

To: Jackson, Ryan[jackson.ryan@epa.gov]
From: Training on Gov Records Mgmt With NARA Keynote
Sent: Tue 11/28/2017 2:04:28 PM
Subject: Next Thursday: Records Mgmt In Gov: Speakers from NARA, State, DOT, DoD and more...

Records Management in Government Training Workshop XV

**Latest Information on Records Management from NARA,
Government Records Managers, and Industry Experts**

*Report from NARA - Results of the October 2017 Records Management
Annual Report*

Lessons Learned and Best Practices

**December 7, 2017
Willard InterContinental Hotel
Washington, D.C.**

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Keynote Speaker:

**Mr. Laurence Brewer
Chief Records Officer for the U.S. Government**

**Additional NARA Speakers
Don Rosen
Director of Records Management Oversight and Reporting**

National Archives and Records Administration (NARA)

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

Courtney Anderson
Electronic Records Policy Analyst
National Archives and Records Administration (NARA)

Additional Government Speakers

Just Announced:

Walter Bohorfoush
Director, Department's Records Management Office and
Chief Records Officer
Office of the Chief Information Officer
Office of the Secretary of Transportation
Department of Transportation

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

Tim Kootz
Records Management Division Chief
Office of Information Programs and Services, Bureau of Administration
U.S. Department of State

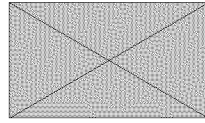
Additional Government Speakers to be Announced Soon

**This workshop will examine the Annual Records Management Report -
Lessons Learned from the Report to Improve Records Management at Your
Agency**

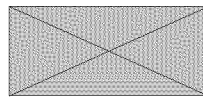
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Government and Industry Partners are Invited to Register

Statement by the Archivist of the United States in the [Federal Agency Records Management 2016 Annual Report](#) (Senior Agency Official for Records Management Report Federal Email Management Report and Records Management Self-Assessment)

"Overall, the great majority of Federal agencies reported they have met, or will meet, the major goals and actions outlined in the Directive. They are working towards successfully managing email electronically and are following recordkeeping requirements prescribed by Federal statutes and regulations. These are critical milestones to improving records management throughout the Federal Government. However, there is still work to be done. The SAORMs in each agency must continue to lead and drive the change that needs to happen if we are to realize the Directive's complete vision of a fully digital and open Government."

DAVID S. FERRIERO Archivist of the United States

This Potomac Forum Training Workshop will help agencies to comply and meet the NARA and OMB requirements

Overview:

NARA is focusing on Agencies working on the next deadlines for federal government electronic records, email in the cloud, improved methods for contracting for records management services partnering with GSA and other government-wide initiatives. Agencies continue to focus on email retention and management in accordance with regulations and policy 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 and related management issues and initiatives. Key executives from NARA and government agencies will discuss the current state of government records management and compliance with policy, regulations and best practices.

Lessons learned from the recent *Federal Agency Records Management 2016 Annual Report (Senior Agency Official for Records Management Report Federal Email Management Report and Records Management Self-Assessment)* will be discussed.

The Chief Records Office of the U.S. Government will present the Workshop Keynote and a special follow-on panel with the NARA Executive Leaders will discuss current and proposed government-wide records management initiatives.

What You Will Learn:

- Lessons learned from the October 2, 2017 *Federal Agency Records Management 2016 Annual Report*
- What needs to be done to comply with the deadlines imposed by OMB M-12-18
- How the role of technology will evolve in the achievement of OMB M-12-18's goals including Cloud Computing
- What the components of a sustainable Records Management program will be in this new environment
- How the Senior Agency Officials can and are making a difference in improving the management of government records - Lessons Learned from the SAO reporting
- NARA Requirements for managing email - lessons learned from IRS news event - Complying with the Law - the Federal Records Act and what it means for email and other records losses
- Specific agency actions to be completed in response to the Directive by 2019
- 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:

- Records Managers and staff.
- CIOs and the Staff including technical staff involved with Records Management
- Senior Agency Officials (SAOs) for Records Management and those who report to or support the SRO
- IGs and Staff
- 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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