To: Flynn, Mike[Flynn.Mike@epa.gov]
From: Records Management Workshop with NARA Keynote
Sent: Mon 6/5/2017 4:07:43 PM
Subject: [SPAM] June 20th - Gov Records & eMail Management - Going Forward to Meet Requirements

Records Management in Government Training Workshop XIV

Agency Self Assessments are in to NARA - How Can You Improve Your Scores?

Managing Government Records Directive Updates:

What Agencies Need to Do for 2017 and Beyond
Lessons Learned and Best Practices

June 20, 2017
Willard InterContinental Hotel
Washington, D.C.

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Keynote Speakers:

Don Rosen
Director of Records Management Oversight and Reporting
National Archives and Records Administration (NARA)
and

Arian Ravanbakhsh
Manager, Policy and Program Support Team
National Archives and Records Administration (NARA)

Additional Government Speakers
Matthew Olsen
Acting Chief Privacy and Data Sharing Officer
Acting Executive Director
Office of Privacy & Information Management (PIM)
U.S. Department of Health and Human Services

Mark Patrick
Chief, Information Management Division
The Joint Staff Secretariat
Department of Defense

Additional Government Speakers to be Announced Soon

David Ferriero, the Archivist of the United States, said:

Working together, NARA and all agencies continue to make progress on the key goals and requirements in the Directive. For us to succeed as a records management community, the SAORMs in each agency must drive the change that needs to happen if we are to realize the vision of a digital Government. Based on the data summarized in this report, we are making progress, but there is still much work to do .

The analysis shows that SAORMs (Senior Agency Officials for Records Management) reported they:

- ***Will meet the email target by the end of this year (92%).***
- *Will meet the target to manage permanent electronic records in an electronic format by the end of 2019 (92%).*
- *Are taking actions to ensure records in non-official messaging accounts are captured in an official account within 20 days (83%).*
- *Will submit schedules for all existing paper and other non-electronic records by the end of 2016 (91%).*
- *Are preparing for the upcoming change in Presidential administration (79%).*

This workshop will examine the SAORM's report to determine what steps are required to fill the gaps

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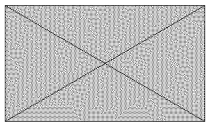

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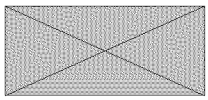

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Government and Industry Partners are Invited to Register

Goals of this workshop are:

- **Focus on email retention regulation and policy and email best practices**
- **Provide attendees with a clear idea of the changes envisioned in the Directive,**
- **Strategies to obtain funding for solutions**
- **Help understand the role of the Senior Agency Official (SAO) in setting agency priorities and achieving program success**
- **Describe the developing roadmap that will lead to realizing these changes, and**
- **Describe the steps individual records managers can do now to align their work with the records management future the Directive envisions.**

- **Specific Agency Actions to be Completed by December 2015 and the out years**
- **Establishing a community of interest for Records Management**
- **Current email policy and regulations**
- **Tips for planning for the Directive's 2019 Deadline**

Overview:

With the recent headlines regarding government email retention and e-discovery, it is important to understand how the NARA/OMB regulations and deadlines will impact your agency. This one-day Potomac Forum Workshop will focus on the activities mandated by the NARA/OMB Records Management Directive. Key executives from NARA and government agencies will discuss the directive and its implementation. Detailed review and analysis of the directive will be presented to help agencies better understand what they need to do, how to do it, and how to get the funding necessary to be successful. The recent Agency Submissions to NARA are discussed along with scores and suggestions for improving Agency Scores.

What You Will Learn:

- What happens now that the 2016 deadline has passed
- What needs to be done to comply with the provisions of OMB M-12-18
- How the relationship between NARA and Federal agencies have and will change
- How the role of technology will evolve in the achievement of OMB M-12-18's goals
- What this initiative will mean for Federal records management in the short and long term
- What the components of a sustainable Records Management program will be in this new environment
- A better idea of the commitment of time and resources needed to comply with the Directive
- How the Senior Agency Officials can and are making a difference in improving the management of government records
- NARA Requirements for managing email - lessons learned from recent IRS news event - Complying with the Law - the Federal Records Act and what it means for email and other records losses
- The November 2014 Records Management Legislation and what it means to Agencies and Records Managers
- and more...

Why You Should Attend:

- To gain a clear understanding of OMB M-12-18
- To assist you in getting the best start on the many changes OMB M-12-18 will bring to your agency
- To learn key funding strategies to help your agency implement solutions to meet its objectives
- Hear from other government officials about the practical aspects of complying with the Directive
- Ensure success of your Records Management Program as you implement the Directive
- Lessons Learned since the publication of the Directive
- Understand the NARA requirements for email management - avoiding embarrassing non-conformance
- Understand email retention regulation, policy, and legislation.

Who Should Attend:

- CIO's and the Staff including technical staff involved with Records Management
- Senior Agency Officials (SAO's) charged with responsibility for the implementation of solutions for their agency
- IGs and Staff
- Government Records Managers
- All those with responsibility for initiating and carrying out the reforms mentioned in the President's Records Management Directive
- Professionals responsible for managing information resources on an enterprise-wide basis
- Those needing to understand latest NARA policy and guidance
- Contracting, Procurement and Acquisition Management Professionals
- Program Managers Who Must Understand Records Management in Government
- Government executives who want to understand email retention and records management regulation, policy, and legislation.
- Industry Partners

Format:

This workshop will combine keynote presentations by NARA, lectures on implementing the Directive, real world examples and discussions to provide a thorough, enjoyable day of learning.

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"Early Bird" Reduced Registration Until June 10th
also
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The Previous Thirteen Potomac Forum Records Management Workshops on Email, Records Management and the OMB/NARA Directive were Rated as "Excellent" by Workshop Attendees
CEU Credits Awarded

Representative Student Testimonials from Previous Potomac Forum *Managing Government Records Directive from OMB and NARA Workshops*

It was informative and what I have learned can be taken back and applied to my office.
Records Management Specialist
Civilian Department

Excellent - I got a number of good ideas and suggestions. Well worth the investment.
Regulation Council
Civilian Administration

One of the best trainings I have been to.
Records Manager
Navy Center

Very well done
Deputy Commissioner for Legislative and Congressional Affairs
Civilian Agency

The overall workshop was great. I learned a lot of valuable information on to help me in my current position and provide additional guidance for my organization
Records Management Officer and Team Lead
DOT Agency

... for anyone who needs to follow the directive for records management
Admin Specialist
Civilian Commission

Outstanding!

Management and Program Analyst
DOT Agency

Very Well organized. Job well done!
DoD IG Specialist

Great!
Assistant Records Manager
Small Agency Commission

Workshop for Government and Industry Partners

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