

BREAK 2:00 p.m.–2:15 p.m.

2:15 p.m. –2:45 p.m.

Partnering with the State Archives to Preserve Historical Records

Alan Barnett, Utah State Archives

Alan has a Bachelor's degree in history and Master's degree in historic preservation. He has worked at the State Archives for 13 years. He is currently the manager of the Archives' public research center and the liaison for local governments and school districts to assist them in preserving their historical records.

BINGO Prize and Goodbyes 2:45 p.m.–3:00 p.m.

What do you have to say?

Tell us what you liked about today's conference and what you would like to learn at the next one. A survey will be emailed to you following today's event. All responses are anonymous. If you would like to give direct feedback you may contact Lorianne

Ouderkirk, 801-531-3860 or louderkirk@utah.gov

Keep in touch — [RecordsKeepers.blog](https://www.recordskeepers.org)

Subscribe to our blog to receive email notifications from us about:

- **Accessing conference handouts, slides, and recordings (will be posted in about one week)**
- **Upcoming training classes and conferences**
- **Updates on general retention schedules**
- **Tips on managing records**

Mingle with your fellow education professional to get signatures on your bingo card. The first person with a blackout card wins a prize! Present your card at the front desk. Prize will be given at the end of the conference, must be present to win.

9:30 a.m.

Welcome

Rae Gifford, Utah State Archives

The Impact of Education Records

Kendra Whitaker Yates, Utah State Archives

Kendra is the manager of the Archives' records analysis section. Additionally, she is a records analyst for elected state agencies. After a 13 year hiatus spent raising a family, Kendra completed a Bachelor of Arts in history from the University of Utah, and a Master of Library Science from Clarion University of Pennsylvania. She loves books, people, and history, and appreciates the opportunity to work with all three at the Utah State Archives.

10:00 a.m.–10:30 a.m.

Using Retention Schedules for Education Records

Rebekkah Shaw, Utah State Archives

After graduating with a degree in history at Utah State University, Rebekkah joined the Archives in May 2008 as a volunteer. She joined the Archives staff in 2010 to lead a project processing over 144,000 microfiche. When the project was completed she moved to the Micrographics section to digitize microforms. She became an Archives records analyst in February 2013, and since then has been the project leader in updating the general retention schedules.

BREAK 10:30 a.m.–10:45 a.m.

10:45 a.m.–11:15 a.m.

HB 358 (2016): Management and Public Access of Student Records

Dr. Whitney Phillips, Utah State Board of Education

Dr. Phillips is the Chief Privacy Officer for the Utah State Board of Education. Her responsibilities include a) being the primary point of contact for the state student data officers, b) developing and implementing Data Governance policies, c) creating a metadata dictionary, and d) creating and overseeing external data sharing processes.

11:15 a.m.–11:45 a.m.

Purpose and Application of GRAMA, HIPPA, and FERPA for Education Records

Chris A. Lacombe, Assistant Attorney General

Chris is an Assistant Attorney General for the State of Utah. He is assigned to provide legal services for Salt Lake Community College. He has worked in the Education and Natural Resources Division of the AG's office for five years. Prior to that he was an environmental attorney with a large state agency in New York State. He is a graduate of Lemoyne College and Western New England College School of Law.

LUNCH (on your own) 11:45 a.m.–1:00 p.m.

1:00 p.m.–2:00 p.m.

Panel Discussion: Experience from the Trenches

Moderated by Rae Gifford, Utah State Archives

Archiving Made Easy for Charter Schools

Moni Schwaerzler, Salt Lake Arts Academy

Moni has been the Business Manager at Salt Lake Arts Academy since 2011. She is multi-talented and has a degree in Massage Therapy, as well as a Master of in Business Administration in Finance from New York University.

Managing and Transferring Records for a Closing School

Kathy Webb, Electronic High School, Utah State Board of Education

Kathy is the principal for Electronic High School, and has served in this capacity since February 2007.

Campus-wide Records Management

Cristina Bean, Brigham Young University

Cristina is the Manager of Training and Communications in the University Records and Information Management Department at BYU. She focuses on creating online training modules, conducting in-person trainings, and communicating with each of the 300 departments on campus.

