

About the Speaker



Dr. Mark Langemo, CRM, FAI, is a Professor Emeritus in the College of Business and Public Administration at the University of North Dakota. While a Senior Professor at UND from 1972 - 1999, he was the Coordinator of UND's highly successful major in Information Management. He has over 39 years of Records Management experience. Dr. Langemo has published over 60 magazine and journal articles. He has presented over 600 records management seminars around the world. He has been UND's "Teacher of the Year", earned ARMA's "Award of Merit" for distinguished contributions to the field, was inducted into ARMA's International prestigious "Company of Fellows" in 1991 and was given the Emmett Leahy Award by the Institute of Certified Records Managers.

Who Should Attend?

This seminar is intended for records managers and analysts, IT managers, content specialists, office managers, legal and others interested in records management best practices used by business and government organizations today. The seminar is designed primarily for those who have some experience in records management policies and procedures. However, the speaker's approach to the subject ensures that it will not be out of reach for those who are seeking to become familiar with a comprehensive approach to developing a successful records management program.

Hotel Accommodations

If you wish to stay overnight, you will be responsible for making your own arrangements.

Foxwoods Resort Casino offers a wide variety of on-property and nearby lodging, dining, golf and other entertainment options. Please call or visit their web site for more information.

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Directions

From New York City, Westchester and Fairfield County

Take Interstate 95 North to Exit 92 in Connecticut. Turn left onto Route 2 West. Foxwoods is eight miles west on Route 2. Drive time - 2 hours 30 minutes from NYC.

From Boston

Take Interstate 95 South to Exit 92 in Connecticut. Go straight at the stoplight. At next stoplight, turn right onto Route 2 West. Foxwoods is eight miles west on Route 2. Drive time - 1 hour 45 minutes.

From Hartford

Take I-84 East to Exit 55 - Route 2 East. You will find the resort nine miles past Norwich. Drive time - 50 minutes.

From Providence

Take Interstate 95 South to Exit 92 in Connecticut. Go straight at the stoplight. At next stoplight, turn right onto Route 2 West. Foxwoods is eight miles west on Route 2. Drive time - 45 minutes.



**EDUCATIONAL
CONFERENCE**

“ESTABLISHING AND MANAGING SUCCESSFUL RECORDS MANAGEMENT PROGRAMS”

Tuesday, May 16, 2006

8:00 AM - 5:00 PM



Foxwoods Resort Casino

Mashantucket, Connecticut

Organized by the Connecticut and Ocean State
Chapters of ARMA International



What is ARMA?

ARMA International, the Association for Information Management Professionals, is a not-for-profit association serving more than 10,000 information management professionals in the United States, Canada and over 30 other nations. The more than 100 Connecticut and Ocean State (Rhode Island) Chapter members include people from a variety of top corporations, professional firms, government agencies as well as vendor companies that market records and information management solutions.

The ARMA Connecticut and Ocean State Chapters have, for many years, conducted educational seminars and monthly presentations addressing many facets of records management -- ranging from concepts and theory to practical guidance on implementing cutting edge electronic record keeping systems.

If you would like more information about ARMA International membership or would like know more about other educational programs held in the Connecticut and Rhode Island area please contact:

ARMA International arma.org
Anita Castora (CT) (860) 732-9551
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- Continental Breakfast
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Conference Agenda

8:00-8:30 AM

Registration, Continental Breakfast

8:30-9:00 AM

Welcome and Introductions

9:00-10:30 AM

“Developing and Implementing Legally-Valid Records Retention Programs for Electronic Records, Paper Records and Records on all Media”

10:30-10:45 AM

Refreshments, Sponsor Exhibits, Networking

10:45-12:30 PM

“Managing Electronic Records and Utilizing Digital Imaging Solutions”

12:30-1:30 PM

Lunch Buffet, Sponsor Exhibits, Networking

1:30-3:00 PM

“Developing State-of-the-Art Filing Systems for Paper and Other Records”

3:00-3:15 PM

Refreshments, Sponsor Exhibits, Networking

3:15-4:45 PM

“Managing Records Disposition and the Roles of Records Centers and Archives”

4:45-5:00 PM

Q & A, Conference Wrap-up

Registration Form

Register Early! Seating Limited!

ARMA Educational Conference
Foxwoods Resort Casino - May 16, 2006
Please print clearly (one form per registrant)

Last Name First Name MI

Nickname (for badge)

ARMA Chapter (if member)

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Registration Fee:

ARMA Member	\$ 75.00
Non-Member	\$100.00
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