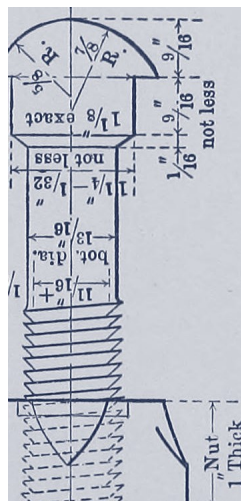


RIM Conference 2018

The Nuts and Bolts of Records Management



Schedule

8:30 – 9 AM

Check in

9 – 9:45 AM

Do This, Not That: Taking a Practical Approach to Records Management

Renée Wilson

9:45 – 10:45 AM

RIM in the Information Age

Bennett Borden

10:45 – 11 AM

Break

11 – 11:45 AM

The State Records Center 411

Lisa Catano

11:45 AM – 1 PM

Lunch on your own

1 – 2 PM

Don't Tweet That! Developing Social Media Policy and Safeguards

Dan Metcalf

2 – 2:15 PM

Break

2:15 – 3 PM

It's 10 PM. Do You Know Where Your Records Are?

Kendra Yates

3 – 3:45 PM

Selling the Importance of RIM to Co-workers

Tracy Hansen

3:45 – 4 PM

Wrap-up

Speakers

Renée Wilson

RIM Specialist, Utah Division of Archives and Records Service



Renée Wilson is a RIM specialist at the Utah Division of Archives and Records Service. She has a bachelor's degree in music performance (horn) from BYU, and a master's degree in Library and Information Science from Rutgers University. She received her Digital Archives Specialist certificate from the Society of American Archivists (SAA) in 2016. Renée enjoys finding solutions to usability issues and exploring new technology innovations. In her spare time she plays the horn with a community orchestra, reads children's literature, swims, and samples fine chocolate.

Bennett Borden

Chief Data Scientist and Chair, Information Governance Group at Drinker Biddle & Reath, LLP



Bennett Borden is Chief Data Scientist of Drinker Biddle & Reath and Chair of the Information Governance and eDiscovery Group. Bennett is a globally recognized authority on the legal, technology and policy implications of information.

Speakers

Lisa Catano

Records Center Manager, Utah Division of Archives and Records Service



Lisa Catano came to the State Archives in 2016 and manages the State Records Center located at the Clearfield Freeport Center. The Records Center is an 80,000-square-foot facility that houses over 140,000 boxes of records; it also has a permanent microfilm vault. As Records Center Manager, Lisa oversees the transfer and storage of records to and from the center.

Dan Metcalf

Public Relations, Cottonwood Heights



Dan Metcalf is the PR specialist for Cottonwood Heights. He has a bachelor's degree from the U of U and a master's from USU. In his spare time, Dan is a part-time film critic and camera operator (RSL & Utah Jazz). He lives in Syracuse with his family, and is also a proud first-time grandfather.

Speakers

Kendra Yates

Chief Records Officer and RIM Section Administrator, Utah Division of Archives and Records Service



