

Announcing a one-day seminar by TDC...

the fundamentals of successful records management

Every organization faces the challenge of managing its records and information so that they are stored securely, can be accessed reliably and efficiently. In fact, new legislation demands it.

ARE YOU READY?

Enroll now and learn how to...

- ▶ Save time and money managing your records and information
- ▶ Gain control of your files by knowing what you have and where it is
- ▶ Reduce file space up to 96% and manage file growth
- ▶ Develop avenues for faster retrieval of information
- ▶ Distribute information more effectively
- ▶ Increase or improve document security
- ▶ Reduce liability risks and ensure regulatory compliance

Only \$195 per person

*See inside for additional savings on early
and multiple registrations*



www.thedocumentco.com

Technological advances have resulted in an explosion of unstructured information such as office documents, paper documents, images, graphics, multi-media files, computer-generated reports, e-mail and web content. At the same time, records are expensive. Many organizations are challenged with developing methods to control this information and maintain what they need to support current operations, mitigate risk in times of crisis and reduce overall costs.

The inability to control records management processes can be a huge liability in this age defined by high profile corporate scandals such as Enron and WorldCom. Organizations also face new and challenging legal compliance issues due to recent legislation like the Sarbanes-Oxley Act, increased litigation involving records and publicized record-keeping fiascos..

Does your organization...

- ▶ Accumulate large amounts of paper, electronic and other records?
- ▶ Have messy, inefficient filing systems for paper records?
- ▶ Have a problem with too many misfiles or too many lost records?
- ▶ Know where to find pertinent records and information in a legal crisis?
- ▶ Know how long to keep certain records and the proper procedures to dispose of those you don't need?

Did you know...

The true cost of handling paper:

40 - 60% of employee's time
20 - 45% of an organization's labor costs
12 - 15% of an organization's revenue

Source: Datapro / Gartner Group

Who Should Attend?

Everyone responsible for the maintenance, management, protection or retention of their organization's records and information.

- | | |
|--|---|
| ▶ General, Business or Administration Managers | ▶ Project Managers |
| ▶ Document / Records Managers | ▶ Procurement or Purchasing Managers |
| ▶ File Room Supervisors & Staff | ▶ Human Resource / Personnel Managers & Staff |
| ▶ IT Managers | ▶ Administrative Personnel |
| ▶ Business Owners / Managers | ▶ Operations Managers & Personnel |
| ▶ Accountant and Fiscal Managers | |



This fascinating workshop will provide you with the tools you need to make an immediate difference and lay out a step by step guide on how and when to use them. This introductory session has been designed to enable attendees to develop practical program, strategies and policies for effective records management.

Ready to learn the basic tools to get your records management program up and running? Reserve your place in this informative seminar by visiting us on-line at www.thedocumentco.com.

A special message from your workshop leader - Wilnet Brown

Dear Professional:

Whether your organization is structured like Enron, Anderson Consulting, AH Robins or the White House, you are sure to have some measure of records problems. Let's face it, EVERY organization faces the challenge of managing records.

The Information Age has opened a Pandora's Box of information media that most organizations are hard pressed to manage effectively. Without effective records and information management processes, these organizations struggle to minimize the impact on daily operations and avoid a public embarrassment in the media.

That's why we developed this brand-new seminar – to teach you the building blocks of effective information management and help you identify the value in your records. We'll answer the most important questions you have about records management like...

- ▶ How to minimize the impact of records handling on operations costs?
- ▶ How to reduce lost time, frustration and expense caused by missing files?
- ▶ How to ensure that your most vital records are identified and secure?
- ▶ How to minimize legal exposure because of records retained too long or eliminated too quickly?

Attend this seminar and you will be equipped with the practical, proven skills and techniques that can make a definite impact on your organization. Best of all, we'll discuss real-world issues and real-life solutions that you'll be able to put to use right away.

See you at the seminar!

Sincerely,

Wilnet Brown

Wilnet Brown

Seminar Hours: 8:30 am - 4:30 pm

Overview of Successful Records Management Programs and Systems

- ▶ Basic terminology and definitions
- ▶ Basic Records Management tools
- ▶ Basic Records Management forms
- ▶ Overview of RM compliance, risk management, official and duplicate records
- ▶ Overview of custodian accountability and company / employee liability

Program Development and Implementation

- ▶ Where and how to start up a records management program
- ▶ Key personnel, authorization, duties and responsibilities
- ▶ Basic Tools: generic forms, spreadsheets and check lists to aid in start up
- ▶ Easy to follow steps to implement start up procedures for immediate results
- ▶ Successful strategies for program development, management and control



Records Retention and Disposition Schedules

- ▶ Basic general business record retention schedules provided for immediate use
- ▶ Simple steps to use and implement retention schedules

