INFORMATION FUNDAMENTALS

Monday, October 26, 2020

Title: Information Fundamentals Track Sponsor Session

When: 10/26/2020 2:10:00 PM - 3:00:00 PM

Presenter(s): Announcement Coming Soon

Track: Information Fundamentals

Full Description: Description Coming Soon

Title: How to Leverage Your Historical Assets to Create Organizational Value

When: 10/26/2020 3:10:00 PM - 4:00:00 PM

Presenter(s): William W LeFevre, CA, CRM, FAI

Track: Information Fundamentals

Full Description: Many organizations have a historian or author tell their corporate stories to enhance interest and bolster the brand. In this session, learn the benefits that can accrue from marketing your organization’s history. Tapping your corporate records to tell the organization’s story can help promote the brand, boost employee loyalty, enhance training, and bolster community outreach efforts.
Title: Session Announcement Coming Soon
When: 10/27/2020 12:10 PM - 1:00 PM
Presenter(s): Announcement Coming Soon
Track: Information Fundamentals
Full Description: Description Coming Soon

Title: Eliminating Paper: Technology Isn’t All You Need
When: 10/27/2020 12:10 PM - 12:25 PM
Presenter(s): Pilar C. McAdam, CRM
Track: Information Fundamentals
Full Description: There’s more to going paperless than scanning hard-copy documents into a digital repository. This rapid fire session discusses how to ensure a digital version is trustworthy and safe from modification. It also covers the ways documents are named and indexed for easy search and retrieval, and it identifies policies and procedures for safeguarding against improper access.

Title: Investigating IG Ethical Nightmares
When: 10/27/2020 2:10 PM - 3:00 PM
Presenter(s): Megan Butcher CRM CIPP/US, Andrew Ysasi
Track: Information Fundamentals
Full Description: This interactive session uses the IG Implementation Model to discover brainstormed solutions to ethical issues in IG, such as being pressured to illegally destroy information. As an attendee, you’ll get to help decide which parts of the model should be engaged first in the resolution.

Title: A Simple Guide for Moving Your Content Systems to the Cloud
When: 10/27/2020 2:10 PM - 2:25 PM
Presenter(s): Raoul Miller
Track: Information Fundamentals
Full Description: While organizations often move apps and storage to the cloud, they retain content management systems on-premises because of concerns about security, data residency, and complexity. This rapid fire session covers the basics of cloud server and storage offerings, advises how to choose a cloud vendor, and addresses the concerns that are commonly raised.
Title: Documenting your Digital Footprint

When: 10/27/2020 2:25:00 PM - 2:40:00 PM

Presenter(s): Mary V. Laverdure

Track: Information Fundamentals

Full Description: Often when loved ones die, it’s difficult to settle their obligations because we don’t know their passwords or may not be aware of digital payment accounts. In this rapid fire session, you’ll learn the value of setting up a “digital footprint,” and how to develop both an online and offline filing system to store digital data. Handouts include a simple spreadsheet.

Title: Prepare the Right RFP for the Right ECM

When: 10/27/2020 2:40:00 PM - 2:55:00 PM

Presenter(s): Pilar C. McAdam, CRM

Track: Information Fundamentals

Full Description: In this rapid fire session, you’ll learn how to construct an RFP to ensure you obtain the enterprise content management (ECM) system that best fits into your tech environment and best supports your strategic goals.

Title: Updating a 10-Year-Old Retention Schedule

When: 10/27/2020 3:10:00 PM - 4:00:00 PM

Presenter(s): Tom Corey

Track: Information Fundamentals

Full Description: Ponder for a moment the changes you’ve seen in laws and technology these past 10 years. Has your retention schedule kept pace? This session uses case studies to help demonstrate how to modernize a schedule. You’ll learn about the evolution from paper-based schedules to electronic ones; the impact of new laws from around the globe; and the relevant shifts that organizations have made along the way that affect RIM and retention.
Title: “Welcome to RIM. Now, Establish an IG Program Right Away!”

