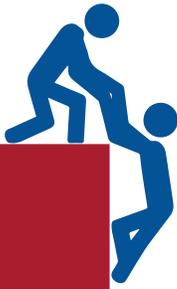




e-Records Conference 2018

**Friday, November 16
Austin, Texas**



**TACKLE
TOUGH**

**E-RECORDS
CHALLENGES**



Texas Department of Information Resources

Sponsored by Texas State Library and Archives Commission (TSLAC) and
Texas Department of Information Resources (DIR)

[#TXeRecords](#) | [@TSLAC](#) | [@TexasDIR](#)

Welcome from DIR and TSLAC

The Texas Department of Information Resources and the Texas State Library and Archives Commission welcome you to the 2018 e-Records Conference. After today's Keynote, you can choose from five breakout sessions to get ideas to take back to the office on how to Tackle Tough e-Records Challenges.

Take this opportunity to network with colleagues and learn from each other. Please visit the exhibitors during the breaks and at lunch.

More than 120 different state agencies, state universities and local governments, as well as 22 exhibitors, are registered. Some of the more than 350 attendees have been to several of these conferences and some are first-timers.

We welcome you and hope that you enjoy the conference today!

Conference Resources

Conference Day

Internet access is available during the conference

Connect to the **attwifi** network. Open your web browser. Click on "I have a Coupon" and enter this code: **WP3D-RTW6-7R**

Conference speaker materials

Posted presentations:
<http://bit.ly/erecords2018>

Lunch

Three eating areas: Atrium, Patio (weather permitting), or Campus Dining Room (down hall past ATM & Gym)

Vegan, vegetarian, gluten-free lunch requests will offer a different entrée on a separate table. Ask catering staff for assistance.

After the Conference

Conference Certificate and Survey

A certificate of attendance and a link to an online survey will be e-mailed to you after the event. The certificate includes information for CE, IRM, CRM, and IGP credits.

Conference Invoices

Invoices will be e-mailed to your billing contact in the month after the event.

Resources and Awareness Campaign

This conference is a great place to network and learn about trends in technology and records management. In October, TSLAC and DIR promoted an awareness campaign to share events and resources. Although, October has passed, both agencies continue to offer opportunities. See the special page we included near the back of this program for more information.

Contact



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State and Local Records Management

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Texas Department of Information Resources

Texas Department of Information Resources

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Agenda

2018 e-Records Conference

8 a.m.	Registration and Networking: Refreshments, Exhibits Open
8:30 a.m. Big Tex	Welcoming Remarks * Mark Smith, <i>Texas State Library and Archives Commission</i> and John Hoffman, <i>Texas Department of Information Resources</i>
9 a.m. Big Tex	Updates from the Texas Department of Information Resources * Endi Silva, <i>Texas Department of Information Resources</i>
9:15 a.m. Big Tex	Keynote: Running Toward the Records Management Audit * Benito Ybarra, <i>Texas Department of Transportation</i>
10 a.m.	Morning Break: Coffee Refresh, Exhibits Open
10:20 a.m. Big Tex	Information Governance: Managing Content, Data and Electronic Records Greg Wilson, <i>ASG Technologies</i>
Li'l Tex	Using Assessments to Engage Your Organization in Its E-Records Journey Lisa Cromwell and Amelia Johnson, <i>Access Sciences Corporation</i>
11:10 a.m.	Transition Break for Room Change (5 minutes)
11:15 a.m. Big Tex	Managing Your Agency's Records: How the State Agency Coordinating Committee is Addressing Challenges in the Field (Panel) Moderator: Christi Brisky, <i>Texas Department of Information Resources</i> Panelists: Karol Davidson, <i>Texas Juvenile Justice Department</i> ; Sarah Hendricks, <i>Texas Department of Public Safety</i> ; Jenny Singer, <i>Texas Health and Human Services Commission</i> ; Wayne Whyte, <i>Texas Department of Transportation</i>
Li'l Tex	Digital Transformation for the City of Georgetown Robyn Densmore, <i>City of Georgetown</i> and Russell Haddock, <i>MCCi</i>
12 p.m.	Lunch (Provided): Networking, Exhibits Open
1 p.m. Big Tex	Data Mapping: Finding an Organization's True Treasure Deborah Robbins, <i>PayPal</i>
Li'l Tex	Your Next, and Possibly Your Last, EDMS Upgrade: A Cloud EDMS Discussion and Demo Tim Cone and Reza Dorrani both of <i>Catapult Systems</i>
2:15 p.m.	Afternoon Break: Refreshments, Exhibits Open
2:30 p.m. Big Tex	Protecting the Bits? Best Practices and Advice for the Long-Term Preservation of Electronic Records Mark Myers, <i>Texas State Library and Archives Commission</i>
Li'l Tex	Agile Development Collaboration Rings in DPS' e-Records Retention (Panel) Diana Burns, Austin Neal, Melissa Cawthon, and John Douglas all from the <i>Texas Department of Public Safety</i>
3:15 p.m.	Transition Break for Room Change (5 minutes)
3:20 p.m. Big Tex	Future-Proof Approaches for Management and Preservation of Long-Term Email Records Brian Thomas and Bonnie Zuber both from the <i>Texas State Library and Archives Commission</i>
Li'l Tex	A Case Study in Data Mapping: Are You Ready for a New Norm? Dennis Kiker and Stewart Byrd both of <i>KPMG LLP</i>
4:05 p.m.	Conference Wrap-up

