminar program which is directed to the Records and Information Management needs of public sector employees in the East Bay. We have applied to IIMC to grant educational credits to those attending this program. You do not have to be a public sector employee or ARMA member to attend.

The Seven Habits of Highly Successful Retention Management Programs
Building a fully compliant and sustainable Records and Information Management Program, like building a house, begins with the frame. The framework in this case is a simple, easy-to-use records retention schedule. The days of a Vallejo phone book-sized retention schedule individualized to each department and with complicated codes are over. These types of schedules become obsolete the second they're created; if the departments can't easily understand and follow it, they will not use it. In this presentation, you will learn the seven steps to developing a simplified functional records retention schedule and the supporting tools and communications needed to implement a successful retention schedule and foundation to your compliant Program.

Scott Murchison, a Certified Records Manager, is a founding partner of Kaizen InfoSource.

Long Term Record Storage

If you have vital records that need to be retained and preserved for more than 10 years, there's a good chance that you are putting these records in jeopardy via your current practices. All media, paper and electronic suffer debilitating effects via aging which could make them unreadable in the future. As a rule of thumb, essential information that would be impossible to replace should be duplicated and stored in alternate locations. There are documented cases of records that were lost to fire at a reputable storage vendors warehouse. Strategies will be presented to help you plan a viable program to protect your records over time and assure that the information will be recoverable 50 to 100 years from now.

Charlie Sodano, Ph.D. founder of eOrganizedWorld is an independent Records and Information Management (RIM) consultant.

Essential Public Information Retrieval – Strategies and Sources

Municipal employees frequently are charged with finding publically information to support proposed changes in local codes and ordinances. Most of this information is dispersed in a variety of locations on the internet. There are sources and search strategies that will make this very effort efficient and thorough. This presentation will identify several key information sources and also describe how to tailor your search techniques to improve the quality of your search results as well as gather all available related information. What techniques do most people overlook that are available through Google – how to Google “to the Max” using some special features? What other search engines are valuable sources for strategic searching? How can searchers leverage the power of Index Sources to save time and money locating government information on the Internet? This presentation will offer some valued strategies

and sources.

Terry Richards, MA, MLIS, founder of *DataSource* - Research and Information Management, is an independent research consultant.

Charlie Sodano

President ARMA Mt Diablo Chapter