Information on the Speedway -- Don't Re-Invent the Wheel!

INDIANAPOLIS, INDIANA

NAGARA
ANNUAL MEETING

July 10-13, 2013
Hyatt Regency
Indianapolis
Indiana
Indianapolis is one of America’s best cities. The City is the 12th largest metropolitan area in the United States, but boasts a small town charm. The central and compact downtown makes access to museums, cultural sites, the Conference hotel and dining an easy walk. The NAGARA 2013 Annual Meeting should be a great experience for everyone attending, and we hope to see you here!

Your trip to Indiana will offer great cultural institutions, incredible sports venues and attractions as well as fine dining.

Museums
Indianapolis museums have garnered international recognition for creativity and excellence. With numerous quality and unique institutions throughout the city, there is bound to be one that appeals to every interest and age.

For the Kids
The world’s largest (and according to Child magazine, the best) children’s museum, the Children’s Museum of Indianapolis, provides five levels of interactive exhibits and 120,000 artifacts exploring art, science, history and culture. Over a million visitors a year come to ride the antique carousel, dig for dinosaur bones, discover National Geographic Treasure of the Earth, and stare in awe at Dale Chihuly’s 43-foot Fireworks of Glass. Conner Prairie Interactive History Park, a Smithsonian affiliate, invites guests to step back in time and made Frommer’s list of “Places to Take Your Kids Before they Grow Up”. Located on 200 acres, this living museum features an 1836 Prairietown, 1863 Civil War Journey, 1859 Balloon Voyage, and more. And the Indianapolis Zoo, ranked a Top-10 Zoo by TripAdvisor, offers a new Flights of Fancy bird exhibit, the world’s largest shark touch tank, and an in-water dolphin experience.

The Indiana Story
The Eiteljorg Museum is the only museum of its kind in the Midwest, immersing visitors in Western art and the many cultures of American Indians through exhibitions, performances, festivals and hands-on workshops. This award-winning museum offers one of the finest collections of its kind in the world. Uncover Indiana’s secrets through hands-on exhibits exploring the state’s diverse history at the Indiana State Museum, a world-class institution constructed from Indiana limestone, steel and glass. And history and literary buffs can tour the Kurt Vonnegut Memorial Library as well as the homes of James Whitcomb Riley and President Benjamin Harrison, all Indiana natives.

Sports Lovers
The Indianapolis Motor Speedway Hall of Fame Museum captures the rich 100-year-old history of the world’s fastest sport in the ‘Racing Capital of the World’. And Dallara IndyCar Factory uses 23,000 square feet of interactive and hands-on exhibits to convey the intense engineering and technology behind the sport. The NCAA Hall of Champions showcases all 23 collegiate sports and the heart and dedication it takes to be a student-athlete, and is walking distance from the NAGARA conference.

Dining
Indianapolis offers over 250 diverse dining options for all palates and price points. With its rich soil and surrounding agriculture, Indy has been supporting farm-to-table restaurants for decades, with local farmers providing the freshest in produce and protein to menus. International fare, world-famous steakhouses, and sports bars with plenty of televisions for viewing the big game are also just around the corner.

We look forward to showing you some Hoosier Hospitality,

-- Jim Corridan, Local Arrangements Chair
...DON'T RE-INVENT THE WHEEL!

Wednesday, July 10

7:00 a.m.-5:30 p.m.  Registration

9:00 a.m.-4:00 p.m.  NAGARA Board of Directors Meeting

9:00 a.m.-12:00 p.m.  Pre-Conference Workshop

W-1: Disaster Preparedness
Students will learn about the importance of having a disaster plan for their institution. Suggestions for disaster plan templates will be discussed and the basics of emergency response will be covered. After the presentation, students will be able to participate in a hands-on exercise in salvaging wet collections materials.