* General sessions from 8:30 to 10 a.m. will also be broadcast in **Li'l Tex** (audio and PowerPoint only).

Presentation Descriptions and Speaker Biographical Information

Keynote: Running Toward the Records Management Audit

To assist records managers:

- Prepare for an audit
- Understanding auditors' perspectives
- Engaging audit in identifying and recognizing your value
- Developing a strategic plan
- Improving your organization's culture

Benito Ybarra, Chief Audit and Compliance Officer, **Texas Department of Transportation**

Benito oversees TxDOT's Internal Audit and Compliance divisions. These functions are aimed at improving organization practices, risk management, accountability, and governance through value-driven audits, reviews, investigations and advisory services engagements. Prior to joining TxDOT in September 2011, Ybarra worked at Dell Inc. and Texas Guaranteed Student Loan Corporation. He has earned designations as a Certified Internal Auditor, Certified Information Systems Auditor, Certified Fraud Examiner and Certified Compliance and Ethics Professional as a result of his more than 19 years of audit and investigations experience. In addition to sitting on the Institute of Internal Auditors' (IIA) Board of Directors, Ybarra is on the IIA's North American Board and on the Public Sector Auditing Center's Advisory Committee.

Information Governance: Managing Content, Data and Electronic Records

Employees, information systems and the explosive growth and complexity of data contribute significantly to organizational exposure. Records are scattered across business units in disparate repositories, on different platforms and in different formats. This problem is compounded by the deployment of departmental solutions. Given these challenges, how can organizations intelligently manage their information with reliability, predictability, and transparency for successful governance and compliance? In this session, the subject matter expert will address:

- How organizations can manage information by applying policies to content, data and electronic records in accordance with information governance rules.
- The value in using a federated system of record to aggregate and integrate information, instead of converting it, to make content manageable and admissible in court.
- Options to treat all corporate information equally, manage records in place without migration, identify and associate related or supporting content, classify records and assign retention policies, and store and/or index content in a repository of record.

We'll also discuss the value of utilizing existing systems with a federated content services platform, rather than trying to find one vendor to convert and manage all corporate content and data in one system.

Greg Wilson, Director of Content Services, **ASG Technologies**

Greg leads ASG Technology's Product Specialist team for North America's Content Services division. Greg has worked closely with Fortune 500 organizations for the past three decades to help them fully leverage their content assets to gain competitive advantage, achieve cost reduction and better address the ever-changing landscape of regulatory compliance. Greg's career includes tenures with leading technology firms in the content industry as well as successful start-ups that offer vertical solutions in the health care and financial services industries. "It has been a privilege to be involved in the Content Management

and Information Management industries through such evolutionary and interesting times. And here we are, in the next wave of innovation and change with Cloud and Hybrid deployments, Machine Learning, Artificial Intelligence and GDPR/CCPA regulations.”

Using Assessments to Engage Your Organization in Its E-Records Journey

Program maturity for records management is a living thing. We believe assessments should always be in your toolkit to support program alignment and growth. As organizations navigate their information governance journey through operational and regulatory changes, challenges and successes should be viewed through a holistic lens that considers roles, responsibilities, tools, policies, processes, behaviors and attitudes. Assessments can be the key to elevate your Records Management Program and advance your organization’s understanding of itself and where it wants to go. An assessment is a powerful tool for continuous improvement that supports your ability to align your Records Management Program with the organization’s culture and goals. It will return rewards in ways that raise your visibility within the organization, promote your program’s value, plan initiatives that solve real business problems, and make the case for Program resources and funding. In this session, you will learn why holistic assessments will truly motivate and prepare your organization to take on the challenges of electronic records management, the four essentials for success, and hear illustrations from multiple organizations of various sizes and program maturity levels.