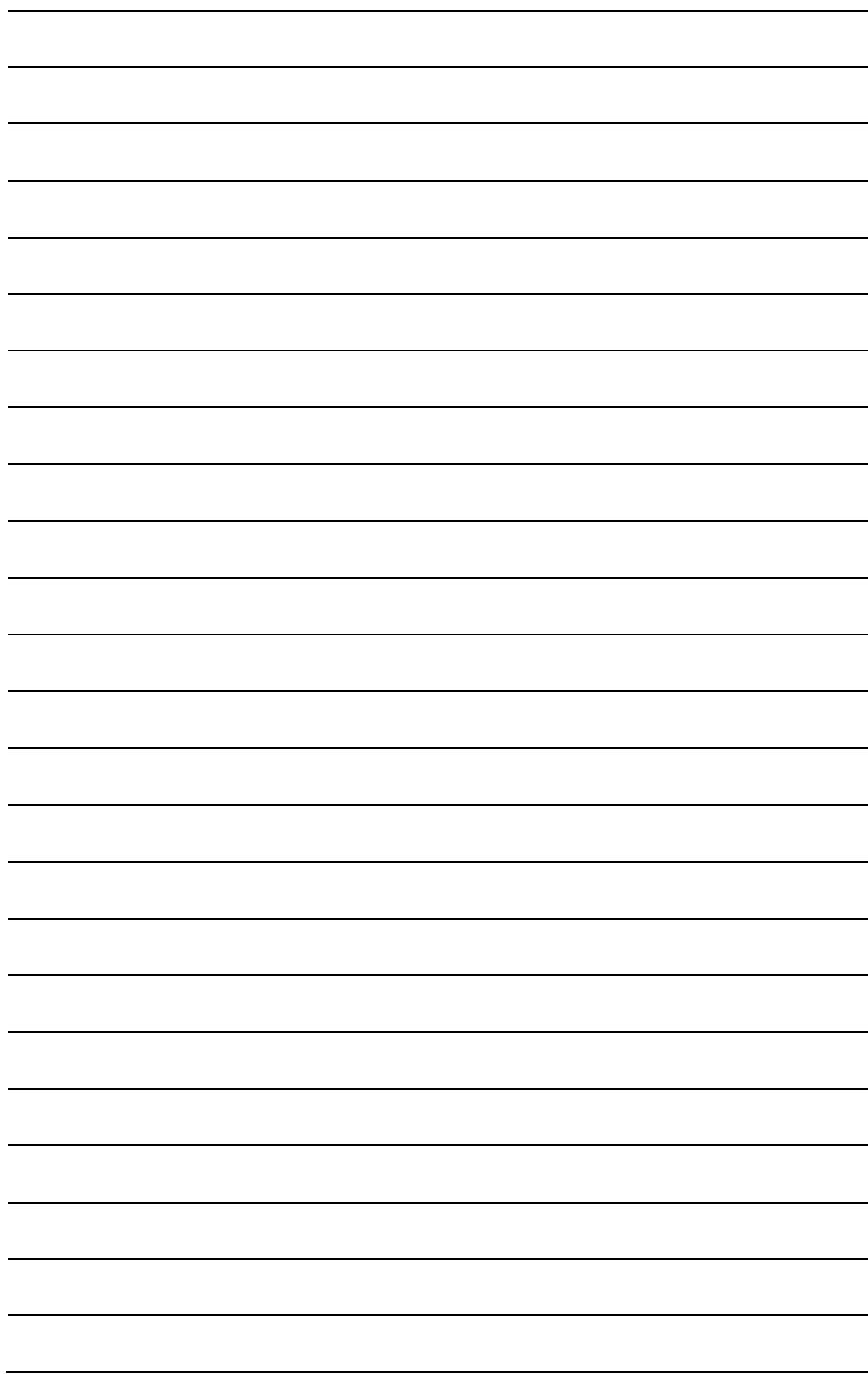
Kendra Yates is the Chief Records Officer and administrator of the newly-restructured Records and Information Management Section at the Utah Division of Archives and Records Service (State Archives). She has a Bachelor of Arts in History and a Masters of Library Science. She loves learning, problem solving, and working with people, and appreciates the opportunity to do all three at the State Archives.

Tracy Hansen

Ogden City Recorder



Tracy Hansen has managed records over a 25-year career with 15 of those years serving in local government. She is a Certified Records Analyst and is pursuing her Certified Records Manager designation. She has served on the Utah State Historical Records Advisory Board and the Board of the Utah Salt Lake Chapter of ARMA. As Records Specialist for Ogden City, Tracy teamed up with then City Recorder, Cindi Mansell, to develop and implement a new structure for managing Ogden City's records and archives. The project not only brought Ogden's records into the digital world but also helped Tracy find her passion.



Upcoming Training

October

- 4 9 AM– Using Retention Schedules
 12 PM *Salt Lake, Division of Archives & Records Service*
- 17 9 AM– Records Access (GRAMA) for Law Enforcement
 3 PM *St. George, St. George Police Department*

November

- 14 9 AM– Records Access (GRAMA) for Law Enforcement
 12 PM *Salt Lake, Division of Archives & Records Service*

December

- 5 9 AM– Records Management 101
 12 PM *Salt Lake, Division of Archives & Records Service*
- 5 1 PM– Records Access (GRAMA) 101
 4 PM *Salt Lake, Division of Archives & Records Service*

To register, visit bit.ly/2MRiZxq and click on **Register for In-Person & Online Training**, or call 801-531-3863.

Downloads & Recordings

Conference presentations and recordings which we have permission to record and distribute will be made available on the Archives website and YouTube channel (“Utah State Archives and Records Service”) as soon as possible. To be notified when the materials are posted, subscribe to our blog at archivesnews.utah.gov

Feedback

Liked it? Loved it? Thought it stank like a soggy diaper? Let us know!

Leave comments below or scan the QR code to take the 2-minute survey at bit.ly/2MGs0Ji

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Utah Division of Archives
and Records Service

archives.utah.gov | recordsmanagement@utah.gov | 801-531-3863