Speaker: Elizabeth Hague, Indiana State Archives

1:00 p.m.-4:00 p.m.  Pre-Conference Workshop

W-2: Basic Records Management
This workshop will introduce attendees to the fundamental principles of records management, including record inventories, retention schedules, records storage, protecting records, record reproduction, electronic records management and preservation, and more.

Speaker: Teri Mark, State Records Manager, Nevada State Library and Archives

4:00 p.m.-6:00 p.m.  NAGARA Committee Meetings

6:00 p.m.-7:00 p.m.  Early Bird Reception
Join with old friends and make new ones, while enjoying light hors d'oeuvres, at our Early Bird reception with the exhibitors at the Hyatt Regency!

Indianapolis 2013 Host Site: Hyatt Regency

Explore the best of “Indy” from the newly transformed Hyatt Regency Indianapolis downtown. The modern amenities of our contemporary hotel blend effortlessly with classic design elements, creating a modern oasis in the heart of one of the Midwest’s most exciting cities.

Dine in The Eagle’s Nest, Indianapolis’ most romantic restaurant, as it revolves high atop Hyatt Regency Indianapolis’ 20th floor providing a breathtaking 360-degree view of The Circle City’s downtown. Rest comfortably in newly redesigned residential-style guestrooms, featuring Hyatt Grand Beds™, ergonomic workstations, and amenities like flat-screen TVs, mini-refrigerators, iHome stations, and in-room safes.

The NAGARA Annual Meeting rate is $91.00 for single occupancy, $116.00 for double, $141.00 for triple, and $166.00 for quad. Sales tax is 7% and occupancy tax is 10%. To book your reservation, please visit https://resweb.passkey.com/go/NAGARA2013 or call 888.421.1442 and reference the “NAGARA Annual Meeting.” The deadline to reserve rooms at the above rate is June 17, 2013 and based on availability. All reservations must be guaranteed with a credit card and are subject to the Hotel’s standard cancellation policies.

Check in time at the Hotel is 3:00 PM and check out time is 12:00 PM. Standard guest room internet is included complimentary with your contracted group room rate. Valet parking is currently available for $30.00 overnight with in/out privileges. There are several self-parking garages connected to the Hotel and are currently available for $22.00 overnight without in/out privileges. Self-parking charges cannot be placed on your Hotel room and must be paid separately when departing the garage.

Please visit www.indianapolis.hyatt.com for more information.
Thursday, July 11

7:00 a.m.-5:00 p.m.  Registration

8:00 a.m.-9:30 a.m.  Opening Breakfast and Business Meeting

9:30 a.m.-10:15 a.m.  Coffee with Exhibitors
  Stop by the Exhibit Area and check out the latest products and services for the archival and records community.

10:15 a.m.-11:15 a.m.  Plenary Session
  P-1: A New Day in Government Recordkeeping: Year One of The Archivist’s Managing Government Records Directive
  Pursuant to President Obama’s memorandum of November 28, 2011, US Archivist David Ferriero issued a historic Directive on August 24, 2012, calling for all federal agencies to accession permanent records into the National Archives in electronic or digital format by the year 2019. The Directive also requires that all e-mail be preserved in electronic form by the end of 2016. This session will discuss the import of the Directive, how it is has been implemented, and what effect it may have not only on recordkeeping but also on FOIA and e-discovery practices in the public sector.
  Speaker: Jason R. Baron, Director of Litigation, National Archives and Records Administration

11:15 a.m.-12:00 p.m.  Plenary Session
  P-2: Presidential Directive — NARA Update
  On August 24, 2012, OMB and NARA released the Managing Government Records Directive to mark the formal start of an effort to reform and modernize records management in the Federal Government. Since then, NARA has been working on many fronts to achieve the two primary goals of the Directive: requiring electronic recordkeeping and demonstrating compliance with statutes and regulations. This presentation will provide an update on what has been achieved in this hectic first year and what lies ahead.
  Speaker: Arian D. Ravanbakhsh, Office of the Chief Records Officer, National Archives and Records Administration

12:00 p.m.-1:30 p.m.  Buffet Lunch in the Exhibit Area!

