Our thanks to the sponsors of the day: **Clarity Information Solutions Ltd**

Faced with increased financial pressures and information governance obligations Public Authorities must improve efficiency in their approach to information management. Effective data storage, processing and retrieval capability across all electronic and paper-based stores is essential to meet this challenge. This year Clarity is delighted to present EzeScan which is used to automate the capture of paper records and associated content within line of business data processing systems, document and records management systems and SharePoint team sites. Using a simple ‘One Click’ button process, EzeScan provides an effective way to batch scan paper records directly into enterprise content management solutions, enabling swift online enterprise-wide search and retrieval across all corporate information stores and eliminating the need for paper storage. These solutions allow organisations to apply high integrity EDRMS controls to paper record stores to reduce paper handling and storage costs, increase search and retrieval efficiency and reliability and eliminate potential loss or damage to paper records. EzeScan improves document security and integrity management arrangements and introduces automated workflows, records retention and redaction capabilities whilst being affordable and scalable with no per page click charges. The EzeScan product suite has been implemented in over 600 sites globally with integrations to 12 major document management systems; it’s the ideal choice for any enterprise.

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**Objective of the day:** *To share and learn from each others records management experiences…..good or bad!!!*

09:30 – 10.00 **Registration and refreshments**

10:00 – 10.15 **Opening of meeting**

Welcome to the Scottish Parliament – *Susan Mansfield, Head of Information Services, The Scottish Parliament*

Welcome to RMS Scotland event – *Jayne Tierney, Chair of Records Management Society Scotland*

10.15 – 11.00 **Breakout Session 1: ‘Wish Lists’**

*Each Group presents their wish list favourite*

11.00 – 11.15 **Comfort break**

11.15 – 12.00 **Presentation 1:** Bruno Longmore, Public Records Bill Team Manager, Government Records Branch, The National Archives of Scotland  
*The Public Records (Scotland) Bill*

12.00 – 12.45 **Breakout Session 2: ‘Horror Stories’**  
*Each Group presents their horror story favourite*

12.45 – 13.15 **A Word from our sponsors: Clarity Information Solutions Ltd**

13.15 – 14.00 **Lunch**

14.00 – 14.45 **Presentation 2:** Carol Parry (from the Glasgow Area Disaster Planning Network)  
‘Preventing Horror Stories’

14.45 – 15.30 **Breakout Session 3: ‘Happy Endings’**  
*Each Group presents their happy ending favourite*

15:30– 15.45 **Comfort break (and voting)**

15.45 – 16.00 **Awards Ceremony, Vote of thanks and end of meeting**

16.00- 16.30 **RMS Scotland Annual General Meeting**  
*For RMS Scotland members*