

Everyone Wins!

Records Management Teamwork



Utah State Archives
Miller Free Enterprise Center
October 6, 2016

9:30 a.m. — 9:40 a.m.

Welcome

Rosemary Cundiff, Government Records Ombudsman

9:40 a.m. — 10:10 a.m.

Establishing a Records Management Committee

Kami Ball, Utah Valley University

Kami graduated from Utah State University with a degree in Accounting and from the University of Washington with a Master's Degree in tax. She has spent most of her career in public accounting consulting with clients on federal tax issues. She is currently working in the finance & business department at Utah Valley University (UVU) where she is in charge of accounting for the capital assets. She also teaches accounting as an adjunct instructor at UVU. She and her husband have three boys and live in Pleasant Grove.

10:10 a.m. — 10:25 a.m.

UVU Email Retention Ideas

Brett McKeachnie, Utah Valley University

Brett managed UVU's email systems for nearly two decades. He considers himself an email power-user but learns new things about email every day. Thinking both inside and outside the box with email systems helps him to resolve business problems. Now he's tackling email archiving for UVU employees.

10:25 a.m. — 10:40 a.m.

Using Google to Manage Electronic Messages

Corona Ngatuvai, Utah State Department of Technology Services

Corona is the IT Manager over Desktop Services Engineering in the Department of Technology Services. His educational background is in Electrical Engineering and Mathematics.

BREAK 10:40 a.m. – 10:50 a.m.

- ◆ Give us your feedback on today's event! Surveys will be emailed, or can be directly accessed at <http://bit.ly/2dSF911>
- ◆ Conference materials will be posted in about a week. To receive an announcement, and keep up on other events, subscribe to our blog, recordskeepers.wordpress.com
- ◆ Be sure to enter your team for a prize! See registration desk for details

10:50 a.m. — 11:50 a.m.

Panel Discussion: Managing Electronic Records

Moderated by Lorianne Ouderkirk, Utah State Archives

David Fleming, Zions Bancorporation

David is the Corporate Records Program Manager for Zions Bancorporation where he works closely with executive and business unit management, Legal, and IT to develop information management and legal discovery strategies and processes for the corporation. Outside of work David serves as ARMA Pacific Region Coordinator and is the current Chair Pro Tem of the Utah State Records Committee. David is a Certified Records Manager (CRM), a Certified Information Governance Professional (IGP), and a Certified Information Professional (CIP).

James Duckett, City of St. George

James has been the Technology Division Manager for the City of St. George for nine years, where he has combined two of his lifelong passions: working (playing) with technology and building the best IT team possible.

Rebekkah Shaw, Utah State Archives

Rebekkah joined the Archives team in May 2008 after earning her degree at Utah State University. She has been the project leader in updating the general retention schedules since February 2013.

LUNCH 11:50 a.m.– 1:00 p.m.

The Utah State Archives' Excellence in Information Governance Award

Congratulations to Colleen Mulvey, Cedar Hills City Recorder, and this year's recipient of *The Utah State Archives' Excellence in Information Governance Award*.

This award recognizes outstanding, innovative, and successful records officers who have embraced records management and information governance, and have made a significant contribution to the management of their agency's records.

Colleen's accomplishments include:

- Implementing a variety of methods to ensure accurate, manageable, and innovative preservation of the city's records
- Establishing an agency-wide training to educate staff on the importance of proper records management
- Actively engaging in professional development and teaching coworkers



1:00 p.m. — 1:30 p.m.

Preservation Team: Understanding Formats

Jim Kichas, Utah State Archives

Jim is the program manager over the Archives and Patron Services section of the Utah State Archives. He is a certified archivist and certified digital archives specialist with over 13 years of experience. He holds master's degrees in the Environmental Humanities from the University of Utah and Library and Information Science from Drexel University.

1:30 p.m. — 2:30 p.m.

Expectations of a Constantly Connected Generation

Michael Hakkarinen, Utah Education Network

Michael is an instructional technology teacher specialist with UEN helping teachers engage students in the classroom with Technology. He earned a Bachelor's in English from the University of Maryland at College Park and a Master's in Elementary Education at Mount Saint Mary's University.

2:30 p.m. — 3:00 p.m.

Team Prizes!

Thank You

to all of you who made this conference event a success!

- ◆ All of you who came, in-person or online, thanks for letting us spend a day learning with you!
- ◆ All of the presenters, thank you for volunteering your time and sharing your expertise!
- ◆ Salt Lake Community College — event planning and IT support
- ◆ Renée Wilson — online broadcasting coordinator
- ◆ Rae Gifford — online broadcasting support
- ◆ Nova Dubovik — volunteer and registration desk coordinator
- ◆ Janell Tuttle, Melody Yearsley, Moh Miller, Rebekkah Shaw, Rosemary Cundiff, Susan Mumford — registration and program support
- ◆ Glen Fairclough — photography
- ◆ Kendra Yates — team prizes coordinator and MC