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Subject November 16th ARMA Madison Joint Meeting with Milwaukee Chapter

“Opening a Can of Worms: E-mail and the Open Records Law”

Presented by Helen Flores, CRM

Tuesday, November 16, 2010

Please join us as we host the Milwaukee Chapter for our November program! Hiway Harrys is conveniently located right across from the Premium Outlets in Johnson Creek. What a great time to do some Holiday Shopping either before or after the program.

This month’s program will feature Helen Flores, CRM, a previous ARMA Madison member who has over 25 years of Records Management experience primarily in the public sector.

Description :- Helen will provide a funny perspective on the Open Records Law and how what you put in an e-mail could land you on the front page of the newspaper!

Learning Objectives :

- Open Records Law & Processes
- Importance of Complying with Open Records Policies and Procedures
- Challenges of Open Records and E-mail

Who Should Attend : Records Managers, those working with or wanting to learn more about Open Records Policy/Procedures, Privacy Managers, Compliance Managers, and Risk Managers.

Date : Tuesday, November 16, 2010

Location : Hi Way Harrys (see attached map for directions) (**conveniently located across from the Johnson Creek Premium Outlets**)

710 Glover Lane
Johnson Creek, WI 53038
920-699-9999

Carpooling : If you are interested in carpooling, please let me know by calling or sending me a message. There are several members who have expressed an interest and have room in their cars/company vans/SUVs.

<u>Program</u> : 4:00 p.m. – 4:30 p.m. (Registration)	<u>Cost</u> : \$25 Member (Dinner & Program)
4:30 p.m. – 5:00 p.m. (Dinner and Introductions)	\$30 Non-member (Dinner & Program)
5:00 p.m. – 6:00 p.m. (Program)	\$10 Program Only

Menu : Dinner will be buffet style and consist of sliced turkey and gravy, baked chicken, seven layer salad, garlic mashed potatoes, and honey glazed carrots.

RESERVATIONS : Please respond by 3:00 pm on Friday, November 12, 2010.

- By e-mail: Send a message to Sandra Broadly-Rudd – Sandra.e.broadly-rudd@wellsfargo.com (I will then send you an invitation to add to your Outlook Calendar)
- By phone: Call Sandra at (608) 429-2368. (Please leave a message if you get my voice mail)
- 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 <<http://www.armamadison.org/>> and click

on the PayPal options

To cancel, please call or contact Sandra by 9:00 am Monday, November 15, 2010. 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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HiWay Harrys Map.pdf