Lisa Cromwell, Principal, Access Sciences Corporation

Lisa is a Principal Consultant in the Information and Data Governance consulting practice at Access Sciences Corporation. She is a past speaker at ARMA Houston. Since 2006, she has worked with clients to deliver program assessments, strategic plans and roadmaps, and change management strategies.

Amelia Johnson, Manager, Access Sciences Corporation

Amelia is a Manager in the Information and Data Governance consulting practice at Access Sciences Corporation. She has an MLIS degree from Louisiana State University and is a past speaker at ARMA Houston. Her client experiences include supporting change management strategies related to electronic records implementations and governance.

Managing Your Agency’s Records: How the State Agency Coordinating Committee is Addressing Challenges in the Field

This panel will allow members of the SACC Records Management Subcommittee (“SACC RM”) to discuss challenges and opportunities for growth in records management. Records management is an ever-evolving field with unique concerns. The SACC RM is composed of representatives from a diverse group of state agencies, each at different stages of cultivating and perfecting their records management process. During this session, panelists will discuss:

- Records management challenges and resolutions experienced by state agencies;
 - New difficulties faced by records management staff in light of an ever-changing field; and
 - The role of the SACC RM in developing guidelines for records management across the state.
- The audience will have the opportunity to ask questions.

Moderator: Christi Brisky, Assistant General Counsel, Department of Information Resources

Christi provides legal advice regarding public information issues and other administrative law issues. In addition to her position as deputy public information officer, Christi serves as the Records Management Officer for DIR.

Karol Davidson, Senior Attorney, Texas Juvenile Justice Department

Karol provides legal advice and training to agency staff on general juvenile law matters, education and

mental health law matters, confidentiality and public information requests, and any issue affecting youth rights. Karol is currently serving as the supervisor for the TJJJ records section, including serving as the agency Records Management Officer.

Sarah Hendricks, Records Manager, Department of Public Safety

Sarah is currently the Records Manager at The Department of Public Safety in the Records & Policy Office. Previously she worked in the Enterprise Project Management office as a project manager where she was able to promote records management best practices as projects were being developed agency wide. She is passionate about educating all employees about records and enjoys when the teaching brings enlightenment (and ease of job duties) to her peers.

Jenny Singer, CRM, Records Management Officer, Texas Health and Human Services Commission

Jenny serves as the Records Management Officer for the Texas Health and Human Services Commission (HHSC) and the Texas Department of State Health Services. Jenny is responsible for setting policy, collaborating with internal stakeholders including IT and Legal, representing the agency on statewide records management initiatives, offering training and consultation for staff performing records management tasks, and supervising the HHSC records management team. Prior to working with HHSC, Jenny worked with the Texas Department of State Health Services, the City of Austin, Travis County and Yale University. Jenny has a master's degree in Information Studies from the University of Texas at Austin and a bachelor's degree from Yale University. Jenny is also a member of ARMA International and a Certified Records Manager.

Wayne Whyte, Records Manager, at the Texas Department of Transportation

Wayne previously worked for the City of Georgetown as a records specialist and completed 20 years of military service as a medic, chemical defense officer, logistics and administrative officer. During his career, he was able to promote records management best practices as a member of the Army Records Information Management System project implementation team. He is passionate about educating others about information management and enjoys learning from others about their experience in managing information.

Digital Transformation for the City of Georgetown

The Georgetown Utilities System Records Management Project was a pilot project from 2015-2018. The project involved organizing records from a recently-acquired utility district. The records needed to be accessible for staff and the public, and also managed in compliance with the Texas State Library and Archives Commission rules. The project was segmented into three phases: Inventory, Digitalization and Destruction. The project resulted in innovative processes and initiated multiple procedures that provided a structured, repeatable approach to managing records efficiently. Records are now searchable and retrievable in line with organizational needs. The process of fulfilling Open Records Requests was accelerated. By effectively addressing the pain points of records management, Laserfiche offered a solution that saved time and immensely increased our productivity. We now have access to a systematic process to control records throughout their life cycle, enhancing the ability to provide records to those who need it, when they need it and in the most cost-effective manner.

Robyn Densmore, Assistant City Secretary, City of Georgetown

Robyn serves as an aide to the City Secretary and City Council. Robyn assists Council by responding to citizen inquiries and connecting constituents with their elected officials. Robyn coordinates the appointment process for all City Boards and Commissions, including conducting trainings on a variety of board and commission-related responsibilities and assisting the board liaisons, board chairs and board members with board operations throughout the year. She also works with the webmaster to

design and edit the city website as a primary interface for City Council and the community. As a Deputy City Secretary, Robyn fills in for the City Secretary during an absence. Other responsibilities include agenda preparation, assisting with the records management program as needed, research, facilitating codification of municipal ordinances, assisting with TABC permitting and posting public meeting notices. Robyn received her Texas Registered Municipal Clerk (TRMC) designation in June of this year.