Basic File and Record Management

- ▶ Step by step instructions to inventory files, identify and prepare files for records storage and destruction
- ▶ Generic forms: inventory form, destruction list sheet, record storage list and record check lists
- ▶ Overview of file and record equipment and supplies (folder, storage boxes, labels, etc.)
- ▶ Utilizing color coding, bar coding and file tracking to establish or increase security

Managing Records Disposition

- ▶ Systematic and cost-effective records disposition: when and how to legally dispose of your records
- ▶ Step by step instructions to prepare records and documents for disposal and destruction
- ▶ Methods of documenting what you have disposed of and reduce liability risks

Managing Records Storage

- ▶ In-house storage vs. Commercial records centers - how to decide which is best for you
- ▶ Step by step instructions for preparing records and documents for storage



Enrolling is easy! Simply register on-line at www.thedocumentco.com OR complete the registration form and fax it back to us at 1-888-435-8036 or drop it in the mail - Today!

Workshop Materials

Participants of *The Fundamentals of Successful Records Management* will return to work with practical skills and strategies that will enhance your effectiveness immediately. You will leave this workshop with the tools to implement what you have learned including:

- ▶ A Certificate of Attendance
- ▶ A Personal Action Plan with step by step guidelines for implementing what you have learned and obtaining management buy-in and support
- ▶ A soundly researched workbook and accompanying CD-Rom that contain:
 - ▶ General Records Retention and Disposition Schedules
 - ▶ Generic Records Management Forms
 - ▶ General Records Management Manual
 - ▶ Guidelines to develop your own Disaster Preparedness Plan
 - ▶ Storage media samples and suggestions
 - ▶ Step by step instructions for Basic Records Management procedures
- ▶ Three (3) months of question and answer customer support from the date of the seminar - send us your RM related questions and we'll show you how to use the seminar materials to resolve them

Seminar Exclusive!

Essential Records Management Analysis Techniques, Strategies and Forms - the workbook and accompanying CD-Rom you'll receive when you attend this seminar, has it all, explained in easy-to-grasp terms!

Packed full of powerful records management tools that will help you regain control of your records and information, this invaluable reference contains all the material you'll cover in the seminar. There's also a glossary of forms that will refresh your memory of what you've learned, plus dozens of examples of how to put standard RM tools to work for you.

Expect this exclusive workbook and CD - available only to seminar participants - to become a handy desk reference you'll turn to again and again as you continue to increase your RIM know-how!

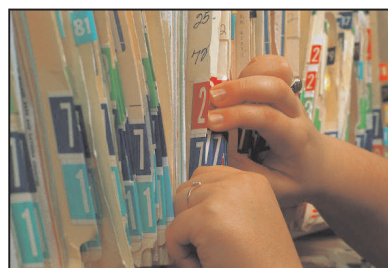


Meet the Seminar Leader

Learn valuable Records Management procedures and strategies from an expert - Wilnet N. Brown

Wilnet is a dedicated professional with over 28 years of experience in records management, developing and administering efficient policies and procedures for systemic control of private and government records. Her sphere of expertise includes legal, fiscal, administrative and human resources records and information.

She has an established record in supporting companies in developing practical strategies for building on existing practices or re-engineering processes for long term substantial benefit. Her work has been primarily in the government sector, with over 16 years in agencies such as the Department of Motor Vehicles, the Virginia Department of Transportation and the Library of Virginia. During her tenure at the LVA she developed and implemented many of the procedures, forms and policies in place today.



Additionally, she has developed a list of successful private sector client engagements in industries such as management consulting, mechanical and engineering, IT integration and construction/maintenance.

On-site seminars, consulting, project management and keynote speaking. It's simple. Our goal is to enable you to manage your records and information more effectively. To do this, we can customize this program and bring our trainers right to your company's door. We also provide a full range of consulting services and our trainers are always available to add sparkle to your next team or corporate meeting with a stimulating keynote speech designed just for you. For more information about our on-site services, call us at 1-888-435-8036. Whether you have 3 or 300 people to train, The Document Company, LLC is the answer.

Continuing support. We stand behind our seminars and we stand behind YOU. As a seminar attendee you will receive three (3) months worth of question and answer customer support from the date of the seminar. Just contact us with a brief description of your particular RM related problem or question and one of our training specialists will respond promptly to show you how to use the seminar materials to resolve the issue. Where else can you find that kind of support? *Nowhere but with TDC.*

Location. The seminar is being held at the Hampton Inn – Mechanicsville, 7433 Bell Creek Road, Mechanicsville, VA 23111 – less than 15 minutes from downtown Richmond.

Our registration table opens at 7:45 am. When you arrive at the hotel, please check the directory for the exact location of the seminar. Our registrars will greet you, assist you with your registration (or collect your Confirmation/Admission Ticket), hand you your seminar materials and direct you toward your seat. You'll also want to take the opportunity to meet other professionals from your local area. Introduce yourself! You may meet a new business contact. Plan to be registered and ready to go by 8:20 am.

