

“Disposal – What is it good for?”

Two speakers, Q&A and audience discussion



The presentations will provide an insight into some of the issues currently facing organisations and staff.

Methods of Disposal of Information

This presentation will feature experts, Martin Fordham (State Records Office) and Gail Murphy (Information Enterprises) providing pertinent insights into the “tools available” to both the public and private sectors, and the necessary “imperatives for using them”.

Martin Fordham, State Records Office

Martin has been at the SRO since September 1997. Recently he has focussed his skills on the development of disposal authorities, in particular ‘Sector’ disposal authorities, in which functional or core business records are covered by one disposal authority, and General Disposal Authorities. Martin also assisted in the development of the SRO’s Online Retention and Disposal Application (ORDA).

Gail Murphy, Information Enterprises

Gail E Murphy is the Senior Consultant and Trainer with Information Enterprises Australia Pty Ltd (IEA) an information management consulting, employment and training company which has been providing these services to clients since 1986. Her main role is to coordinate IEA’s employment and consulting services, provide consulting services to clients and to develop and present IEA’s programme of records management courses.

RIM Professionals CPD = 2 Points

Event details

Date: Monday 23 May 2016

Time: 7am to 9.30am

Where: Royal Perth Golf Club
Labouchere Road, South Perth

(Limited parking passes available for the first registrants on the day)

Registrations close: Monday 16 May 2016

Cost (incl GST)

Attendance Fee:	\$100
Discount ASA/IIM:	\$90
Discount Corporate/Affiliate rate:	\$50
Discount Associate Rate:	\$45
Discount Chartered/Fellow rate:	\$40
Discount Student (fulltime):	\$20

*Corporate members must be nominated corporate members to receive the discount. If you are not sure of your membership type, please contact Maree Cooper **BEFORE** registering:*

maree.cooper@rimpa.com.au

If you register at a discount rate you are not entitled to, you will automatically be charged at the correct rate

Includes: Cooked and Continental Breakfast, Tea & Coffee

Sponsor

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REGISTRATION



Please return to: Fax: 1800 333 802 or email: wendy.morris@rimpa.com.au
Leave credit card details blank if you intend to pay upon receipt of invoice

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Dietary Requirements: _____
Association & Member No.: _____
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Security Code: _____ Cardholder: _____ Signature: _____

More information about our event

DISPOSAL – What is it good for?

In recent times, at least over the last 15 years, more and more employees and business people have been inducted, educated and shown the value of managing information properly.



Extensive instruction has been provided on “*when to create records; how to create records; and how to capture and control records*”. A vast range of Policies and Recordkeeping and Business Systems have evolved to make these mechanisms ‘even easier’. Given the focus on Creation, Capture, and Control, it may not seem so curious that many organizations (both government and private) have such difficulty in disposing of time expired information when legally appropriate to do so.

This presentation will feature experts, Gail Murphy (Information Enterprises) and Martin Fordham (State Records Office) providing pertinent insights into the “*Methods of Disposal of Information*”; the “*Tools Available*” to both the public and private sectors, and the necessary “*Imperatives for Using Them*”.

More information about our presenters

Gail E Murphy

Gail E Murphy is the Senior Consultant and Trainer with Information Enterprises Australia Pty Ltd (IEA) an information management consulting, employment and training company which has been providing these services to clients since 1986.

Her main role is to coordinate IEA’s employment and consulting services, provide consulting services to clients and to develop and present IEA’s programme of records management courses.



Gail holds a Bachelor of Applied Science (Library and Information Studies) from the West Australian Institute of Technology (WAIT, 1981) and a Graduate Diploma in Advanced Library and Information Studies from Curtin University of Technology (1985).

Her experience within the records management industry is extensive, having worked within the public and private sectors for over thirty years. Prior to her employment with IEA Gail worked as a Librarian in the public library environment and as a Records/Information Manager in State government, local government and the resources sector.

Her expertise is the auditing and review of records management systems; development of business classification schemes and retention and disposal policies and schedules. She is also very interested in work process analysis, cultural change and managing information within Small to Medium Enterprises.

IEA’s records management courses are developed and presented by Gail as part of the company’s commercial training programme or by request in house on a client’s premises. She is a qualified trainer having completed the Certificate IV in Assessment and Workplace Training. Gail has also gained accreditation as an HP TRIM trainer and has the ability to assist users of HP TRIM in making the connection between the information management software and the compliance requirements of the organisation.

Gail has had a long association with RIMPA. Past positions have included Branch Councillor, member of the Archives and Records Week organising committee; mentoring Sub-Committee; Education and Programmes subcommittee and member of the organising committee for the RMAA 14th National Convention in 1997, and editor of the WA Branch Newsletter.

Martin Fordham

Martin has been at the State Records Office of Western Australia (SRO) since September 1997.

On completion of a Bachelor of Applied Science (Information and Library Studies) in 1995, Martin and his wife spent 18 months in London where he worked in records management positions at Rothschild Bank and the Chartered Institute of Management Accountants, among other places.



On their return to Perth, Martin started work at the SRO as a Recordkeeping Advisory Officer and later as a Recordkeeping Consultant. It was a very interesting and exciting time to be at the SRO. The *State Records Bill* was in its genesis and the SRO (or Public Records Office as it was known at the time) was moving towards its independence from the State Library of WA.

At this time the SRO was heavily involved in the provision of training in all aspects of the records management continuum, as well as providing consultancy services and developing disposal authorities. Also during the early 2000s Martin was the Editor for the Friends of Battye Library Newsletter and Convenor of the WA Branch of the Australian Society of Archivists.

With the advent of the *State Records Act 2000*, Martin was heavily involved in the development of recordkeeping Principles and Standards; information sessions throughout the State on the requirements of the Act; and assisting government agencies to prepare their Recordkeeping Plans, with particular attention to the development of Retention and Disposal Schedules.

Most recently Martin has focussed his skills on the development of disposal authorities, in particular 'Sector' disposal authorities, in which the functional or core business records of like or similar agencies are covered by one disposal authority, and General Disposal Authorities. Martin also assisted in the design and development of the SRO's Online Retention and Disposal Application (ORDA), which enables automated management of disposal authorities from initial drafts through to final approval.



Registration Terms & Conditions

All registrations for RIM Professionals Australasia events are made subject to the terms and conditions of RIM Professionals Australasia as set out below:

Payment Terms

Online Registration: Payment is required upon registration.

For invoices: Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

All invoices which remain outstanding after the 30 day payment term will be referred to a debt collection agency and all fees associated with collection of the debt will be added to the outstanding invoice total.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and do not attract any GST

Cheques should be made payable to RIM Professionals Australasia and sent to RIM Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216. Payments can also be made by EFT and credit card (Visa/Mastercard). Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment / Qualification Certificates. Please note that any registrations accepted after the RSVP date will attract a 15% surcharge. Attendees who fail to pre-register for an event but show up on the day may be turned away, however in the event they are admitted, a 50% surcharge will apply.

Cancellations

Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by emailing wendy.morris@rimpa.com.au

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

Failure to attend an event does not negate your commitment to pay for attendance. If there are extenuating circumstances, please contact wendy.morris@rimpa.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a member, but need to substitute with a non-member, the difference will be invoiced. To inform us of a name change, please email wendy.morris@rimpa.com.au We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of RIM Professionals Australasia, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

RIM Professionals Australasia is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and RIM Professionals Australasia privacy policy

FAX TO: 1800-333-802 OR EMAIL wendy.morris@rimpa.com.au