

E-Records Management: The Future is Now...

SPEAKERS:

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TIME AND LOCATION:

March 17, 2010 – Anchorage, Alaska

9:30 a.m. to 12:00 Noon
New Federal Building
222 West 7th Avenue, Conference Room 154
Anchorage, Alaska

Please bring photo ID to be admitted to the
New Federal Building.

COST: *FREE*

Federal and state records managers, information
technology professionals, and anyone
responsible for or interested in managing
electronic records in the government are
encouraged to attend.

TO REGISTER:

Send an e-mail with your name and agency to
seattle.workshops@nara.gov
and let us know you want to participate.

PLEASE REGISTER BY:

March 10, 2010

E-MAIL & E-RECORDS:

MOVING FORWARD WITH THE STATE OF ALASKA

Under Alaska Statute 40.21, e-mails are subject to the same records retention requirements that apply to any other electronic and non-electronic records. In 2009, the State of Alaska implemented an ***E-Mail Retention Policy*** and activated an enterprise e-mail system that includes an integrated archiving solution: the ***Enterprise Vault***. The State also established an ***Electronic Practices Committee*** charged with strengthening the State's ability to manage electronic records and respond to e-discovery and public records requests.

Join us as Glenn Cook discusses these e-records policies and tools, including some of the challenges faced and successful strategies used in their development and roll out. Glenn has over 20 years experience as an archivist and librarian in the private sector, at universities, with federal agencies, and the State of Alaska.

FEDERAL ELECTRONIC RECORDKEEPING: NARA REQUIREMENTS & BEST PRACTICES

Federal agencies manage an ever-increasing number of electronic files, including images, web pages, databases, geographical information systems, and other digital formats. The National Archives and Records Administration (NARA) has both regulations and guidance for **managing these files as Federal records**.

Have you ever wondered:

- If I scan a paper record, do I have to keep the hard copy?
- What are the requirements for keeping a record as an electronic copy?
- Does my agency's existing records schedule for paper records apply to electronic formats?
- How can I create a working filing system on my network shared drives?
- Are backup tapes records?

If you answered yes, you will not want to miss this valuable session designed to help **you efficiently manage your electronic records and information**.

Bill Greathouse has over 20 years experience as a records manager for local, state, and Federal government agencies as well as private individuals and corporations.



Presented by the National Archives and Records Administration,
Pacific Alaska Region, and the
State of Alaska, Division of Libraries, Archives, and Museums