Registration. Prepayment is required to guarantee your registration. Whatever your method of registration, be sure to enroll as early as possible since space is limited. As soon as we receive your enrollment, we'll send your Confirmation/Admission Ticket. Simply bring it to the seminar with you and hand it to the registrar. If your ticket does not arrive before the seminar, be sure to attend anyway. We'll be expecting you. On the day of the seminar, we will accept on-site/walk-in registration on a space-available basis only.

We begin promptly at 8:30 am and wrap up at 4:30 pm. Lunch is from 11:45 to 1:00 pm and is at your own expense. Why not invite another participant to dine with you? You can share information, review the morning and make the day even more enjoyable.

Parking. We do our best to find seminar facilities that have all the pluses we look for: Convenient locations, great meeting rooms, courteous staff and plenty of free parking. However, some facilities have paid parking only. You may want to check with the facility personnel to determine the parking fees – often they can direct you to free parking just around the corner.

Tape / Video recording. Our programs – both what you see and what you hear – are fully copyrighted by The Document Company, LLC. No audio recording or videotaping, please.

Cancellations and substitutions. Cancellations received in writing up to five (5) working days before the seminar are refundable, minus a \$25 registration service charge. Cancellations received after five (5) working days before the seminar are subject to the entire seminar fee, which may be applied toward a future seminar. Please note that if you do not cancel and do not attend, you are still responsible for payment. Substitutions may be made at anytime.

Registration information

The Fundamentals of Successful Records Management – Richmond, VA

Seminar Hours: 8:30 am - 4:30 pm

2005 Session Dates for Richmond, VA

Choose the date that works best for you!

January 21, 2005

February 11, 2005

March 11, 2005

April 8, 2005

May 13, 2005

1. Preferred Seminar Session (Please Print)

Seating is limited, so please indicate a primary and alternate session date. If we reach maximum capacity for your chosen primary session, you will either receive priority seating at your chosen alternate session or a full refund as you indicate below.

Primary Session Date ☐ January 21, 2005 ☐ February 11, 2005 ☐ March 11, 2005 ☐ April 8, 2005 ☐ May 13, 2005
Alternate Session ☐ January 21, 2005 ☐ February 11, 2005 ☐ March 11, 2005 ☐ April 8, 2005 ☐ May 13, 2005
Date ☐ No, thank you. If my primary session is full, I prefer a full refund.

2. Attendee(s) Information (Please Print)

(Please list additional registrations on a separate sheet and attach.)

How many attendees are you registering?

1. Mr. / Ms. _____
Title _____
E-mail Address _____
2. Mr. / Ms. _____
Title _____
E-mail Address _____
3. Mr. / Ms. _____
Title _____
E-mail Address _____
4. Mr. / Ms. _____
Title _____
E-mail Address _____

3. Organization Information (Please Print)

Organization Name _____
Address _____
City & State _____ Zip/Postal Code _____
*Phone Number _____ Extension _____
**Fax Number _____
Approving Supervisor: Mr. / Ms. _____
Title _____
E-mail Address _____

*Phone Number required in case of last minute changes

**Fax Number will be used to send confirmation of your registration as well as to notify you of upcoming events in your area and provide you with special discounts and offers

4. Method of Payment (to guarantee seating, payments must be confirmed prior to seminar)

☐ Check enclosed payable to: _____ Mail to: The Document Company, LLC
Wilnet N. Brown Seminar Registration
Check# _____ PO Box 26388
Check Amount _____ Richmond, VA 23260
☐ Charge to the following Credit Card
☐ Visa ☐ MasterCard ☐ AmEx ☐ Discover ☐ Diners Club
Card Number _____ Exp. Date _____
Signature _____
☐ Bill my organization (Note: To guarantee seating, full registration fee is due and payable prior to start of workshop)
Invoice Attention To: _____

Registration Information

Four Easy Ways to Register

- **On-line:** for the fastest service, visit our website at www.thedocumentco.com for easy on-line registration.
- **E-mail:** Or send your enrollment to us by e-mail at enroll@thedocument.com. Please include the following information: Name and title (for all attendees); company name; mailing address, phone and fax numbers; approving manager and billing information.
- **Fax:** If you prefer to fax us your registration, the number is 1-888-435-8036. Please include credit card information or mail in your payment before the seminar date.
- **Mail:** Of course, you can complete the enrollment form, clip it and mail it with payment to: *The Document Company, LLC, Seminar Registration, PO Box 26388, Richmond, VA 23260.*

Registration Fees

- **Early Registration** - \$160.00 per person (registration received / postmarked 3 weeks before the seminar)
- **Regular Registration** - \$195.00 per person (registration received / postmarked within 3 weeks of and on the day of the seminar)
- **Group Registration** - \$175.00 per person (groups of 4 or more from the same organization, received / postmarked within 3 weeks and on the day of the seminar)

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**Do you have a group of 15 or
more who could benefit from the
information in this seminar?**

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www.thedocumentco.com.