Russell Haddock, Territory Leader, **MCCi**

For more than ten years, Russell has provided consulting services to government agencies, recommending various solutions for records and business process improvement. After graduating from Baylor University with a Bachelor of Arts in Telecommunications, Russell served several years in local government. As a former IT Project Manager with the City of University Park, Texas, he was instrumental in their electronic records management endeavors.

Data Mapping: Finding an Organization's True Treasure

An accurate e-Records data map gives an organization an accurate picture of what information they possess, where it is located and what protection, security, retention and disposition standards are needed. This presentation discusses the scope, purpose and application of a data/information map from a Records Management perspective. Understanding the unique RM perspective in data mapping and how to effectively create a data map are key themes. Much of the presentation is a demonstration of an assessment tool that can be created and adapted by any size organization.

Deborah Robbins, CRM, Business Systems Analyst, **PayPal**

Deborah has fifteen years of experience in the Records and Information Governance field, in city and county governments, legal, finance and private corporate sectors. She has years of involvement in ARMA local leadership and has served as a speaker on topics such as data mapping, change management, and business continuity and disaster recovery.

Your Next, and Possibly Your Last, EDMS Upgrade: A Cloud EDMS Discussion and Demo

With the huge growth in Cloud and Software as a Service (SaaS) products for Electronic Document Management Systems (EDMS), the system upgrade implementation model is changing. This presentation will discuss implementation challenges and opportunities when moving to a Cloud based EDMS. The traditional model for EDMS system replacement has been the monolithic move to a new system every 8 to 12 years on average, regardless of how fast your business needs change. Often, the system migrations or upgrades are expensive, disruptive to operations, and pose significant adoption and organizational change challenges for new and tenured workers. In some cases, the change is driven by legislation or an aging out of support product which puts pressure on project schedules. In many cases, the implementation of a new system provides the business justification for many information management activities including, but not limited to, retention policy reviews, data consolidation and cleanup, taxonomy reviews, meta-data updates and data governance changes. Cloud-based systems are continuously changing and evolving to take advantage of new technology and meet changing business needs. Releases of new functionality are on-going continuously; there won't be a new version because you'll always be on the latest version. Once you've moved to your Cloud platform there will be few business incentives or technical reasons to upgrade to a new EDMS system. Moving to a cloud EDMS can be a great option as it can lower long run costs and limit work disruptions, but it can also pose challenges for organizations that don't plan for the cloud. This presentation will discuss planning and implementation challenges and opportunities when moving to a Cloud based EDMS and uses SharePoint, O365 productivity tools and Azure Information Management capabilities to provide a live demo.

Tim Cone, Gulf Coast Region Productivity Practice Director, **Catapult Systems**

Tim has worked with large commercial and government clients implementing and integrating business

critical applications for over 20 years. He has a deep background with ERP and Electronic Document Management Systems and has worked with many practitioners in the field to ensure that large enterprise systems meet their document management requirements. Tim manages a talented team of consultants at Catapult that work with our clients to improve productivity and solve business problems using Microsoft Cloud and on premise platforms including Office365, SharePoint, Dynamics, Power BI and Azure Analytics tools.

Reza Dorrani, Regional Practice Technical Lead, Catapult Systems

Reza is a Regional Practice Technical Lead for the Catapult Gulf Coast Productivity practice. Reza has deep technical and hands-on experience developing and implementing record management systems, primarily systems based on the SharePoint platform. This is an expanded and updated version of a very well received presentation originally created for the ARMA meeting in San Antonio. The content is target to agency needs and the technical content has been updated.

Protecting the Bits? Best Practices and Advice for the Long-Term Preservation of Electronic Records

Electronic records have a lifecycle that includes the creation, management and use of the digital object. Preserving digital objects throughout this lifecycle presents unique challenges for records creators and users. Electronic records face challenges that have not been issues for the preservation of paper records, most notably the impacts of changing technologies and support for new media and data formats. Even records that only must be maintained for 5-10 years face threats that require record creators and managers to vigilantly address to ensure the long-term preservation of and access to electronic records. Digital materials cannot wait until they are transferred to the State Archives before the preservation process begins. Instead, agencies must take an active role in beginning the preservation process. In this presentation Texas State Library and Archives Commission senior electronic records specialist, Mark Myers, outlines the threats to digital materials and offers recommended strategies and best practices for long-term preservation and access. He will also discuss the benefits to the agency of transferring archival electronic records to the Texas Digital Archive.

