

# Join the Southern California Inland Empire Chapter of ARMA, International, Inc.

## *A Journey in Electronic Discovery: Records Management 2.0 & Electronic Discovery 101*

**April 29, 2009**



**Come hear it from the experts!**

The Southern California Inland Empire Chapter of ARMA International is pleased to host a comprehensive one-day seminar presented by professional experts:

- **Jesse Wilkins, CDIA+, Access Sciences Corporation**
  - **Derick Roselli, Vice-President of Reveal Data Corporation**
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- Part 1 Records Management 2.0  
Managing Records in the clouds
  - Part 2 Electronic Discovery 101  
Case Law and Litigation
  - Part 3 Workflow Process  
Electronic Discovery
  - Part 4 Best Practices and dealing with  
electronically stored information
  - Part 5 Practical Scenarios / Case Studies of  
actual projects & how they were managed

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**When:** **Wednesday, April 29, 2009**      **Brandon Reeder** Cell Phone: 909-851-3669  
Work No: 951-826-4000 ext. 4302

**Where:** **Canyon Crest Country Club**      **8:00 am to 4:45 pm**  
**975 Country Club Drive, Riverside, California 92506**

**Schedule:** **Registration (Breakfast Buffet is provided) 8:00 – 8:30 am**  
**8:30 – 4:45 pm – Educational Sessions (Lunch Buffet is provided)**

**Investment:** **Early registration \$75.00 per person (ARMA MEMBER) and \$85.00 per person (NON-ARMA MEMBER).**



**EARLY REGISTRATION NEEDS TO BE RECEIVED BEFORE APRIL 15.**

*Registration received after April 16<sup>th</sup> through April 29<sup>th</sup> is \$100.00 (ARMA Member) and \$110.00 (NON-ARMA Member) per person. Cancellation deadline April 22<sup>nd</sup>. Failure to cancel prior to April 22<sup>nd</sup> obligates payment to SCIEC - ARMA.*

**6 hours training = 1 CMC / MMC point and CRM credit hours will be available  
and a Certificate of Attendance presented**

# ***A Journey in Electronic Discovery: Records Management 2.0 & Electronic Discovery 101***

**8:00 a.m.**

**April 29, 2009**

**Canyon Crest Country Club**

**975 Country Club Drive, Riverside, California 92506**

**Presented By**

**Jesse Wilkins, CDIA+, Access Sciences Corp.**

**Derick Roselli, Vice-President of Reveal Data Corp.**

- How to determine when it is efficient to **OUTSOURCE** your data storage.
- If outsourced, how do you effectively manage your records in this Cloud?
- What are Web 2.0 tools & Enterprise 2.0? How do they relate?
- Learn about Blogs, Wikis, Twitter, RSS and Web 2.0 based e-mails.
- Electronic Discovery, can you ensure you are protecting your organization from potential litigation?
- Understanding the importance of legal requirements for your Records Management Program by discussing basic terminology, case law, federal rules and civil procedures regarding electronically stored information.
- Workflow process, outline of handling legal holds, preservation and providing documentation.
- Best Practices; highlights to help save corporations considerable costs and minimize risks when dealing with electronically stored information.
- Practical Scenarios / Case Studies; practical examples of actual scenarios and projects of how they were managed.

# ***A Journey in Electronic Discovery: Records Management 2.0 & Electronic Discovery 101***

## **SEMINAR DESCRIPTION**

### **Part 1 Records Management 2.0 – “Managing Records in the Cloud”**

Outsourcing non-core functions has been a part of organizational strategy for years. Now many organizations are considering outsourcing of their data storage, their email, and even their employees’ desktops to “the cloud”. But how do you manage the records out there? In this session, attendees will learn what Web 2.0 tools are, and how they relate to Enterprise 2.0. We will examine some of the more common tools being employed, including blogs, wikis, Twitter, RSS, Web 2.0-based email, social networking, and “others”. We will outline ways organizations are already using these tools to communicate, collaborate, and conduct business and what that means to the records program. We will describe how to identify records stored with these tools and what that means to the records program. The session will conclude with strategies for managing Web 2.0 tools and records. Attendees will also receive an extensive list of additional resources.

### **Part 2 Electronic Discovery 101**

Understanding the reasons why electronic discovery is important and learning the core principals are a foundation to support your companies IT, Legal and Records Management initiatives. This program will discuss the basics and provide a general understanding of terminology, some key case law and the federal rules of civil procedure amendments addressing electronically stored information.