1:30 p.m.-3:00 p.m.  Concurrent Sessions
  C-1: Total Cost of Ownership
  This session will compare the costs of maintaining and managing records in various formats: paper, microfilm, digital image, born electronic, etc. It will address the various factors that impact cost so record keepers can calculate their total cost of ownership.
  Speakers: Jim Corridan, State Archivist, Indiana State Archives; Glen McAninch, Manager of the Technology Analysis and Support Branch, Kentucky Department for Libraries and Archives; Caryn Wojcik, Government Records Archivist, Michigan Records Management Services

  C-2: Developing and Applying General Record Schedules
  This session will explore Vermont’s theoretical and practical approaches to developing and implementing General Record Schedules for local and state agencies, and the National Archives and Records Administrations’s process for restructuring and updating the General Records Schedules used by Federal agencies.
  Speakers: Tanya Marshall, State Archivist, Vermont State Archives & Records Administration; Scott Reilly, Senior Archivist, Vermont State Archives & Records Administration; Galen Wilson, Senior Records Analyst, NARA-Dayton

Special Thanks to Our Early Sponsors!

Special thanks go out to our four early sponsors -- **Ancestry.com** (Diamond Sponsor), **Gaylord Brothers** and **Records and Data Management** (Silver Sponsors), and **San Jose University School of Library and Information Science** (Bronze Sponsor). Thank you!
C-3: Challenges Providing Access to Government Records
This session will explore challenges associated with providing access to government records, including privacy, public access fees, extracting information from large databases and large collections of records, using tools like ContentDM and DSpace to provide access, etc.

Speakers: Rosemary Cundiff, State Records Ombudsman, Utah State Archives; Richard Marciano, Professor/Researcher, University of North Carolina at Chapel Hill; Jane Zhang, Ph.D., Assistant Professor, School of Library & Information Science, Catholic University of America

3:00 p.m.-3:45 p.m.  Coffee with Exhibitors
Stop by the Exhibit Area and check out the latest products and services for the archival and records community. Prizes will be drawn — take home a memory of Indianapolis!

3:45 p.m.-5:00 p.m.  Concurrent Sessions
C-4: Developing Your Records Management Program: What You Need to Know to Get Your RM Program Moving Forward
This session describes how to build a successful records management program. Topics to be covered will include the need to inventory all records, establishing a filing system for records regardless of the media, managing the maintenance of the records throughout their lifecycle and controlling the disposition of the records. The emphasis will be on managing electronic records and ensuring their usability throughout the life of the records.

Speaker: Steve Adams, Senior Records Analyst, NARA

C-5: Electronic Document Management in the Cloud
This session will discuss how Electronic Document Management systems can improve recordkeeping for electronic records, and how cloud storage technology can facilitate their implementation.

Speakers: Mary Beth Herkert, State Archivist, Oregon State Archives; Susan Sullivan, Director, Corporate Records Management, NARA

C-6: State Archives Reboot: The State Electronic Records Initiative (SERI)
More than thirty years after the first state electronic records initiative, U.S. state government electronic records – the documentary foundation of our 21st century democracy – remain at risk. In response, the Council of State Archivists launched the State Electronic Records Initiative (SERI) in 2011. Speakers will discuss SERI’s multi-faceted strategies to enhance the capacity of state and territorial archives to meet the electronic records challenge including programs to: deliver targeted electronic records training to state archives staff; raise the level of awareness of electronic records issues among state archives’ stakeholders; facilitate state archives involvement in the implementation of government information systems; and establish a resource center for best practices in state government electronic records management.

Speakers: Matt Veatch, State Archivist, Kansas Historical Society; Beth Shields, Electronic Records Analyst, Kentucky Department for Libraries and Archives

6:00 p.m.-8:00 p.m.  State Library Reception
Join us for a reception at the Indiana State Library, a short walk from the Hyatt Regency.

