



ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC.
"Professional Leadership in Records and Information Management"

Just a Reminder – Be Sure to RSVP Today!

NOVEMBER 13, 2007 MEETING NOTICE

WORKSHOP & PROGRAM SPONSORED BY:

WORKSHOP: e-Discovery

Bryna Dahlin will present an overview e-discovery's impact on litigation, particularly as it relates to the importance of record retention policies and proper implementation of litigation holds.

Bryna Dahlin is an attorney at Winston & Strawn LLP, where she is a member of the firm's litigation and e-discovery practice groups. In addition to extensive experience in all phases of complex commercial litigation, she is highly skilled in e-discovery matters, from assessment and retention through production and admissibility.

PROGRAM: Federal Rules of Civil Procedure

Although the Office of the Clerk of Court is not frequently mentioned in the Federal Rules, the Rules affect the day-to-day operation of every clerk's office in the nation in ways that shape the flow of information to and from federal district courts. Ted Newsman, Judicial Services Manager for the District Court of the Northern District of Illinois, will discuss how what clerks do is guided by what rules say. His subject matter will range from what he calls the "cheese sandwich" rule to amendments that have not yet taken effect, with emphasis on recent changes that have led the way from paper to electronic systems for managing information and maintaining public records.

Ted Newman is the Judicial Services Manager for the U.S. District Court for the Northern District of Illinois. He has been with the Court since 1984, working as an analyst and a supervisor before assuming his current position eight years ago. He received a BA from Ripon College in Wisconsin and an MA from the University of Chicago.

CRM WORKSHOP:

The subject of November's CRM tutorial is Records Systems, Storage, and Retrieval (Part 3 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 this 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, November 9th!
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, November 9th will be charged an additional \$5. Walk-ins welcomed based on space availability.