

Nebraska Chapter, ARMA Inc. & Continuum Worldwide
Present Internationally Recognized Expert

Randolph A. Kahn, Esq.

Join us for this full day seminar
featuring the following sessions:

- The Intersection of E-Discovery and Information Management
- Building a Compliant Records Management Program
- Doing Battle the Nice Way: Negotiating an E-Communications Policy



September 24, 2008
DC Centre
11830 Stonegate Drive
Omaha NE 68164

For more information go to
www.armanebraska.org
or contact Ron York
(402) 571-3305 Ext. 122
ryork@bensoanrm.com

About the Speaker

Randolph A. Kahn, Esq., is an internationally recognized authority on the legal, compliance and policy issues of business information, electronic records, e-business processes, and information technology. As the principal of Kahn Consulting, Inc., Mr. Kahn advises corporate counsels, information management and technology professionals in both government and corporate institutions on policy issues related to the management of digital information and electronic records.

Mr. Kahn's clients include federal, state, and local agencies; federal and state courts; Fortune 500 corporations; information technology vendors; and other organizations. Specific areas of expertise include electronic records management; electronic filing; enterprise email management strategies; electronic and digital signature legality; and electronic discovery.



Seminar Schedule

- 8:00 – 8:45 Registration
- 8:45 – 9:00 Opening Remarks
- 9:00 – 10:15 **The Intersection of E-Discovery and Information Management**
The amended Federal Rules of Civil Procedure highlight the need for organizations to take an integrated, end-to-end approach to Information Management. Such an approach enables the organization to run more effectively and also address legal requirements. In this dynamic session, learn about a new approach to managing information that is designed to help you respond to new legal requirements and build a solid long-term information program.
- 10:15 – 10:30 Break
- 10:30 – 12:00 **Building a Compliant Records Management Program**
This session explores how to build your Records Program in a way that will actually protect your institution. The Seven Steps of a Compliant Records Management Program addressed in this session are based on Mr. Kahn's book, Information Nation: Seven Keys to Information Management Compliance. Having a Records Program is better than not having anything at all, but it may not be enough to protect you and your company. This session will help attendees build compliance in each aspect of their RIM Program.
- 12:00 – 12:45 Lunch and Networking
- 12:45 – 2:00 **Doing Battle the Nice Way: Negotiating an E-Communications Policy Part 1**
"If you use it, you have to manage it." Despite case after case illustrating the consequences of failing to take this simple statement to heart, many organizations today still fail to provide the policy and practical guidance employees need when using email, instant messaging, and other contemporary communications technologies. In this interactive and entertaining session, Mr. Kahn will take you through the process of developing an e-communications policy – one designed to address the range of legal, compliance, technological, business, and human resources issues that organizations must tackle. In the process you will learn not only to confront the issues, but also see first-hand the challenges to negotiating and implementing policy in the real world.
- 2:00 – 2:30 Break
- 2:30 – 4:00 **Doing Battle the Nice Way: Negotiating an E-Communications Policy Part 2**
- 4:00 Question and Answer Session

Registration Fees (Includes Lunch):	By 9/10/2008	After 9/10/2008
ARMA Member or Continuum Worldwide Client	\$50.00	\$75.00
Standard Registration	\$100.00	\$125.00

Registration Information:

Credit Card Payments are accepted by registering online at www.armanebraska.org

If paying by check, please complete the information below and mail this form.

Make checks payable to:
Nebraska Chapter, ARMA Inc.

Mail to: Nebraska Chapter, ARMA Inc.
c/o Jacque Hornung, Treasurer
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Cancellation Policy:

No refund or cancellations. Registrations can be transferred to another person at any time.