Friday, July 12

7:00 a.m.-5:00 p.m.  Registration

8:30 a.m.-10:00 a.m.  Concurrent Sessions
R-1: Electronic Records Roundtable
Bring your success stories, your challenges, and your questions to this open discussion on electronic records. All NAGARA members are welcome to participate. We will also be seeking suggestions for future Clearinghouse articles on electronic record issues and program session ideas for next year’s Joint Annual Meeting with the Council of State Archivists and the Society of American Archivists in Washington, DC.
C-7: Judicial Records: What is a Court “Public Record” in the Digital Age?
This session will lay the foundation for understanding the challenges associated with judicial records, and will help frame the questions that will be explored in more detail in the subsequent three sessions on public access to judicial records, privacy, and long-term preservation. (Part of Judicial Records Track)
Panelists: Ron Hedges, retired federal judge; Pari Swift, Senior Records Manager, Office of the Ohio Attorney General

C-8: Records Management Outreach and Education
This session will explore approaches used by records management programs at all levels of government to improve knowledge and awareness among government employees in general, and records liaisons in particular.
Speakers: Jim Cundy, State Records Branch Manager, Kentucky Department for Libraries and Archives; Rhonda Freeze, Records Manager/Archivist, Butler County, OH; Arian D. Ravanbakhsh, Office of the Chief Records Officer, National Archives and Records Administration

10:00 a.m.-10:30 a.m.  Break with Poster Presentations

10:30 a.m.-12:00 p.m.  Concurrent Sessions

C-9: Electronic Records Preservation in the Cloud
Both Michigan and Kentucky adopted Tessonella’s Preservica as their electronic records preservation systems. They will discuss the factors that influenced that decision and their experiences with governance and implementation.
Speakers: Caryn Wojcik, Government Records Archivist, Michigan Records Management Services; Mark Myers, Electronic Records Archivist, Kentucky Department for Libraries and Archives

C10: Judicial Records: Access to Digital Judicial Records
We have a long tradition of public access to court records, based on the common law and on constitutional guarantees of freedom of the press and speech. Today, complete court files can be accessed from one’s home, and the file will contain far more detailed information about the parties and their dispute, as the courts adjudicate the case through various pre-trial motions. Does this new paradigm of court file management require us to review the rules regarding public access to court records? (Part of Judicial Records Track)
Panelist: Richard Varn, Executive Director, Coalition for Sensible Public Records Access; Moderator: Ron Hedges, retired federal judge

C-11: Professional Certification
This session will explore the benefits of professional certification and the various certificates that are available.
Speakers: Teri Mark, Institute of Certified Records Manager; Daphne O. DeLeon, Academy of Certified Archivists; Michael Sherman, NAGARA Local Government Certificate; Representative from SAA’s Digital Archives Specialist (DAS) Curriculum and Certification Program

12:00 p.m.-1:30 p.m.  Annual Luncheon and Keynote Speaker

1:30 p.m.-3:00 p.m.  Concurrent Sessions

C-12: Electronic Records Preservation In-House
This session will explore the various in-house electronic records preservation systems that are in use. Issues to be address include implementation, costs, resources, etc.
Speakers: Matt Veatch, State Archivist, Kansas Historical Society; Debbie Bahn, Electronic Records Archivist, Washington State Archives

C-13: Judicial Records: Privacy and Digital Judicial Records
The digital age presents a particular challenge to traditional and emerging concepts of personal privacy. Can we develop rules or automated business processes that protect privacy while ensuring public access to the essential workings of the courts? How can court personnel administer such a complex system to assure that common law and constitutional requirements are addressed, while the court is allowed to operate efficiently? (Part of Judicial Records Track)
Moderator: Melanie Sturgeon, Director, Arizona State Archives
C-14: Developing a Social Media Records Governance Strategy
Social media technologies enable conversations and interactions among individuals in an ad hoc and collaborative manner, resulting in information that may be transient in nature. Despite its seemingly informal nature, records are often created and must be managed. This session will explore effective governance policies and best practices for managing these records.