Mark Myers, Senior Electronic Records Specialist, Texas State Library and Archives Commission

Mark has over 17 years of experience in electronic records management and digital preservation. Mark administrates the Texas Digital Archive which preserves and makes accessible the electronic records of Texas state government. Mark also provides advice and assistance to state government agencies for the long-term preservation of their electronic records. Prior to his work in Texas, Mark was the electronic records archivist with the Kentucky Department for Libraries and Archives from 2001-2014 and an electronic records archivist with the Alabama Department of Archives and History from 1999-2001. Mark lives in Austin, TX, with his two children.

Agile Development Collaboration Rings in DPS' e-Records Retention

Compassionate Use Program/Registry of Texas (CUP/CURT) e-records retention is setting the standard at DPS! CURT supports licensing of CUP dispensaries, registering physicians, and entering and tracking patient prescriptions and fulfillment. CURT automates the ability to identify and pull records according to the retention schedule. The CURT work list makes it easy! CURT displays a system-generated list of records eligible for deletion. The user can de-select records that need to be held. When the user is ready and approves the deletion in the system, records are purged. A report is generated to allow the RSD RML to complete the records disposition log. Panelists will discuss how we moved this application into automated records management, some of the challenges and considerations, and how we succeeded. After a brief presentation, panelists welcome questions from the audience.

Diana Burns, PMP, DPS RSD Project Coordinator, Manager, Texas Department of Public Safety

Diana is with the Regulatory Services Division (RSD) at DPS. She has over 21 years of state service after retiring from a 20 year career in the US Navy. Diana is a graduate of the American Military University with a Bachelor's in Information Technology Management. She also holds Project Management Professional and Software Project Management certifications. With an IT Operations and Project Management background, Records Retention support was a secondary assignment. Diana takes a very hands-on approach in support of RSD records retention. Her role as an Agile product owner in the software development of the Compassionate Use Registry of Texas (CURT) led her team and her to facilitate automated Records Retention functionality, which is now a standard for other software projects at DPS.

Melissa Cawthon, PMP, CSPO, RSD Project Coordinator, Texas Department of Public Safety

Melissa has been a Project Coordinator with the Department of Public Safety Regulatory Services Division for 2.5 years. Her most notable project with the department in the development of the Compassionate Use Registry of Texas (CURT), which is one of the first programs to incorporate system generated records retention. Melissa received her PMP in February 2016. Before working with the Department of Public Safety, she worked as a project manager in the oil and gas industry.

Austin Neal, PMI-ACP, PMP, CSM Project Manager, Enterprise Project Management Office, Texas Department of Public Safety

Austin is a highly accomplished IT professional with extensive experience managing projects from conception to completion with a focus on Agile Methodology, Software Development Life Cycle (SDLC) and regulatory compliance. Austin has an exceptional track record directing engagements successfully with superior interface to clients and vendors. Austin is a champion of the agile mindset supporting high performing teams to deliver business value quickly. He is adept at coordinating people, processes, and technology while constantly developing new strategies to streamline operations and reduce cost. Austin's career spans 26 years in project management with broad experience in the start-up and government sectors including a privately funded eCommerce company, banking, insurance, the US Census, Fannie Mae, US Department of Agriculture, US Department of Commerce (National Telecommunications and Information Administration), and now the Texas Department of Public Safety (TXDPS). Austin serves as TXDPS' authority on agile processes and implementations. He is an excellent problem solver with broad industry and technical knowledge. He holds certifications as a Project Management Professional (PMP), an Agile Certified Practitioner (PMI-ACP), and a Certified ScrumMaster (CSM). His core competencies include the Agile Methodology, Budget Planning, Process Reengineering, Staff & Personnel Management, Business Value, Business Analysis, Customer Service, Strategic Alignment, Quality Assurance, Team Leadership and Software Development.

John Douglas, PMP, DPS RSD Project Coordinator, Texas Department of Public Safety

John is the Team Lead of the Infrastructure Support Group for the Regulatory Services Division (RSD) of the Texas Department of Public Safety. He is a graduate from the University of Texas at Austin and holds a Project Management Professional certification. In his current role he oversees and implements organizational studies and evaluates operations and procedures to assist management in identifying areas for process improvement. Previously as a Project Coordinator in RSD, he participated on the development team for the Compassionate Use Registry of Texas which included DPS's first ever automated records retention. John also served as the Assistant Manager of the DPS law enforcement promotional system where he implemented various business process improvements. Most notably he transitioned from paper-based exams to a regional network of computer-based test centers resulting in a significant time and cost savings.

