

**Spring Seminar Agenda**

- 7 - 8 am: Registration / Breakfast
- 8 - 8:15 am: Welcome / Opening Remarks
- 8:15 - 9:45 am: GARP ~ Martin Susec (Session 1)
- 9:45 - 10:15 am: Break / Networking
- 10:15 - 11:45 am: *Records Management for Public and Private Offices ~ Martin Susec (Session 2)*
- 11:45 - 1 pm: Lunch / Networking Discussion Tables
- 1 - 2:30 pm: *Perfecting Collaboration between IT, Legal, RIM and the Business ~ Martin Susec and Mike Purington (Session 3)*
- 2:30 - 3 pm: 40<sup>th</sup> Anniversary Celebration
- 3 - 4:30 pm: *Perfecting Collaboration between IT, Legal, RIM and the Business ~ Martin Susec and Mike Purington (Session 3, Conclusion)*
- 4:30 - 5 pm: Closing Remarks

**Mile High Denver Chapter of ARMA Turns 40!**  
 The Mile High Denver Chapter turns 40 this month. Join our celebration as we look forward to another 40 years.

**Silent Auction**

Be sure to bid during registration, breaks and lunch. Bidding will close promptly at 2:45 pm. Winning bidders are required to pay for all items prior to leaving.



**WHO SHOULD ATTEND**

Records Managers  
 Records Specialists  
 Information Managers  
 Information Officers  
 Lawyers  
 Legal Administrators  
 Information System Managers  
 Business Executives  
 Corporate Administrators  
 Technology Specialists  
 Business Analysts

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**CRM CREDIT**

Mile High Denver Chapter  
 Spring Seminar is pre-approved for 6.0 CRM Certification Maintenance Program credits

For those who are traveling from afar, the Homewood Suites By Hilton is offering a rate of \$84.00 per night. Homewood Suites is located at  
 Denver International Airport  
 4210 Airport Way  
 Denver, Co 80239  
 To make a reservation call  
 303-371-4555  
 Free shuttle service to The Summit

**Spring Seminar Location**

411 Sable Boulevard North  
 Aurora, CO 80011

**How to Get There**

From I-225, take 6th Avenue East.

At the second light, turn right onto Sable Blvd.

Go south 1/8 th of a mile. Turn right into the Sixth & Sable Plaza parking lot.

Go south in the parking lot past the Hobby Lobby. We are located between the Hobby Lobby and the DMV.



**Presenting the  
 2010 Annual  
 Spring Seminar  
 April 20, 2010**

**Get with the  
 Prog'RIM':  
 From Creation to  
 Collaboration**

Mile High Denver Chapter of ARMA  
 700 N. Colorado Blvd, #105  
 Denver, CO 80206

## ABOUT OUR SPEAKERS

**Martin D Susec, Esq.** served for seven years as Assistant Attorney General for the Constitutional Offices Section of the Ohio Attorney General's Office. During that time Mr. Susec developed a specialization in records management for Public offices. He is currently employed as an Assistant General Counsel at Nationwide Insurance and works within the Discovery Management Unit of the Office of the Chief Legal Officer. His specialty is monitoring and advising the corporate enterprise with respect to its records and information management responsibilities and reducing risks associated with poor records management and regulatory noncompliance.



**Michael D. Purington, CRM, CDIA+, ERM<sup>SM</sup>**, Supervisor, Records Services at Abbott Nutrition of Abbott Laboratories, has over 10 years of experience working in the field of Records and Information Management. He has previous RIM experience at the Coca-Cola Company and Owens Corning. Mike has been involved in starting a records management program from scratch for two large organizations. This includes setting up a records center, configuring turnkey records management software, implementing an imaging platform, developing global retention schedules, developing a secured records destruction program, and writing policies and procedures. Mike has a B.B.A in Information Management from the University of North Dakota.