Speakers: Patricia C. Franks, PhD, CRM, San Jose State University, School of Library and Information Science

3:00 p.m.-3:30 p.m.  Break with Poster Presentations

3:30 p.m.-5:00 p.m.  Concurrent Sessions

C-15: Advocating for the Present and the Future: Getting Support for Electronic Records Programs
This session will explore how to advocate for electronic records programs. Topics to be addressed include identifying strategies, presenting a strong business case with stakeholders and resource allocators, enlisting supporters in advocacy efforts, and creating/delivering compelling messages on the need and value of electronic records programs.

Speakers: Kris Stenson, Electronic Records Archivist, Illinois State Archives; Barbara Teague, State Archivist, Kentucky Department for Libraries and Archives; Jim Corridan, State Archivist, Indiana State Archives; Tanya Marshall, State Archivist, Vermont State Archives & Records Administration

C-16: Judicial Records: Preservation of Digital Judicial Records
The court records of pre-Victorian England, meticulously transcribed on parchment, can easily be read by scholars and historians today, but few among us can read the computer data generated in living memory. How can we build long-term preservation considerations into new systems we adopt today, and where is the money coming from? (Part of Judicial Records Track)

Presenter: Lori Ashley, Senior Consultant, Cohasset Associates; Stephen Levenson, Administrative Office of the U.S. Courts; Moderator: Melanie Sturgeon, Director, Arizona State Archives

C-17: ISO 16363: Trustworthy Digital Repositories
ISO 16363 was adopted in 2012. It defines a recommended practice for assessing the trustworthiness of digital repositories. It is applicable to the entire range of digital repositories. It can be used as a basis for certification. This session will discuss the content of the recommended practice and experiences with attempting to comply with it.

Speakers: Mark Conrad, Archives Specialist, National Archives and Records Administration; Glen McAninch, Manager of the Technology Analysis and Support Branch, Kentucky Department for Libraries and Archives

5:30 p.m.-7:00 p.m.  Reception
Join us for a light hors d'oeuvres reception at the Hyatt Regency.

Saturday July 13

7:00-11:00 a.m.  Registration

8:30 a.m. - 4:30 p.m.  Workshop
(Preregistration required; check W-3 on registration form)

W-3: An Introduction to Digital Curation for Public Records Professionals
This one-day workshop will address fundamental issues, concepts and considerations of digital curation. The intended audience is those who are responsible for public records. Digital curation is a term that is now widely used to describe the management of and provision of access to digital materials throughout their entire life – from pre-creation system design and planning to use and reuse. Many ideas, tools and methods from the arena of digital curation are highly relevant to government archivists. However, most of the training and literature related to digital curation has focused on scholarly materials and large scientific data sets, rather than public records. This workshop will address the nature...
of digital materials, preservation considerations, strategies for engaging with producers of content, access considerations, and models for assessing various activities. It will include a combination of lectures, discussions and hands-on exercises. We will draw from materials developed for the highly-successful series of DigCCurr (digital curation curriculum) Professional Institutes, which have been developed through a grant from the Institute for Museum and Library Services (IMLS). We will also discuss lessons and perspectives from projects called Educating Stewards of Public Information in the 21st Century (ESOPI-21) and Educating Stewards of the Public Information Infrastructure (ESOPP), which have also been funded by IMLS.

NOTE -- Space is limited and preregistration is REQUIRED (see "Session Preferences" on the Annual Meeting registration form). If you are registering for the Annual Meeting, there is no additional charge to attend the Digital Curation Workshop. The Digital Curation Workshop is open to non-conference participants for a fee of $75. If you register for the Digital Curation Workshop at no charge as a conference attendee, but do not attend and did not cancel your registration prior to Wednesday, July 10, 2013, you will be billed $50 for workshop expenses that could not be recouped by having that seat available for another registrant.

