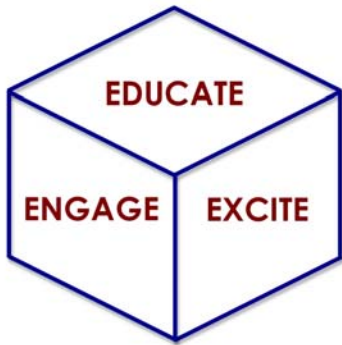


ARMA**GLA** 2010 Annual Conference

April 23, 2010



**Renaissance Los Angeles Airport Hotel
9620 Airport Boulevard—Los Angeles, CA 90045**

\$99 Registration Fee Includes Breakfast & Lunch

This year's conference will offer three educational sessions led by two accomplished professionals:



Terrence (Terry) Coan is a Director at Hildebrandt Baker Robbins, a globally recognized, independent consulting firm providing strategic, business process, and technology consulting services to law firms, corporate legal departments, and government agencies.

John Isaza, Esq. is a California-based attorney and partner of Howett Isaza Law Group, LLP, an international records and information management (RIM) consulting practice and law firm.



Certification & Maintenance Credits

Pending approval by IIMC for **1 MMC** or **1 CMC** Education Point.

Submitting for approval for ICRM CMP credits.

Submitting for certification for MCLE credits in progress.

Registration & ARMA-GLA Information • 8 a.m.–9 a.m.

Session 1 • 9 a.m.–10 a.m.

10 Steps to Implementing a Records Management Application

Terry Coan has implemented records applications at more than 50 organizations in the past 10 years for corporations, large international law firms, and government agencies. The session will cover the detailed steps that, when followed, ensure a successful implementation of a records management application.

Vendor Presentation and Break

Session 2 • 10:15-11:30 a.m.

Metadata in Court: Preview of an ARMA Foundation Paper

John Isaza has been researching revealing court trends towards preservation, capture and production of metadata in court. Based on his speaking style, you are assured a lively and entertaining discussion on the results of his research he has been commissioned to write for the ARMA Educational Foundation.

Vendor Presentation and Lunch

Session 3 • 1 p.m.-3 p.m.

GARP: What It Is, How It Will Be Used to Assess RIM Programs, and Why Records Managers Should Care!

Mr. Coan and Mr. Isaza join forces to provide the audience an overview of ARMA International's newly launched Generally Accepted Recordkeeping Principles (GARP), how it came to be, and how the principles and underlying maturity levels can be used by any organization to access the quality and scope of their records management program. The session will also include legal ethics analysis that will give the audience direct ethical and regulatory requirements that would compel any lawyer or in-house counsel to consider GARP seriously. The presentation will leave no doubt that GARP is in large part a matter of ethics, if not just for lawyers, for everyone within the organization.

Registration Information

Paying by credit card? Register and pay online at www.arma-gla.org

Paying by check? Make your check payable to GLA ARMA and mail fees and form to:

GLA-ARMA, c/o Kirkland & Ellis LLP, Attn: Marv Cross, 333 South Hope Street, Los Angeles CA 90071

First Name: _____ Last Name: _____ Phone: _____
Company: _____ Email Address: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____