

## Public Records and Information Practices Conference

Wednesday, March 27, 2013

Price Center East Ballroom

8:30 – 9:00 **Registration and Refreshments**

9:00 – 9:30 **Introduction and Welcome**

9:30 – 10:30 **Retention Scheduling Project – Laurie Sletten, UC Records Retention Schedules Project Lead; Jennifer Fitzgerald and Scott Sagle, Policy and Records Administration**

We will hear an overview and status on the UC Records Disposition Schedules Manual update project.

10:30 – 10:45 Break

10:45 – 12:15 **What To Do With Email**

**Jennifer Fitzgerald and Scott Sagle, Policy and Records Administration;  
Ronise Zenon, Manager, ACT IT-Infrastructure**

This panel will offer practical advice on managing our electronic correspondence. Learn how to determine which emails are records, which are not and why it matters. We will also discuss best practices in transmitting information via email and email records retention.

12:15 - 1:30 Lunch

1:30 – 3:00 **Information Governance Panel**

**Maria Shanle and Cynthia Vroom, UC Office of General Counsel; Dennis Klein and Dan Park Office of Campus Counsel; Paula Johnson, Policy and Records Administration**

Attendees from the 2008 conference will remember an overview of the laws and policies associated with access and privacy of university records. This time our panel will summarize the latest legal developments, share interpretations of relevant court decisions and discuss how we, as records stewards, can apply this information to improve compliance and reduce liability and risk.

3:00 - 3:15 Break

3:15 -4:15 **Electronic Records Management – Scenario**

**Paula Johnson, Jennifer Fitzgerald and Scott Sagle, Policy and Records Administration;  
Cynthia Vroom, UC Office of General Counsel**

Panelists will present a familiar scenario to the audience and use the records lifecycle stages (e.g. creation, use, storage, disposition) to structure the discussion. We will identify solutions and offer best practices that can be applied to most university electronic records management situations.

4:15-4:30 **Wrap-up**