Speakers:
- Dr. Helen Tibbo, Alumni Distinguished Professor, School of Information and Library Science, University of North Carolina-Chapel Hill
- Dr. Christopher Lee, Associate Professor, School of Information and Library Science, University of North Carolina-Chapel Hill

8:30 a.m.-10:00 a.m. Concurrent Sessions
C-18: Records of Elected Officials
This session will explore the issues associated with acquiring and preserving the records of mayors and governors.

Speakers:
- Mark Vopelak, Archivist, University of Indianapolis, Institute for Civic Leadership & Mayoral Archives
- Roger Christman, Senior State Governors’ Records Archivist, Library of Virginia: Archive of the Commonwealth

C-19: Electronic Records Research Forum
This unique forum will give conference attendees an opportunity to learn about the various research initiatives taking place to address electronic records management and preservation. Attendees can visit the various researchers to learn about their projects and to ask questions.

Speakers:
- Kenton McHenry, Research Scientist, National Center for Supercomputing Applications
- Rob Kooper, Senior Research Programmer, National Center for Supercomputing Applications
- Richard Marciano, Professor/Researcher, University of North Carolina at Chapel Hill
- Caryn Wojcik, Government Records Archivist, Michigan Records Management Services
- Others, TBD

10:30 a.m.-12:00 p.m. Concurrent Sessions
C-20: Local Government Experiences with Disaster Prevention and Response
This session will cover basic archival principles that all records managers should follow to prevent disaster or to mitigate their results. Attendees will also hear about a county archives that had to evacuate their building after the discovery of severe structural damage, the stress and uncertainty of dealing with a possibly catastrophic event that no prior planning could have averted or assisted, and the subsequent move to new facilities.

Speakers:
- Gillian Hill, Records & Information Manager/Archivist, Greene County, OH
- Tina S. Radcliff, County Records & Information Manager, Montgomery County, OH

C-21: Electronic Records Research Forum
See C-19

Judicial Records Track...
We are proud to offer an entire one-day track of Judicial Records programs on Friday during the NAGARA Annual Meeting: sessions C-7 (What is a Court "Public Record" in the Digital Age?), C-10 (Access to Digital Judicial Records), C-13 (Privacy and Digital Judicial Records) and C-16 (Preservation of Digital Judicial Records). If Judicial Records training is important to you, you won't want to miss our Judicial Records track!
**WEDNESDAY, JULY 10**
7:00 a.m.-5:30 p.m. .......... Registration
9:00 a.m.-12:00 p.m. ...... W-1: Disaster Preparedness (Pre-Conference Workshop)
1:00 p.m.-4:00 p.m. ........ W-2: Basic Records Management (Pre-Conference Workshop)
9:00 a.m.-10:15 a.m. ...... Coffee with Exhibitors
10:15 a.m.-11:15 a.m. ..... P-1: A New Day in Government Recordkeeping: Year One of The Archivist’s Managing Government Records Directive (Plenary Session)
11:15 a.m.-12:00 p.m. .... P-2: Presidential Directive — NARA Update (Plenary Session)
12:00 p.m.-1:30 p.m. ...... Buffet Lunch in the Exhibit Area
1:30 p.m.-3:00 p.m. ........ C-1: Total Cost of Ownership
1:30 p.m.-3:00 p.m. ........ C-2: Developing and Applying General Record Schedules
1:30 p.m.-3:00 p.m. ........ C-3: Challenges Providing Access to Government Records
3:00 p.m.-3:45 p.m. ........ Coffee with Exhibitors
3:45 p.m.-5:00 p.m. ........ C-4: Developing Your Records Management Program: What You Need to Know to Get Your RM Program Moving Forward
6:00 p.m.-8:00 p.m. ........ State Library Reception