### **Part 3 Workflow Process**

We will outline a typical flow of an electronic discovery project from preservation and legal hold, through to production of documents. Note that each project is unique, but following a defensible and standard process provides consistency and logical steps in fulfilling requests from legal and compliance departments.

### **Part 4 Best Practices**

The industry is flooded each day with new companies and continues to grow at an aggressive rate based on the sheer volume of corporate data being created and shared daily. We will highlight Best Practices that will save corporations considerable costs and minimize risks when dealing with electronically stored information.

### **Part 5 Practical Scenarios / Case Studies**

There will be an overview of key cases/projects of interest with specific practical examples that you can relate, too. Discussion will include Fortune 500 companies to technical start-ups, multi-district litigation, class actions and employment or intellectual property litigation. We will discuss actual scenarios and projects and how they were managed.

# *A Journey in Electronic Discovery:*

*Records Management 2.0, Electronic Discovery 101  
Workflow Process, Best Practices,  
Practical Scenarios / Case Studies*

## **FEATURED SPEAKERS**

### ***Jesse Wilkins, CDIA+***

Jesse Wilkins has worked in the document industry for thirteen years and is a Principal Consultant with Access Sciences. His areas of expertise include enterprise content and records management strategy, system design, and implementation. Jesse has served on the ARMA International Board of Directors since 2007. He has spoken at ARMA 2003-2009 and AIIM 2003-2009. He previously served on the board of AIIM International, the ARMA Competencies Task Force, and the CompTIA CDIA+ Post-Cornerstone Committee.

### ***Derick Roselli***

Derick has fifteen years of sales, operations, customer service and financial leadership experience. He is currently the founder and Vice President of Reveal Data Corporation. Derick has been a regional business development executive with LexisNexis Applied Discovery, where he consulted with law firms and corporate legal departments in developing electronic information best practices, as well as managing large scale litigation support and electronic discovery initiatives. Prior to that, he was the marketplace General Manager for Uniscribe Professional Services, a business process outsourcing and litigation support service bureau in Southern California, where he built sales, customer service and operations teams that led to the company's acquisition by Williams Lea in 2005. He has been in the legal support business since college and has worked on some of the largest engagements in Southern California. Derick engages his practical experience to maintain a hands-on approach to build and lead teams of project managers and consultants to support clients. He is a graduate of the University of Southern California. Additionally, Derick teaches a series of continuing legal education programs, speaks frequently on panels on various electronic discovery topics, and is currently an adjunct professor at California State University in Fullerton.

# SEMINAR REGISTRATION FORM

Join the Southern California Inland Empire Chapter of  
ARMA, International, Inc.

**A Journey in Electronic Discovery:  
Records Management 2.0, Electronic Discovery 101,  
Workflow Process, Best Practices,  
Practical Scenarios / Case Studies**

**April 29, 2009**

**Presented by  
Access Sciences Corporation  
Reveal Data Corporation**

**Name(s)**

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**Organization:**

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**Address:**

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**Phone Number(s):**

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**Email:**

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**Payment Enclosed:**

**Paying at the Door:**

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**Registration Contact:**

**Traci McGinley, MMC  
City of Ontario  
303 East "B" Street  
Ontario, CA 91764**

**[TMcginley@ci-ontario.ca.us](mailto:TMcginley@ci-ontario.ca.us)**

**(909) 395-2166 Phone  
(909) 395-2395 Fax**

# SCHEDULE

## *A Journey in Electronic Discovery: Records Management 2.0, Electronic Discovery 101, Workflow Process, Best Practices with Practical Scenarios & Case Studies*

***April 29, 2009***

8:00 – 8:15 a.m.	Registration / Continental Breakfast
8:15 – 8:30 a.m.	Introductions
8:30 – 9:00 a.m.	Part 1 Records Management 2.0 Managing Records in the clouds
9:00 – 9:45 a.m.	Part 2 Electronic Discovery 101 Case Law and Litigation
<b>9:45 – 10:00 a.m.</b>	<b>BREAK</b>
10:00 – 12:00 p.m.	Part 3 Workflow Process Electronic Discovery
<b>12:00 – 1:15 Lunch</b>	<b>Lunch</b>
1:15 – 2:45 p.m.	Part 4 Best Practices and dealing with electronically stored information
<b>2:45 – 3:00 p.m.</b>	<b>BREAK</b>
3:00 – 4:30 p.m.	Part 5 Practical Scenarios / Case Actual projects & how they were managed
4:30 – 4:45 p.m.	Closing Remarks / Survey

### NOTE:

**6 training hours = 1 CMC / MMC point and 6 CRM credit hours  
Certificate of attendance presented at end**