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To <sbroadyrud@yahoo.com>

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Subject ARMA Madison May Mtg - File Plan Development Presentation & Member Celebration

Come join us for our May meeting as we distribute awards, celebrate our members, and listen to an informative presentation by one of our own on File Plan Development. There will be great food, numerous door prizes, and great networking opportunities.

Janet Nelson, CRM, Records Manager, from Dairyland Power Cooperative will be presenting "File Plan Development: How We are Doing it and Why".

This presentation will be a case study of the file plan development at Dairyland Power Cooperative. Janet will talk about why a plan was needed, how it is being done and some of the problems encountered along the way. She will also share with you examples of Dairyland's file plan.

This case study will examine how Dairyland Power:

- Adapted the Functional file plan approach into a Hybrid approach and why
- Gained end-user buy-in and the approach used to get it
- Made the change in FileNet P8 from no folders to folders

Date: Tuesday, May 10, 2011

Location: American Family Insurance
POC: Pat Peirce (242-4100 Ext. 31067)
Building A – Education Center – Room
6000 American Parkway, Madison, WI (see map)

Program: 11:00 a.m. – 11:30 a.m.
11:30 a.m. – 12:00 p.m. (Lunch and Introductions)
12:00 p.m. – 1:00 p.m. (Program)

Cost: \$15 Member (Lunch & Program)
\$20 Non-member (Lunch & Program)
\$10 Program Only

Menu: Italian Meat Lasagna, Sautéed Vegetables, Tossed Garden Salad, Garlic Bread, Lemonade, & Cupcakes for Dessert

Who Should Attend: Records Managers, those working w/wanting to learn more about developing a File Plan, Privacy Managers, Compliance Managers, Risk Managers, IT Technologists.

RESERVATIONS: Please respond by 3:00 pm on **Friday, May 6th, 2011.**

- **By e-mail:** Send a message to Sandra Broady-Rudd – Sandra.e.broady-rudd@wellsfargo.com
- **By phone:** Call Sandra at **(608) 429-2368.**
- **By mail:** Complete reservation form at bottom and mail with payment (payable to ARMA Madison)
- **To pay using PayPal:** click here to go to [ARMA-Madison website](#) and click on the PayPal options

To cancel, please call or contact Sandra by 9:00 am **Monday, May 9th, 2011.** Bring your check made payable to "**ARMA Madison**" to the event. **No Shows Will Be Billed!**

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Your Name		Your Company Name
Name of Guest(s)		Company Name of Guest(s)

Amount enclosed: _____ Receipt required? Yes No

Send to: ARMA-Madison Chapter
P.O. Box 8863
Madison, WI 53708-8863

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“Records Management is the only profession that knows in advance what it’s going to forget!”



American Family Map.pdf