**THURSDAY, JULY 11**
7:00 a.m.-5:00 p.m. ........ Registration
8:00 a.m.-9:30 a.m. ........ Opening Breakfast and Business Meeting
9:30 a.m.-10:15 a.m. ...... Coffee with Exhibitors
1:00 p.m.-4:00 p.m. ........ W-2: Basic Records Management (Pre-Conference Workshop)
4:00 p.m.-6:00 p.m. ........ NAGARA Committee Meetings
6:00 p.m.-7:00 p.m. ........ Early Bird Reception in the Exhibit Area

**FRIDAY, JULY 12 (∗ -- Judicial Records track)**
7:00 a.m.-5:00 p.m. ........ Registration
8:30 a.m.-10:00 a.m. ...... R-1: Electronic Records Roundtable
8:30 a.m.-10:00 a.m. ...... ∗C-7: Judicial Records: What is a Court “Public Record” in the Digital Age?
8:30 a.m.-10:00 a.m. ...... C-8: Records Management Outreach and Education
10:00 a.m.-10:30 a.m. .... Break with Poster Presenters
10:30 a.m.-12:00 p.m. .... C-9: Electronic Records Preservation in the Cloud
10:30 a.m.-12:00 p.m. .... ∗C-10: Judicial Records: Access to Digital Judicial Records
10:30 a.m.-12:00 p.m. .... C-11: Professional Certification
12:00 p.m.-1:30 p.m. ........ Annual Luncheon and Keynote Speaker
1:30 p.m.-3:00 p.m. ........ C-12: Electronic Records Preservation In-House
1:30 p.m.-3:00 p.m. ........ ∗C-13: Judicial Records: Privacy and Digital Judicial Records
1:30 p.m.-3:00 p.m. ........ C-14: Developing a Social Media Records Governance Strategy
3:00 p.m.-3:45 p.m. ........ Break with Poster Presenters
3:45 p.m.-5:00 p.m. ........ C-15: Advocating for the Present and the Future: Getting Support for Electronic Records Programs
3:45 p.m.-5:00 p.m. ........ ∗C-16: Judicial Records: Preservation of Digital Judicial Records
3:45 p.m.-5:00 p.m. ........ C-17: ISO 16363: Trustworthy Digital Repositories
5:30 p.m.-7:00 p.m. ........ Hyatt Regency Reception

**SATURDAY, JULY 13**
7:00-11:00 a.m. .......... Registration
8:30 a.m.-4:30 p.m. ........ W-3: An Introduction to Digital Curation for Public Records Professionals (Preregistration required)
8:30 a.m.-10:00 a.m. ...... C-18: Records of Elected Officials
8:30 a.m.-10:00 a.m. ...... C-19: Electronic Records Research Forum
10:30 a.m.-12:00 p.m. .... C-20: Local Government Experiences with Disaster Prevention and Response
10:30 a.m.-12:00 p.m. .... C-21: Electronic Records Research Forum
Registration Form

Name ____________________________
Title ______________________________
Agency ____________________________
Street ______________________________
City ________________________________
State __________________ Zip ___________
Telephone __________________________
E-mail ______________________________

First Time at NAGARA Annual Meeting?  ❑ Yes  ❑ No

Conference Registration

Prior to After 7/1
Registration Type 7/2 & On-Site
❑ NAGARA or ARMA Member*. $275.00 ...... $300.00
❑ Non-Member ......................... $325.00 ...... $350.00
❑ Daily Rate (Thursday/Friday) . $150.00 ...... $150.00
  ❑ Thursday  ❑ Friday
❑ Daily Rate (Saturday) ............ $75.00 ...... $75.00
❑ Student .............................. $105.00 ...... $105.00
❑ Guest** .............................. $105.00 ...... $105.00

Guest Name __________________________

Pre-Conference Workshops
❑ W1-Disaster Preparedness ...... $40.00 ...... $40.00
❑ W2-Basic Records Mgmt. ....... $40.00 ...... $40.00
❑ W1 & W2-Both Workshops ..... $70.00 ...... $70.00

Total Amount Enclosed _____________

* NAGARA Member: Employee of national, state or local programs holding NAGARA membership, OR individual member.
** Guest: Those who are not archival or records management professionals; includes admissions to meals and receptions, but not sessions.

