



Just a Reminder – Be Sure to RSVP Today!

OCTOBER 16, 2007 MEETING NOTICE

WORKSHOP & PROGRAM SPONSORED BY:



WORKSHOP: RFID Technology

RFID simplifies the location of lost or missing files, and provides rapid check-in and check-out of files from a central file room. RFID also works in decentralized filing environments. RFID automates person-to-person transfers.

Summary of Benefits:

- Eliminates searches for files
- Eliminates broadcast emails looking for files
- Streamlines check-in and check-out
- Performs file room or desk audits quickly
- Eliminates duplication of files
- Frees staff time for high-value work
- Improves productivity and reduces costs
- Passively tracks files as staff walk around

PROGRAM: RFID Technology

Radio Frequency Identification has become a reality in the tracking business and so, the Records management business. This is a presentation that will highlight the decision making process, selection and implementation of RFID technology at Schiff Hardin LLP in 2004/2005 and its subsequent result in 2007/2008. Additionally, we will highlight the future of RFID technology itself and at Schiff Hardin.

Michael King of Schiff Hardin LLP is currently the Director of Legal Support for Schiff Hardin LLP. Michael started his career in the Records Management field in 1985. Starting out as a "box Mover", he currently is responsible for all administrative legal support departments at Schiff including Docketing, Mail and Copy services, Conflicts Screening and the Records Center. In his 20 year career, Michael not only oversaw the creation of what is now the Elite Records management system, but has also successfully worked with over 750 of the top international law firms in their development of cost effective risk assessment and management programs.

CRM WORKSHOP:

The subject of October's CRM tutorial is Records Creation and Use (Part 2 of the CRM Exam). Our presenters are Joseph Suster, CRM, and Director of Records Management for the National Archives and Records Administration - Great Lakes Region and Glenn Gercken, CRM of Ungaretti & Harris. Cost of the CRM workshop is \$10.00.

AGENDA

Location:	East Bank Club – 500 Kingsbury
Time:	9:00 a.m. Board Meeting
	10:30 a.m. Workshop
	11:30 a.m. Buffet Luncheon
	12:00 p.m. Program
	1:15 p.m. CRM Study Group
Cost:	\$30 per person Members
	\$35 per person Non-Members/Guests

Reservations must be received by Noon, Friday, October 12th!
Call the ARMA Hotline at (847) 821-8239 or e-mail arma@armachicago.org

PLEASE TAKE NOTE OF THE FOLLOWING INFORMATION:
Reservations after Noon, Friday, October 12th will be charged an additional \$5. Walk-ins welcomed based on space availability.