Future-Proof Approaches for Management and Preservation of Long-Term Email Records

It can be challenging to learn which government emails must be maintained and for how long, but providing access to email records within an agency is critical for conducting business smoothly and maintaining compliance with retention rules. It is equally important to provide access externally in order to fulfill public information act requests. Unfortunately, long-term (5+ years) access to email can be problematic as software evolves and stops supporting older proprietary formats. In this session, we will discuss the rules and retention periods which can apply to email, as well as digital preservation tactics and tools for maintaining access to email records for the long-haul.

Brian Thomas, Electronic Records Specialist, Texas State Library and Archives Commission

Brian is one of the Electronic Records Specialists at the Texas State Library and Archives Commission who maintains the digital preservation of records in the Texas Digital Archive. Prior to working for Texas, he was Electronic Records Archivist for the state of South Carolina, worked in records management for a law firm in Denver and was an insurance injury claims adjuster.

Bonnie Zuber, Senior Government Information Analyst, Texas State Library and Archives Commission

Bonnie provides training and consulting services on records retention, disposition, imaging, emergency planning and long-term preservation.

Prior to joining the team at the State Library, she worked in public libraries for almost a decade. After graduating with a Master of Library Science in 2009, she ended up managing records at a financial advisory firm in Dallas, which then led to an interest in government records management. She does not know all the answers, but she is excited to help you all find them!

A Case Study in Data Mapping: Are You Ready for a New Norm?

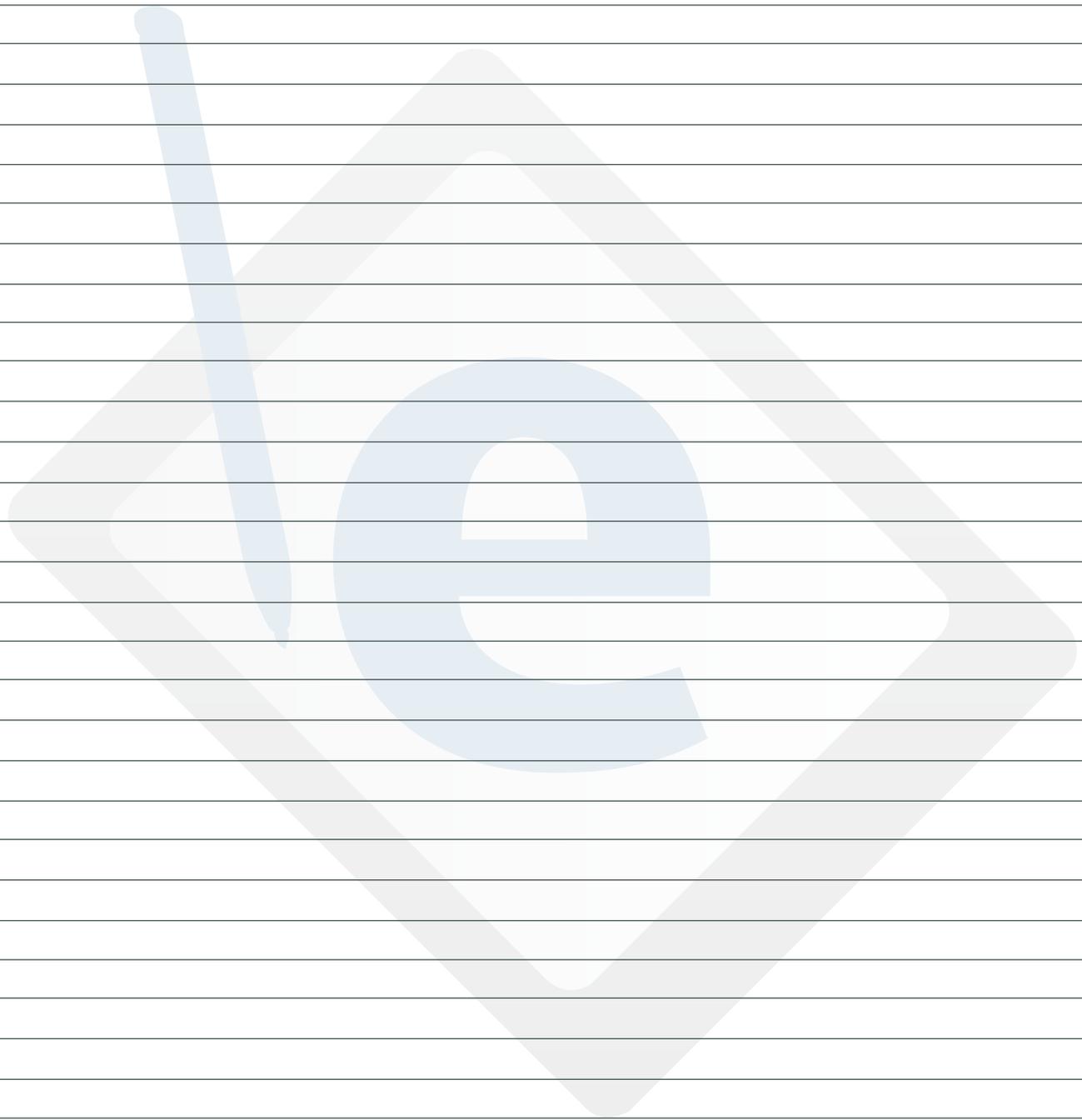
Big Data. Fast Data. Any Data...As 21st century citizens demand more from their state and local leaders, it becomes apparent that the data that is collected, stored, analyzed and used must be available at all times. The insight that is available in the data produced by government programs can improve performance management across state departments, while keeping citizens abreast of anything and everything they need to know. But how does the public sector keep up with the volume of data that is being collected? The answer lies in a successful data mapping plan with transparency and customization in a secure environment. Join us as we discuss a successful case study of a recent endeavor to build a data map, using a web-based survey tool. We will demo the data map and discuss best practices for creating a solution like this, as well as our advice on funding the project. We will share our knowledge around records management and visualization and help you begin to plan your own "data map."

