



Spring Seminar

April 15, 2008

Doing Battle the Nice Way: Legal & Compliance Challenges in Records & Information Management - Negotiating an E-Communications Policy

Speaker: Randolph A. Khan, Esq.

Description

This seminar will explore a wide array of electronic information and records issues including recent courts' decisions dealing with e-mail, destruction of evidence, security precautions, development of records policies and procedures, imaged records and disposition of originals, etc. In this interactive and entertaining program, Mr. Kahn will take you through the process of developing an e-communication policy - one designed to address the range of legal, compliance, technological, business, and human resources issues that organizations must tackle. In the process you will learn not only to confront the issues, but also see first-hand the challenges inherent to negotiation and implementing policy in the real world.

Speaker

Randolph A. Khan, Esq.

Randolph A. Kahn, Esq., is an internationally recognized authority on the legal, compliance and policy issues of business information, electronic records, e-business processes, and information technology. As the principal of Kahn Consulting Inc., Mr. Kahn advises corporate counsels, information technology professionals in both government and corporate institutions on policy issues related to the management of digital information and electronic records. Specific areas of expertise include electronic records management; electronic filing; enterprise e-mail management strategies; electronic and digital signature legality; and electronic discovery.

Date / Time

April 15, 2008

Location

Georgia World Congress Center

Cost

\$165.00 / Members of ARMA, AIIM; \$195.00 / Non-Members
Registration fee includes lunch.

Registration Deadline

Tuesday, April 8, 2008

Registration Options

1. Mail Check and Registration Information To:

Make check payable to ARMA Atlanta. *Must be postmarked April 8, 2008.*

Tera Ladner

Snapping Shoal EMC

PO Box 509

Covington, GA 30015-0509

2. Pay via PayPal and Register using the link provided on the home page: <http://atlantaarma.org>

Further Information

<http://www.atlantaarma.org>

Email Questions To

atlarma@onebox.com



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Communications Policy**

REGISTRATION (DEADLINE: April 8, 2008)

Name	
Address	
Phone	
E-mail	

Registration Fee	Quantity
\$165 (ARMA/AIIM member)	
\$195 (non-members)	
GRAND TOTAL:	

**Make checks payable to:
ARMA Atlanta**

**Send check and registration
form to:**

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