

Everyone Wins: Records Management Teamwork

Utah State Archives
Annual Fall Conference
2016

Chief
Administrative
Officer



Records
Officers



IT
Support



- 9:00 a.m. **Doors Open**
- 9:30 a.m. **Welcome**
- 9:40 a.m. **Establishing a
Records Management Committee**
Kami Ball, Utah Valley University
- 10:10 a.m. **General Retention Schedules**
Rebekkah Shaw, Utah State Archives
- 10:40 a.m. **Break**
- 10:50 a.m. **Working with Your IT Specialist**
James Duckett, St. George City
- 11:20 a.m. TBA
- 11:50 a.m. **Lunch (on your own)**
- 1:00 p.m. **Transferring Permanent Electronic
Records to the State Archives**
James Kichas, Utah State Archives
- 1:30 p.m. **Expectations of a
Constantly Connected Generation**
Michael Hakkarinen, Utah Education Network
- 2:30 p.m. **Closing Remarks**

Miller Conference Center

9750 S. 300 W.
Room 101, Auditorium
Sandy, UT 84070

Online: Adobe Connect

**Bring your records
management team!**

Prizes for:

- Largest team
- Most remote team (online)
- Farthest traveled team (in-person)

Thursday, October 6, 2016

9:30 a.m. to 2:30 p.m.
Event is free to attend.

Register at archives.utah.gov

Questions?
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