RACO 2004 REGISTRATION INFORMATION:

The all-inclusive registration fee is $250.00.

To register, please contact:

Ms. Annie Mitchum, RACO Registrar
National Archives and Records Administration (NARA)
NWML, Room 5320
8601 Adelphi Road
College Park, MD 20740-6001
Telephone: 301-837-0660 / Fax: 301-837-3699

Email: annie.mitchum@nara.gov

Payment methods:

1) Mail or fax an authorized Government training form (SF-182 or equivalent) to the RACO Registrar (see above);

2) Mail a check to the address above, made payable to the *National Archives and Records Administration*;

3) Contact the RACO Registrar to use a U.S. Government Visa or MasterCard credit card; or

4) Download the new RACO registration form at: ***http://www.archives.gov/records_man-agement/pdf/na_14123.pdf*** and follow the instructions on the form.

Refund Policy

No refunds will be issued for cancelled registration after April 23, 2004. Registrations are fully transferable 48 hours prior to the conference. However, you must send an email to **records.mgt@nara.gov** to inform us of the name of a replacement registration at least 48 hours before the conference. Agencies will be billed for no-shows.

Accessibility

The conference is accessible to persons with disabilities. Special arrangements can be made with two-weeks notice to the RACO Registrar to accommodate participants with vision, hearing, mobility, or other impairments.

RACO 2004: *Records and Risk*

http://www.archives.gov/records_management/training/raco2004.html

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RACO 2004

RECORDS ADMINISTRATION CONFERENCE

Records and Risk

TUESDAY, MAY 11, 2004
8:00 A.M. – 5:30 P.M.

(Conference check-in begins at 7:00 A.M.)

THE RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER
1300 PENNSYLVANIA AVENUE, NW
Washington, DC

Sponsored by the
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF RECORDS SERVICES—WASHINGTON, DC

RACO 2004 PROGRAM

MORNING SESSIONS

7:00 - 8:00   Conference Check-in

8:00 - 8:15   Welcome

- John Carlin, Archivist of the United States

8:15 - 9:00   Keynote Address

- Christopher J. Olsen, Chief of the Records and Classification Management Group, Information Management Service, Central Intelligence Agency

9:00 - 9:45   NARA Updates

- Tom Mills, Assistant Archivist for Regional Records Services, NARA

9:45 - 10:15   Morning Break and Exhibits

10:15 - 11:30   Panel 1: *Rebuilding Records Management to Avoid Risk*

Panelists will discuss how agency records at risk affect business processes and agency missions, and how they are developing agency-wide procedures to mitigate those risks.

- William Hooton, Assistant Director, Records Management Division, Federal Bureau of Investigation (FBI)
- Harriet Riofrio, Electronic Records Management Policy Lead, Senior Staff Officer, (OASD NII DCIO IM), U.S. Department of Defense

11:30 - 1:00   Luncheon and Presentation of Archivist's Achievement Awards in Records Management

- John Carlin, Archivist of the United States

AFTERNOON SESSIONS

1:00 - 2:00   Panel 2: *Risks Associated with Interagency Records*

Panelists will discuss wildlands fire records created by interagency teams and the unique risks involved in managing them.

- Rita Morgan, Records Officer, U.S. Department of Agriculture (USDA), Forest Service
- Gary Bowers, Administrative Officer, National Interagency Fire Service Center, U.S. Department of the Interior, Bureau of Land Management
- Louise Larson, USDA, Forest Service, retired

2:00 - 2:45   Panel 3: *Interagency Committee on Government Information: E-Gov Act of 2002 Implementation*

Panelists will discuss the activities of two interagency working groups that are developing tools and policies to assist agencies with meeting E-Gov Act requirements for managing their web sites and electronic records.

- Michael Kurtz, Assistant Archivist for Records Services — Washington, DC, NARA
- Sheila Campbell, Senior Content Specialist, FirstGov, Office of Citizen Services and Communications, General Services Administration

2:45 - 3:15   Afternoon Break and Exhibits

3:15 - 4:00   Panel 4: *Records and Risk: FBI and U.S. Attorneys*

Panelists will discuss the importance of records management in mitigating risks associated with managing program records.

- Robert Garrity, Deputy Assistant Director, Records Management Division, FBI
- Kevin Traskos, Assistant U.S. Attorney, Civil Division, District of Colorado

4:00 - 5:30   RACO Closing and Networking Reception

MENU

Continental Breakfast
- Assorted fruit juices
- Blueberry, apple walnut and bran raisin muffins
- Apple, raspberry and lemon filled danish
- Assorted bagels with butter, cream cheeses and fruit preserves
- Assorted teas and coffee

Luncheon
Entree Choice #1:
- Grilled chicken breast with wild mushrooms, marsala shallot semi-glace

            - OR -

Entree Choice #2:
- Grilled vegetable napoleon with portobello mushrooms, green and yellow squash, red bell peppers

            - AND -

- Bib lettuce salad with walnuts, cranberry and apple creamy dressing
- Apricot pistachio chocolate cake

Networking Reception
- Heavy hors d'oeuvres

PARTIAL EXHIBITOR LIST

- Adobe
- ASRC Aerospace
- Captiva Software
- CEXEC, Inc.
- Cuadra Assoc. and Scan Optics
- Data Dimensions
- Documentum
- GTSI
- Hummingbird
- IBM Corporation
- Imaging Business Machines (IBML)
- Image Fortress Corporation
- Iron Mountain
- Labat-Anderson
- MDY Advanced Technologies
- Millican & Associates
- NARA Records Center Program
- NIH / NITAAC
- Office Archives
- Open Text
- Sourcecorp
- StorageTek
- Systems Integration Group (SIGI)
- TAB of Washington DC
- Tower Software