## MILE HIGH DENVER CHAPTER of ARMA

The Mile High Denver Chapter of ARMA International was established in 1970 and is dedicated to serving the ARMA members of the Denver Metro and surrounding areas. The mission of the Mile High Denver Chapter is to advance the practice of Records and Information Management (RIM) as a discipline and profession within Colorado. The goals are to organize and promote programs of research, education, training and networking within this profession and to serve our members by providing: enhancement of the profession; educational and professional leadership to its members in the form of monthly meetings, seminars, newsletters, and other programs of merit; notification of significant developments in the technical, legislative and professional areas of the RIM profession; and cooperative endeavors with other chapters of ARMA and with other related professional groups in Colorado area. For more information about the ARMA Mile High Denver Chapter or local ARMA events, visit [www.armadenver.org](http://www.armadenver.org) and [www.arma.org](http://www.arma.org).

## Morning Sessions

### Session 1

#### GARP - Generally Accepted Recordkeeping Principles

Records and recordkeeping are inextricably linked with any organized activity. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization. These needs can be fulfilled only if recordkeeping is an objective activity, insulated from individual and organizational influence or bias, and measured against universally applicable principles. To achieve this transparency, ARMA International developed the Generally Accepted Recordkeeping Principles (GARP) in order for organizations to adhere to objective records and information management standards and principles. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and – potentially – a mask for improper or illegal activities. Similar to the generally accepted accounting principles (GAAP) for the accounting industry, GARP forms the basis upon which every effective records program will be built, the yardstick by which organizations will be measured, and the standard by which organizations will be held accountable. During the session

attendees will learn about ARMA's development efforts and vision for GARP. The presentation will also include an introductory overview of each of the GARP principles and how each will address the needs and expectations of government, business, and the general public.



### Session 2

#### Record Management Practices for Public and Private Offices

During this presentation, participants will learn the records and information management obligations of both public and private offices under standards recognized by ARMA International and the courts. This course will thoroughly review, compare and contrast the maintenance and disclosure obligations of public offices under state and federal freedom of information laws with similar legal obligations of private offices under various state and federal laws. Special attention will be given during the presentation to electronically stored information, including lessons learned by Mr. Susec over the past 11 years working as legal counsel for both public and private offices.

## Afternoon Session

### Session 3

#### Perfecting Collaboration Among IT, Legal, RIM and Business

During this session, the focus will be on how you can achieve ideal collaboration among compliance, IT, legal and the business in the operations of your records management programs. You will learn the reasons collaboration is important and the roles of each in records management.

We will review the roles and goals of each group within each key component of a standard records management program. Upon completion of this session, participants will be able to:

- Explain the role of legal in good records management
- Explain the role of IT in good records management
- Explain the role of records management in achieving a collaborative records management program
- Explain the role of the business in ideal records management
- Summarize how each of the units can better work together to fulfill their roles.

## Registration Information

To register online and pay at the door or to pay by credit card go to:

[http://armadenver.org/Spring\\_Seminar/spring\\_seminar.html](http://armadenver.org/Spring_Seminar/spring_seminar.html)

We can only accept credit card payment via the website.

One form per registrant

Checks should be made payable to

### Mile High Denver Chapter of ARMA

- |                                      |           |
|--------------------------------------|-----------|
| <input type="checkbox"/> ARMA Member | \$ 125.00 |
| <input type="checkbox"/> Non-Member  | \$ 150.00 |
| <input type="checkbox"/> Students    | \$ 100.00 |

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

ARMA Member Number \_\_\_\_\_

**DEADLINE:** Registration must be received by April 9, 2010. There will be no refunds after April 9.

Payment and registration form can be mailed to:

Mile High Denver Chapter of ARMA  
c/o Emily Bone, Treasurer  
700 N. Colorado Blvd, #105  
Denver, CO 80206

Direct questions to  
Mollie Taggart, Chairperson  
[mollie.taggart@comcast.net](mailto:mollie.taggart@comcast.net)