When: On-Demand

Presenter(s): Rick Stirling

Track: Information Fundamentals

Full Description: This on-demand session is designed for those who are new to RIM and have been – or expect to be – dispatched with the task of establishing an IG program. The session takes you through the process, step by step, with careful consideration of your newness to the profession.

Title: Achieving Your 20/20 Vision for IG

When: On-Demand

Presenter(s): Robert O’Connor, Sarah Holleman, Todd Brown

Track: Information Fundamentals

Full Description: This on-demand session uses case studies from the Teacher Retirement System of Texas to share best practices and to shed light on IG project planning and execution lessons-learned. You’ll learn how to:

• Create executive leadership support and engagement by building a business case the IG program
• Develop and foster partnerships with critical stakeholders across IT, legal, and other functions to drive right-sized, fit-for-purpose IG
• Integrate change management, communication, and ongoing support plans to grow program adoption across the organization

Title: Back-up Tapes 101

When: On-Demand

Presenter(s): Dean Michael Felicetti

Track: Information Fundamentals

Full Description: This on-demand rapid fire session answers your basic questions about how back-up tapes should be managed in an IG program. Among the topics are case law, media-related services, preservation, cataloging, media format, back-up software, restoration processes, and more.
Title: Formatting Forms & Call Recordings for Better Automation

When: On-Demand

Presenter(s): Sandra Serkes

Track: Information Fundamentals

Full Description: Many organizations are digitizing paper forms and transcriptions of audio calls for easy searching, records management, data privacy, and regulatory compliance purposes. But often the results are wrought with errors, usually because of the format of your source content. In this on-demand rapid fire session, you’ll learn the fundamentals of setting up for automation success when using textual and audio-to-text, and you’ll get examples of the right and wrong ways to digitize. You’ll learn small changes you can implement today that will result in big improvements.

Title: How a Large International Company Got Its RIM House in Order

When: On-Demand

Presenter(s): Sandra Serkes

Track: Information Fundamentals

Full Description: This on-demand session tracks how a company got its recordkeeping in order, even after dozens of mergers and with a hundred-thousand employees in hundreds of locations around the world. How was it done? One step at a time. You’ll learn how the company:

- Broke a giant undertaking down into bite-sized, manageable pieces
- Positioned the project to executive stakeholders and got executive buy in for a pilot
- Rallied internal departments and stakeholders needed to support the project
- Intends to roll out the program across the rest of the organization

Title: How Today’s Headlines Will Impact Tomorrow’s IG

When: On-Demand

Presenter(s): Tom Corey

Track: Information Fundamentals

Full Description: COVID-19 has complex privacy and security implications related to health information. Election 2020 is generating questions of paper ballots versus electronic voting. These are just two news headlines that suggest 2020 will transformationally impact the way we approach RIM and IG in the years to come. This session is designed to be highly interactive, with the facilitator leading an audience-driven discussion, with the goal of helping info pros get ahead of the curve on these big RIM and IG challenges and solutions.
Title: IG Minds - The BAU of IG

When: On-Demand

Presenter(s): Kedar Thakkar

Track: Information Fundamentals

Full Description: When IG doesn’t go smoothly, there may not be a simple explanation – or perhaps the wrong “unsub” is identified. To further the “Criminal Minds” analogy, consider this on-demand session to parallel the steps taken by the FBI’s Behavioral Analysis Unit (BAU). It will explore the behaviors that can cause challenges with IG, solve those problems, identify the real “unsub,” and describe how to create a BAU of IG to sustain and maintain IG order.

Title: It’s a Bird - it’s a Plane – No, it’s InfoGOAT!

