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ASAP Records Management: Capture and Maintain
Thursday, February 26, 2015
National Archives and Records Administration McGowan Theater – Washington, D.C.
(As of February 23, 2015)
This program has been preapproved by the Institute of Certified Records Managers
for six Certification Maintenance Points (CMP)

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8:30-8:55 am   Program Check-In

8:55-9:00 am   Welcome, Announcements – Amy Bennett, ASAP President

9:00-9:05 am   Introduction of the Honorable David S. Ferriero – Amy Bennett, ASAP President

9:05-9:10 am   Remarks by Mr. Ferriero, Archivist of the United States

9:15–10:00 am   **Session 1: Laying the Foundation**
The foundation of information management is placed squarely on whether or not you can find and retrieve information. All are responsible, including government contractors, to create what is needed, manage it for business use, and leave it behind as evidence of the work done on federal time and equipment consistent with the Federal Records Act. Learning outcomes from this session include the basic knowledge gained in recordkeeping requirements, including statutory and regulatory responsibilities; the definition of record, lifecycle, indexing, disposition; and the tools and resources available to help you.
Presenters: Paul Wester, National Archives and Records Administration
*   Robert Martin, Department of Agriculture*

10:00-10:10 am   Stretch Break

10:10–11:00 am   **Session 2: ERM: How to do it Better**
Electronic Records Management is constantly evolving due to new technology. However, there are basic concepts that shape good management. Learning outcomes from this session include knowledge gained about the Presidential mandate, what agencies are doing for email and social media, and how to improve text search ability and e-discovery.
Presenters: Gary Stern, National Archives and Records Administration
*   Mark Patrick, Department of Defense, Joint Staff*

11:00-11:10 am   Stretch Break

11:10-12:30 pm   **Session 3: Working Together: Breaking the Silo Mentality**
What happens when emails are unavailable or unsearchable or you need to deal with exporting records or data sets from a large database? In a perfect world, you have the FOIA, RM and IT offices working together on procurement requirements as well as responding to FOIA requests. The best case scenario is to build the cooperative relationship from the ground up. In most cases, you will need to foster the communication and respect for each other's competing priorities. Learning outcomes from this session are the understanding gained of the basic functions of each office, overlapping responsibilities and opportunities to support each other.
Presenters: Allison Stanton, Department of Justice
*   Marty Michalosky, Consumer Financial Protection Bureau*

12:30–1:15 pm   Lunch Break – On Your Own (NARA Café is Open)

1:15-1:20 pm   Welcome Back and Announcements

1:20–2:00 pm   **Session 4: Retaining and Maintaining Data in Sustainable Formats**
The life cycle of a record usually consists of the creation or receipt; maintenance and use; and the disposition. Some records have a very short life span while others may live for decades and records come in all kinds of formats: digital, paper, maps, audio, photographs, machine readable materials, books, etc. Learning outcomes from this session are the knowledge gained about the responsibilities agencies have to maintain data for a record life cycle and understanding the various formats and timetables for doing so.
Presenter: Arian Ravanbakhsh, National Archives and Records Administration

2:00-2:10 pm   Stretch Break

2:10–3:10 pm   **Session 5: Social Media Capture – Everyone's Nightmare**
There are so many ways that agencies are communicating with the public. Maintaining and capturing all of the social media has taken on a life of its own. Learning outcomes from this session include agency responsibilities for dealing with social media, archival Tweets, web sites, etc. and the methods for preserving this information.
Presenters: Kristen Albrittain, National Archives and Records Management
*   Nate Jones, National Security Archive*

3:10–3:15 pm   Stretch Break

3:15 – 4:30 pm   **Session 6: Bridging the Gap: Best Practices**
So many things to think about when it comes to information governance! The presenters will pull all of the pieces together by summarizing the aspects of records management and emphasizing what you need to implement in your office. Learning outcomes from this session are the knowledge of best practices.
Presenters: Ramona Oliver, Department of Labor
*   Scott Hodes, Scott A. Hodes, Attorney-at-Law*

4:30 pm   Program Ends, Evaluations and Certificates