



SOUTHERN CALIFORNIA INLAND EMPIRE CHAPTER

2012 Annual Spring Seminar

March 21, 2012

PLATINUM SPONSORS:



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The Southern California Inland Empire Chapter of ARMA International is pleased to host a one-day Records and Information Management seminar with guest speakers *Helen Streck, John Isaza and Pilar McAdam.*

Session 1	GARP® - Generally Accepted Recordkeeping Principles
Session 2	GARP®: What it is, how it will be used to assess RIM programs, and why Records Managers should care!
Session 3	Information Governance Do's and Don'ts

When: Wednesday, March 21, 2012 8:00 AM to 4:30 PM

Where: Ayres Hotel & Suites, Ontario Convention Center, 1945 E. Holt Blvd, Ontario, CA 91761

Schedule: 8:00 AM – 8:15 AM Check In
8:30 AM – 4:30 PM Educational Sessions (Lunch from 12:00 to 1:00)

Investment: **EARLY REGISTRATION** (Until March 1, 2012)
\$90 per person (ARMA / AIIM / PMI Member)
\$115 per person (NON-ARMA Member)

REGULAR REGISTRATION (Beginning March 2, 2012)
\$100 per person (ARMA / AIIM / PMI Member)
\$125 per person (NON-ARMA Member)

Cancellation deadline March 12th
(Failure to cancel prior to March 12th obligates payment to SCIEC - ARMA.)



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SCHEDULE

8:00 – 8:15 **Registration & Breakfast Buffet**

8:30 – 8:45 **Introductions**

8:45 – 12:00 **Session 1: GARP® - Generally Accepted Recordkeeping Principles** *Presenter: Helen Streck, Kaizen InfoSource LLC*

Demonstrating and documenting compliance with applicable laws, regulations and standards using today's ever changing technologies has morphed traditional Records Management into challenging Information Governance.

1. Using standards – an overview
2. Using GARP® in Program Design or Improvement
3. Taking each principle and practical advice on application
4. How do we measure progress against GARP®

12:00 – 1:00 **Lunch**

1:00 – 3:15 **Session 2: GARP®: What it is, how it will be used to assess RIM programs, and why Records Managers should care!** *Presenter: John Isaza, Attorney and partner of Howett Isaza Law Group, LLP*

This presentation provides an overview of GARP® including what it is, how it came to be, and how the principles and underlying maturity levels can be used by any organization to assess the quality and scope of their records management program.

3:15 – 3:30 **Break**

3:30 – 4:30 **Session 3: Information Governance Do's and Don'ts** *Presenter: Pilar C. McAdam, CRM, Manager of Business Intake and Records, Sheppard Mullin Richter & Hampton, LLP*

What is information governance and how can organizations work towards implementing good information governance practices? RIM professionals are ideally suited to guide information governance strategies for their organizations. This overview will highlight what you can do (and what you should avoid) to build an effective and useful information governance structure.



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GUEST SPEAKERS

Helen Streck

GARP® - Generally Accepted Recordkeeping Principles

Helen Streck is the President and Chief Executive Officer of Kaizen InfoSource LLC, a RIM and IT Consulting Company headquartered in northern California. Ms. Streck has over twenty-three years' experience in the Records and Information Management field with experience that spans a variety of industries including: legal, health care, municipal government, insurance, biotechnology/pharmaceutical, education, and financial. She has provided justification, design and implementation services for records management systems implementation as well as legal holds. Experience includes program development, governance documentation, system selection, business and functional design, project management and program assessment and/or auditing. She has worked in corporate organizations within Compliance Departments and understands the drivers for compliance and information management for organizational effectiveness.

John Isaza, Esq., FAI *GARP®: What it is, how it will be used to assess RIM Programs, and why Records managers should care!*

Mr. Isaza is widely recognized as one of the country's foremost experts on electronic information governance, records management, and e-discovery preparedness. Mr. Isaza chaired the Chicago Program Committee for ARMA's 2005 international conference; he is a member of ARMA's Electronic Discovery Advisory Group and the GARP® Metrics Task Force; he is past President of the Greater Los Angeles ARMA Chapter and he has served on the Board of Directors of ARMA International. John was inducted into the prestigious ARMA International Company of Fellows as FAI No. 46 during the 2011 Annual Conference. Mr. Isaza co-authored a book entitled [7 Steps for Legal Holds of ESI & Other Documents](#) released in July 2009. He is the 2008 recipient of ARMA's prestigious Britt Literary Award. John Isaza is a California-based attorney and founding partner of the Howett Isaza Law Group, a law firm that specializes in electronic information governance, records management and overall corporate compliance. He may be reached at Jisaza@HiLawGroup.com or follow him on Twitter and LinkedIn.

Pilar C. McAdam

Information Governance Do's and Don'ts

Pilar C. McAdam, CRM, has more than 25 years of experience working with business support processes in both corporate and legal environments. Throughout her career Pilar has concentrated on how organizations create, use, and maintain information, focusing on improving processes and systems to make data more useful and accessible to those who need it. She is currently the Manager of Business Intake and Records at Sheppard Mullin Richter & Hampton, LLP, an AmLaw 100 firm with 11 offices in the US and China, and recently spearheaded the transition of their RIM applications.



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REGISTRATION FORM

March 21, 2012 8:00 AM – 4:30 PM
Ayres Hotel & Suites, Ontario Convention Center
1945 E. Holt Blvd., Ontario, CA 91761

Name(s):

Organization:

Address:

Phone Number(s):

Email:

Payment Enclosed:

Checks made payable to "SCIE-ARMA" or pay on-line (PayPal) www.sciearma.org
Mail Checks to SCIE ARMA P.O. Box 1434, Riverside, CA. 92501-1434.

Registration Contact:

Dana Corella, Iron Mountain
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