



**Time to Leap Into
Records Management!**

Look Before You Leap:

- E-mails
- Public Disclosure
- Local Records Grants
- Electronic Imaging Systems (EIS)

**TOURS OF THE
DIGITAL ARCHIVES
WILL BE AVAILABLE**

DATE:

May 8, 2008

TIME:

8:00 am to 4:00 pm

LOCATION:

Digital Archives
960 Washington Street
Cheney, WA
(on the campus of Eastern
Washington University)

Deadline is May 1st!

Washington
Secretary of State

Washington State Archives and Records Management Division Presents:

**2nd Annual Eastern Washington
Records Management Workshop
May 8, 2008**

Registration 8:00 — 8:30

Opening Remarks 8:30 — 9:30

Jerry Handfield, State Archivist

Siri Woods, Chelan County Clerk

Vicki Dalton, Spokane County Auditor

General Sessions

- **Jump into the Deep End—Records Management** 9:30 — 10:15
Charlie Arp, Enterprise Content Manager,
Battelle Corporation (Former State of Ohio Archivist)
- **From Across the Pond—The Australian Experience** 10:30 — 11:15
Russell Wood, State Records Manager, OSOS
- **Jump to It —Local Records Grants Program** 11:15 — 12:00
Julie Woods, Local Government Grants, OSOS
Mike Killian, Franklin County Clerk

Lunch 12:00—12:30

Lunch Session 12:30 — 1:15

Jumping Through Hoops—Public Disclosure

Tim Ford, Assistant Attorney General for Government Accountability

Washington State Attorney General's Office

Workshops

- **Get Jumpstarted on the EIS** 1:15 — 2:00
Leslie Koziara, OSOS
- **Leaping Lizards: Look at All Those E-Mails!** 2:15 — 3:00
Leslie Koziara, OSOS

Closing Remarks 3:00 — 4:00

Discovering Your Virtual Wonder—Digital Archives

Sam Reed, Secretary of State

Jerry Handfield, State Archivist

Digital Archives Staff

REGISTER NOW, SPACE IS LIMITED!

Any questions? Contact Leslie Koziara 360-586-4893 or lkoziara@secstate.wa.gov

REGISTRATION FEE—\$15.00 Includes Lunch

Fee is Transferable but Non-Refundable



Washington
Secretary of State

The Washington State Archives and Records Management Division

**2nd Annual Eastern Washington
Records Management Workshop**

May 8, 2008

8:00 am — 4:00 pm

Washington State Digital Archives Cheney, WA

**Time to Leap Into Records Management!
Registration Form**

Records Officer: _____ Title: _____

Agency: _____ Telephone: (____) ____ - _____

Address (MS): _____ E-Mail: _____

Agency Billing Address and Contact Info: _____

Workshop/Tour Choices: 1 2 3 4 5

We encourage you to invite agency records coordinators, IT managers and executives to attend this workshop. Due to limited space, each Records Officer can only bring 2 guests.

Guest Name and Title: _____ Circle Workshop/Tour Choices

1. _____ 1 2 3 4 5

2. _____ 1 2 3 4 5

INDICATE YOUR CHOICE OF WORKSHOP AND TOUR TIME BY NUMBER:

Workshops:

- 1. **Get Jumpstarted on the EIS: Electronic Imaging Systems**
- 2. **Leaping Lizards: Look at All Those E-mails!**

Digital Archives Tours:

- 3. **11:15 (recommended time for state government agencies)**
- 4. **1:15**
- 5. **2:15**

Payment options (no cash please): Check, Mastercard or Visa, or Agency Billing.

Please indicate payment choice:

Check _____ (Send check-in with registration)

Master card or Visa _____ (If this is your choice, please contact Lynn Atwood at (360) 586-7522 for processing and still send registration with this noted to Leslie)

Agency Billing: _____ IAP _____

If using IAP, use the following vendor numbers:
60% to SWV000674500 40% SWV 00674508

**Space is Limited
Register Today!**

**DEADLINE
May 1, 2008**

Registration must include payment of \$15.00 per person
Fee is transferable, but non-refundable

**Includes Lunch:
Pasta with Sauces
(vegetarian available)
Salad
Dessert/Beverages**

Please send your registration form and payment to:
**Leslie Koziara—Office of the Secretary of State
Mail Stop 40238 Olympia, WA 98504-0238**
For Registration questions, please call Leslie Koziara @ 360-586-4893
For Payment issues, please call Sun Mosley @ 360-586-1174