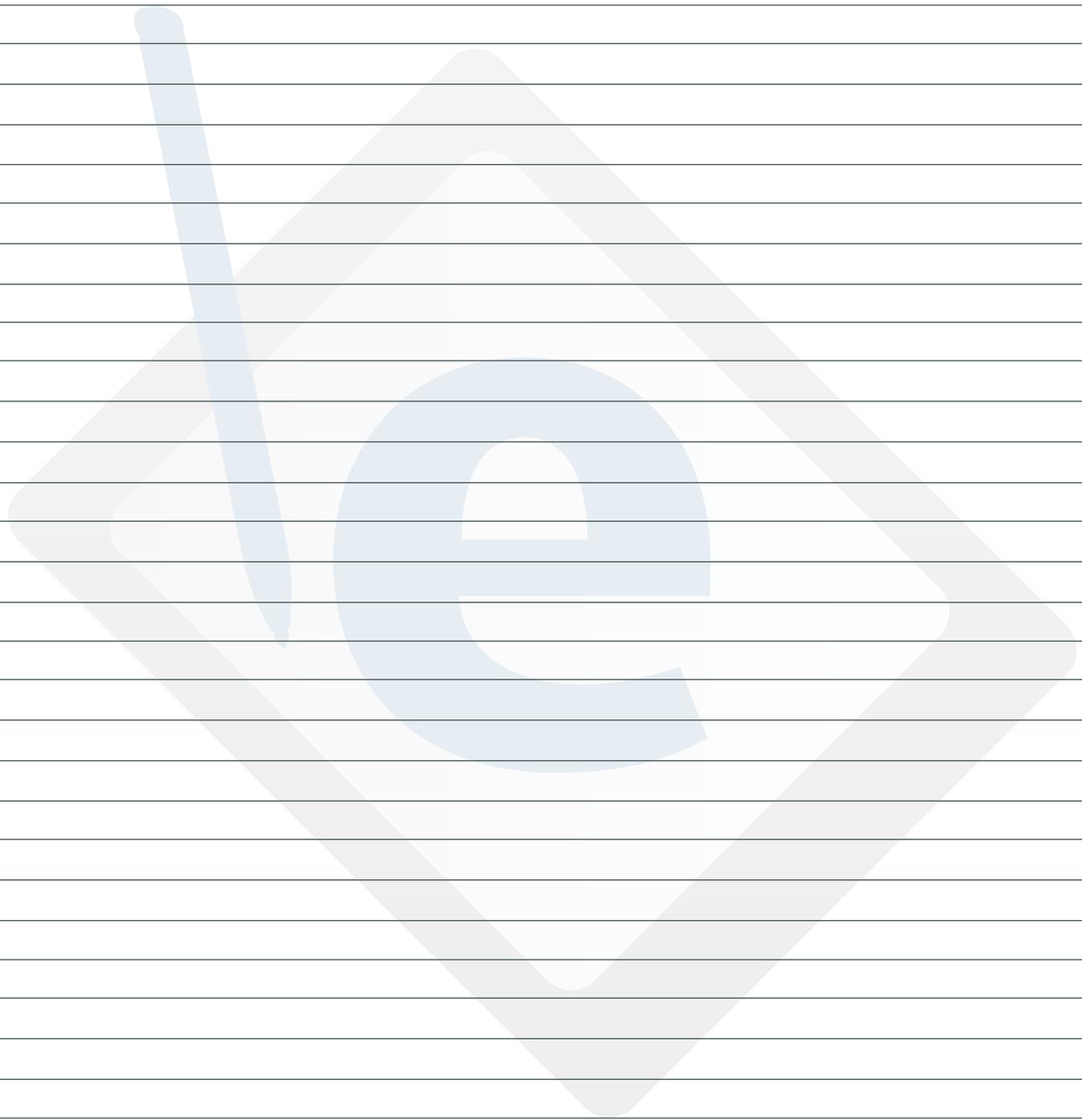
Dennis Kiker, Director, KPMG LLP

Dennis is a Director in the Houston office of KPMG's U.S. Forensic Advisory Services practice, and he is an attorney and consultant with extensive information management and eDiscovery experience. He has over 30 years of industry background, including technical, real-life business process experience, and nearly 20 years of complex litigation experience. He has consulted with clients on building practical, defensible business processes for records and information management and eDiscovery response. His broad industry experience includes government, manufacturing, technology, financial services, insurance pharmaceutical and life sciences. He is a member of the Houston Chapter of ARMA, and former President of the Richmond (Virginia) Chapter.

Stewart Byrd, Senior Associate, KPMG LLP

Stewart is with KPMG's Forensic Technology Services practice. As part of the Forensic Technology team, Stewart has experience managing e-Discovery and information management projects for enterprises in a broad range of industries, including energy, financial services, manufacturing and pharmaceutical. Stewart has also worked with corporate clients on projects designed to improve information management and e-Discovery response, including the assessment of current processes and procedures versus leading practices, and evaluating the need for technology enablers.





HB 8 Digital Data Storage Study Awareness Campaign for IT and RM

Resources for Texas State Agencies for Working with E-Records and Archives

The Texas State Library and Archives Commission (TSLAC) and the Texas Department of Information Resources (DIR) offer year-round free and low-cost learning opportunities. Whether you prefer learning at a live event or from your desk, there are resources available for you, your colleagues, and your agency staff to increase your records management and information technology knowledge. . Some of the resources below were highlighted in an October awareness campaign, too. October is over, but many resources are still available.

Online

- TSLAC's the **Texas Record** (www.tsl.texas.gov/slrmblog) offered weekly October posts with new articles and reposts of previous articles about records management, electronic records, and a list of on-demand, archived webinars.