Paying by Credit Card

Type of Card:  ❑ Visa  ❑ MasterCard
Expiration Date: __________ Card #: __________
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Please make checks or purchase orders payable to NAGARA and mail with this registration form to:
NAGARA, 1450 Western Avenue, Suite 101, Albany, New York 12203
Phone (518) 694-8472 • Fax (518) 463-8656 • Email nagara@caphill.com

Session Preferences

Please indicate your preference for each time session. This information will help assure adequate seating.

Wednesday, 5:30 p.m.
❑ Early Bird Reception
Thursday, 8:00 a.m.
❑ Opening Breakfast
Thursday, 10:15 a.m.
❑ Session P-01
Thursday, 11:00 a.m.
❑ Session P-02
Thursday, 1:30 p.m.
❑ Session C-01
❑ Session C-02
❑ Session C-03
Thursday, 3:45 p.m.
❑ Session C-04
❑ Session C-05
❑ Session C-06
Thursday, 5:30 p.m.
❑ State Library Reception
Friday, 8:30 a.m.
❑ Roundtable R-01
❑ Session C-07
❑ Session C-08
Friday, 10:30 a.m.
❑ Session C-09
❑ Session C-10
❑ Session C-11
Friday, 12:00 p.m.
❑ Lunch & Keynote
Friday, 1:30 p.m.
❑ Session C-12
❑ Session C-13
❑ Session C-14
Friday, 3:30 p.m.
❑ Session C-15
❑ Session C-16
❑ Session C-17
Friday, 5:30 p.m.
❑ Hyatt Reception
Saturday, 8:30 a.m.
❑ *Workshop W-3
❑ Session C-18
❑ Session C-19
Saturday, 10:30 a.m.
❑ Session C-20
❑ Session C-21

*W-3: Check this box if you wish to register for this workshop. Preregistration is REQUIRED. If you are registering for the Annual Meeting, there is no additional charge to attend the Digital Curation workshop, but if you do not attend and did not cancel your registration prior to July 10, you will be billed $50 for workshop expenses that could not be recouped by having that seat available for a one-day, workshop-only registrant.
2012-13 NAGARA Officers & Board of Directors

President: Daphne DeLeon, Nevada State Library and Archives
Vice President: Tanya Marshall, Vermont State Archives & Records Administration
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Mark Conrad, National Archives & Records Administration
Glen McAninch, Kentucky Department for Libraries and Archives
Tanya Marshall, Vermont State Archives & Records Administration
Pari Swift, Office of Ohio Attorney General Mike DeWine
Vicki Casteel, Indiana Commission on Public Record

2013 Local Arrangements Committee

Chair: Jim Corridan, Indiana Commission on Public Records
Ted Cotterill, Indiana Commission on Public Records
Vicki Casteel, Indiana Commission on Public Records
Vicki Parkhurst, Indiana Commission on Public Record
Derrick Williams, Indiana Commission on Public Records
Alan January, Indiana Commission on Public Records
Andrew Noga, Indiana Commission on Public Records
Michael Vetman, Indiana Commission on Public Records

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Annual Meeting Cancellation Policy...

Full refunds for Annual Meeting registration, pre-conference workshops, or special events or tours will be made upon receipt of notification, in writing, before July 2, 2013. Any registrant cancellation notification received after July 2 and before July 10 will be eligible for a 50% refund of the registration fee paid. Due to contractual obligations, no refunds will be granted to pre-registered no-shows or cancellations on or after July 10. Should any function be cancelled, NAGARA will attempt to contact all registrants and full refunds will be made.

Additional Meals & Reception Tickets...

All meals and receptions are free to Annual Meeting registrants. You may also purchase meal and/or reception tickets for spouses or other non-registering guests. Stop by the Registration Desk to purchase your additional tickets.