When: On-Demand

Presenter(s): Micheal Shearman, Katherine (Katie) Tall

Track: Information Fundamentals

Full Description: Is InfoGOAT the steward of good IG? This on-demand rapid fire session reveals the secrets of InfoGOAT’s ability to forage for far-flung, disparate information across the enterprise, using machine learning, natural language processing, and named entity extraction to digest dark data. See also how InfoGOAT uses its four stomachs to govern, oversee, automate, and trace information throughout its lifecycle.

Title: Negotiating Contracts for Management of Offsite Documents & Data

When: On-Demand

Presenter(s): Robin B. Leonard

Track: Information Fundamentals

Full Description: This on-demand session acquaints you with the Commercial Offsite Document Storage and Data Management industry and its philosophy of providing quality service and cost-efficient solutions built to operate as an extension of your internal staff. The session will address all line item Schedule A pricing as it pertains to developing a sound, cohesive solution for your organization. Among the session topics are cooperative service pricing approach, permanent removal, container-specific pricing, and developing a true partnership with your service provider are just a few of the topics that will be covered. You’ll walk away with a better knowledge of how to expand your service levels while reducing cost.

Title: Privacy & RIM: We’re All in it Together

When: On-Demand

Presenter(s): Mary Beth Weaver

Track: Information Fundamentals

Full Description: This on-demand rapid-fire session compares key privacy and RIM statutes and their impact on organizational value. You’ll learn to recognize how each program fits within the IG framework, the key challenges in privacy and RIM, the value that both disciplines bring, and ways for both departments to work together to better meet their goals.
Title: Privacy During a Pandemic
When: On-Demand
Presenter(s): Andrew Ysasi
Track: Information Fundamentals
Full Description: This on-demand rapid fire session focuses on how governments are allowed to use private information during a pandemic, how organizations are sharing knowledge, and the lessons learned so far. It also takes a close look at the new privacy standard ISO-27701.

Title: RIM 101 – Building a RIM foundation for the Future
When: On-Demand
Presenter(s): K. David Quackenbush
Track: Information Fundamentals
Full Description: This on-demand session demonstrates how to build an enterprise-scale RIM program that has a keen eye on the future needs of information management. It begins with the end in mind: What are the goals of a RIM foundation? The session acknowledges that a RIM foundation is evergreen and should not be vulnerable to the whims of the latest technology. It answers the question “What are the right skills for leading and operating a next-generation RIM program?”

Title: The Hitchhiker’s Guide to IG
When: On-Demand
Presenter(s): Micheal Shearman
Track: Information Fundamentals
Full Description: This on-demand session, borrowing liberally from the classic work The Hitchhiker’s Guide to the Galaxy, will help longtime info pros adapt to and conquer the challenges wrought by new technologies, new regulations, and new expectations from internal business stakeholders. Learn how AI and other advanced technologies are driving to a new view of IG, characterized by a “management in place” approach and the use of natural language processing, machine learning, and other AI technologies. You’ll get a new “to do” list that will ensure you’re prepared to lead the transition from traditional records management to IG in your organizations.

Title: Three RIM Program Successes from City, County, and State Governments
When: On-Demand
Presenter(s): Kurt Thies
Track: Information Fundamentals
Full Description: While the roles of a records manager and archivist can vary between city, county, and state government entities, all of their roles can be summed up with this theme: Mining our Past, Engineering our Future. Regardless of organizational size, budget, or location, records managers and archivists must juggle the past and the future: dealing with legacy technology, making sense of unorganized paper records, prioritizing history preservation – while simultaneously looking ahead and implementing additional connected processes and systems. Learn about the panelists’ challenges and successes and come away with techniques and action items you can apply in your own roles.
Title: Up and Running! A New RIM Program for a Large University

When: On-Demand

Presenter(s): Christine Rigda

Track: Information Fundamentals

Full Description: This on-demand session walks through a case study in which the University of Toledo established a RIM program within Archives and Special Collections. Learn how the program was developed, how to use experiential learning, and how to overcome the likely challenges you’ll face in establishing your own program.