- TSLAC's **state records management assistance has archived over 20 webinars** (slrmtraining.tsl.texas.gov) (45 minutes each) including a **30-minute online introductory video** (slrmtraining.tsl.texas.gov/course/view.php?id=73) and webinars on electronic records management, digital imaging, shared drive cleanup, emergency planning and more.
- The **DIR Statewide Data Program** overview (www.youtube.com/watch?v=cxrxbixxl9Y&list=PLQXqY3YNV7ODiinIAYcsbHrv44GCiXmu) offers ten short video segments based on the Data Management Book of Knowledge. Watch all ten or just segment #1 Overview and Segment #9 Document & Content Management

Visit the DIR Calendar to find future events. Below are examples of past events listed last month on the DIR Calendar.

- DIR Technology Showcase- Data Storage & Digital Archives
- DIR Technology Forum - Annual conference for Texas government IT staff. Hosted by DIR.
- DIR Getting Into the Mind of a Cybercriminal
- DIR Technology Contracting Training for State Agencies
- DIR Microsoft Teams for IT Administrators

Additional Resources

- Records Management Interagency Coordinating Council (RMICC) provides **RM educational flyers** you can customize and post on your Intranet or in your offices. (www.rmicc.state.tx.us)
- Council of State Archivists – **Electronic Records Day** webinars and resources include managing public records (2016) and making smart decisions about information systems. (www.statearchivists.org)
- Association of Intelligent Information Management (AIIM) offers many relevant webinars, events, whitepapers, toolkits, and blogs. (www.aiim.org)
- ARMA has **International, national and local Austin chapters** that offer many records management and information governance learning opportunities. (www.arma.org)



Please visit the exhibit area to learn more about products and services available.

Access Sciences

ASG Technologies

AT&T

Austin ARMA

Box

Carahsoft

Commvault

DocuLynx

Document Logistix

iBridge Group

Institute of Certified Records Managers (ICRM)

KPMG

MCCi

Neubus

PacoTech

Precision Products

Smarsh

Spectra Logic

Stars Information Solutions

Texas Department of Information Resources

TSLAC Records Center Services

Veritas Technologies