



Wyoming Chapter of ARMA

2019 Annual Spring Seminar Traditional/Electronic Information Management: Charting a New Digital World



Tuesday, March 19, 2019
8:30 am-5 pm
Laramie County Community College
Health Science Building
Rooms 111/113
1400 College Drive
Cheyenne, WY
www.armawyoming.org

This seminar is proudly sponsored in partnership with:

Wyoming State Historical Records Advisory Board through funding from the NHPRC, NARA.



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Seminar Agenda

- 8:00-8:30 ... Registration
- 8:30-8:45 ... Opening Remarks
- 8:45-9:45 ... *“Traditional Records Program: Is it Defensible?”*
(Jessica Harman)
- 9:45-10:00 ... Break—Bid on Silent Auction
- 10:00-11:00 ... *“Blockchain 101”*
(David Pope)
- 11:00-12:00 ... *“Elements of Change”*
(Carla Hester-Croff)
- 12:00-1:00 ... Lunch & Silent Auction
- 1:00-2:00 ... *“Future of Blockchain and is Blockchain Technology the Answer for Records”*
(David Pope)
- 2:00-3:00 ... *“Wyoming Digital Archives: Six Years and Counting”*
(Cindy Brown)
- 3:00-3:15 ... Break
- 3:15-4:15 ... *“File Analysis: Empowering the Business, Managing Information”*
(Jessica Harman)
- 4:15-5:00 ... Q&A followed by pick up of Silent Auction items and Seminar Certificates of Completion

Your seminar registration includes hot and cold beverages all day, lunch, and an afternoon ice cream social!



ARMA International is a not-for-profit association of more than 10,000 professionals working in various aspects of the Information Management field. The association provides education, research, and networking opportunities to members and other professionals that enable them to use their skills and experiences to leverage the value of records, information and knowledge as corporate assets and as contributors to organizational success.

Registration:

(Includes breaks and lunch)

- ___ ARMA Members..... \$ 50.00
- ___ Full time student w/valid ID.... \$ 25.00
- ___ Non ARMA Members..... \$ 75.00

(Name)

(Title/Organization)

(Address)

(City) (ST) (ZIP)

(Phone)

(Email) - Please provide your E-Mail address

Registrations due by March 12, 2019

Submit a separate registration for each attendee
No Refunds after March 8, 2019
(Please feel free to send a substitute).

For information contact:

Carolynn Coy: 307-777-6963, wyarma@gmail.com
Or
Donna Crock: 307-777-5751, donna.crock@wyo.gov

Make checks payable to Wyoming Chapter of ARMA and send with registration to:

Wyoming Chapter of ARMA International
P. O. Box 474
Cheyenne, WY 82003
[Or email to wyarma@gmail.com]

Sorry—Credit card payment is not accepted.
(State of Wyoming Vendor #: VC 0000008886)

Lodging in the Cheyenne area may be accessed at this website:
<http://www.cheyenne.org/hotels/>

Submit your respective paperwork for credits!
CRM credits & CMC/MMC points

Seminar Speakers

JESSICA HARMAN, CRM, CIP



Jessica Harman is currently serving as a RIM Supervisor at Phillips 66. She has more than 15 years experience in technical training, project management, and business operations. Her specialties include training development programs and process improvement strategies. She has attained her Masters in Information Management from Dalhousie University, as well as the Certified Records Manager and Certified Information Professional designations.

CARLA HESTER CROFF



Originally from Washington, D.C., Carla has worked in various areas of the IT industry for over 18 years for companies and government agencies.

For the last 15 years, she has been teaching college courses in Computer Science, Computer Information Systems, and Web Development at Western Wyoming Community College in Rock Springs. In addition, she has taught online technology courses for the University of Alaska.

Carla conducts training workshops for K-12 educators in STEM with an emphasis in Computational Thinking and implements workshops on GIS. She has a Bachelor of Science with an emphasis in Information Systems from the University of Phoenix and a Master of Science in Instructional Technology with an emphasis in Computational Thinking. Currently, she is pursuing her doctorate in Education with an emphasis in Instructional Technology.

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DAVID POPE, CPA



Through his work with the Wyoming Blockchain Coalition and the Wyoming Blockchain Legislative Task Force, Mr. Pope has assisted in drafting and advocating for the creation of groundbreaking "Firsts" that pave the way for Blockchain development in Wyoming.

David graduated Magna Cum Laude from Regis Uni-

versity in 1993 with a Bachelor of Science degree in accounting. He initially worked as a trust accountant for the Colorado National Bank of Denver before accepting a contract as a consultant to the Resolution Trust Corporation's Western Regional Office. After completing two successful contracts, he and his family moved to Cheyenne where he obtained his permit to practice in 1996. Since that time he has created two additional CPA firms (one in Riverton and one in Winter Park, CO). Combined, the three firms serve more than 2,000 clients scattered among all 50 states and several foreign countries.

CINDY BROWN



After graduating from Carroll College, Cindy began working for the Wyoming State Archives over 30 years ago. In addition to helping in the State Archives Research Room, Cindy has arranged and described collections, developed local and online archival databases, created digitization workflows for various types of records including born-digital files. She assisted in the development and implementation of the Wyoming Digital Archives, serving as one of the software administrators and providing training with ongoing support to State and County Agencies. She also serves on the Wyoming State Board of Geographic Names, State History Day Advisory County, and various Wyoming State Historical Society Committees.

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Come prepared to bid on some great items in the Silent Auction! **All** proceeds go to our Chapter's Professional Development Fund.

Seminar Presentations

Traditional Records Management Program: Is it Defensible?: Traditional Records Management programs usually include a destruction day or retention schedule. When reviewing industry best practices, retention schedules and retention activities are usually some of the first things suggested as a foundational step to the program. Is records destruction defensible if it's done in good faith and following the retention schedule? What if the program has been in place for a while and it's time for a health checkup? What can records professionals do to validate their current program? This session will cover

these questions and help outline some conclusions and recommendations for RM & IG professionals by following a case study conducted as part of a capstone project.

File Analysis: Empowering the Business, Managing Information: Managing unstructured content in multiple repositories through manual reviews with business stakeholders can be tedious and daunting. As the market increases in options for File Analysis tools new use cases abound. Is it possible to use file analysis to empower the business? Can we leverage these tools to make data driven decisions and reduce time and effort on manual reviews for disposition? This session will cover these questions and provide a detailed overview of what is necessary for a records program to leverage this type of tool for the benefit of all stakeholders and users.

Blockchain Basics: A 2-hour presentation, David Pope will focus on a non-technical discussion of Blockchain technology, definitions, history, structure and uses during hour one. He will supplement the discussion with an update on the legislature's work in this area and why it is of importance. In hour two, he will talk about the future of Blockchain and its specific uses for records management. Subject to time constraints, a Q&A session is planned as well.

Elements of Change: Technology is at the center of elements of change in organization. Large-scale, low-cost automation and machine intelligence has the potential to affect how we learn, work, move, communicate, and interact. This session reviews the disruptive changes underway in science and culture and their impact on the future. Learn about the main technologies that are emerging and their effect on cities, industries, and people.

Digital Archives: Six Years and Counting: The Wyoming State Archives launched the Digital Archives in 2013 in order to provide state agencies with a way to manage, preserve, and access their electronic records in need of long-term or permanent retention. Cindy will provide a brief history of the project, demonstrate the features of the software, and explain how the records are being preserved and backed up. She will talk about where the project is today and how she sees it developing in the future.