Are you considering purchasing a records management system? Do you have questions about the procurement process from a records management perspective? If so, the Ohio Electronic Records Committee ([OhioERC.org)](http://ohioerc.org/) encourages you to consider attending a FREE half-day seminar this fall.

**Date: October 28, 2015 Location: State Library**

 **274 E. First Avenue**

**Time: AM Session: 8:30-11:45 a.m. Columbus, OH 43201**

 **PM Session: 12:00-3:15 p.m.**

**Cost: *FREE!***

***Registration is required for this event @:*** <http://bit.ly/RegisterOhioERC2015Seminar>

**AGENDA**

OhioERC will host two identical sessions. Please register for either the AM session or the PM session.

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| **AM** |  | **PM** |
| **8:30** | **Registration** | **12:00** |
| **9:00** | **Records considerations during procurement**This session will provide an overview of the procurement process, including how to ensure recordkeeping concerns are dealt with during the process.*Daniel Noonan, e-Records/Digital Resources Archivist, The Ohio State University*  | **12:30** |
| **10:00** | **Break** | **1:30** |
| **10:15** | **Case study: Ohio Attorney General’s (OAG) Office**Over the past four years, OAG has been implementing a document and records management system to bring order, collaboration and compliance to the office’s records.  This session will focus on lessons learned from drafting the RFP, scoring proposals, interviewing vendors, the multi-year design and implementation process, and the interaction between information technology, vendors, records management, legal, and the business units. *Pari Swift, Senior Records Manager and Nathan Owens, Records Analyst, Ohio Attorney General’s Office* | **1:45** |
| **11:45** | **Adjourn** | **3:15** |