To: Flynn, Mike[Flynn.Mike@epa.gov]
From: Records Management Training Workshop June 20 2017
Sent: Thur 6/8/2017 2:33:43 PM
Subject: [SPAM] Early Bird Ends June 10th - Meeting the Gov Records Mgmt Mandates

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.

Sponsored by:

Potomac Forum, Ltd

for Information and Registration:

www.PotomacForum.org
The Leader in Government Training Since 1982

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)

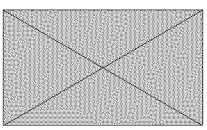
Additional Government Speakers
Matthew Olsen
Acting Chief Privacy and Data Sharing Officer
Acting Executive Director
Office of Privacy & Information Management (PIM)
U.S. Department of Health and Human Services

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

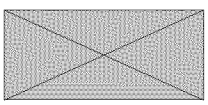
Additional Government Speakers to be Announced Soon

Potomac Forum Workshops are Not Conferences
We are 100% Educational Events

Organizational CoSponsors:



AIIM
National Capital Chapter
www.nccaiim.org



ARMA International

Metro Maryland Chapter

www.arma-metromd.org

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 in response to the Directive by 2019**
- **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.

Workshops are NOT Sponsored by Advertisers or Paid Sponsors

Workshops Present What You Need to Perform Your Job - NOT What Sponsors or Advertisers Want You to Hear

"Early Bird" Reduced Registration Until June 10th
also
"Send a Team" Rates

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

"Early Bird" Reduced Registration Until June 10th
Learn Together Team Rates:
Reduced Registration Rate for Teams

Registration and Information:
www.potomacforum.org

Call: (703) 683-1613
info@PotomacForum.org

Sponsored by:
Potomac Forum, Ltd.
Founded in 1982 as a non-profit educational organization

Potomac Forum, Ltd is Proud to be:
Corporate Partner of
The Association of Government Accountants

Sustaining Partner
Association for Federal Information Resources Management
AFFIRM

Potomac Forum Direct Phone: (703) 683-1613

If this email is not of specific interest to you,
please forward to an associate.

Please DO NOT UNSUBSCRIBE from this
"Records Management" m ailing list.
Potomac Forum offers a wide variety of government related training events which may be of interest to you in the future.
If you unsubscribe from this "Records Management" list, you will not receive future notices for "Records Management" from this list.

Thank You.

This email was sent to: flynn.mike@epa.gov

Go here to leave this mailing list or modify your email profile.
We respect your right to privacy. View our policy.

This email was sent by: **Potomac Forum, Ltd.**
400 North Washington Street , Alexandria , Virginia, 22314 , USA