



Join us at the February SLA Cleveland Chapter meeting

Records Management... What You Need to Know

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Tuesday, February 21, 2006

Noveon, Inc.

9911 Brecksville Rd.

Brecksville, OH 44141

Dinner Buffet and Social Hour 6:00 p.m. – 7:00 p.m.

Program 7:00 p.m.

Are you aware of what information your corporation needs to keep for business, legal or regulatory reasons? Are you keeping information that you don't need to? Recent governance issues and government regulations have drawn unprecedented attention to records management and its important role in compliance and risk avoidance; perhaps you have even been tapped to assist with the development of a records program at your organization.

Our speaker is a records management professional with over 20 years' experience, and will share her experiences with us. She'll give us an overview of the elements of a successful records program, and explain the challenges brought by technology and multiple document formats. This is a great opportunity to get your questions answered.

Komal Gulich, CRM, is Manager of Enterprise Records Management for FirstEnergy Corp., responsible for records and information management at all company locations (nuclear and fossil power plants, subsidiaries and corporate offices). Active in ARMA at both the local and international levels, Komal is currently President of the Greater Cleveland Chapter.

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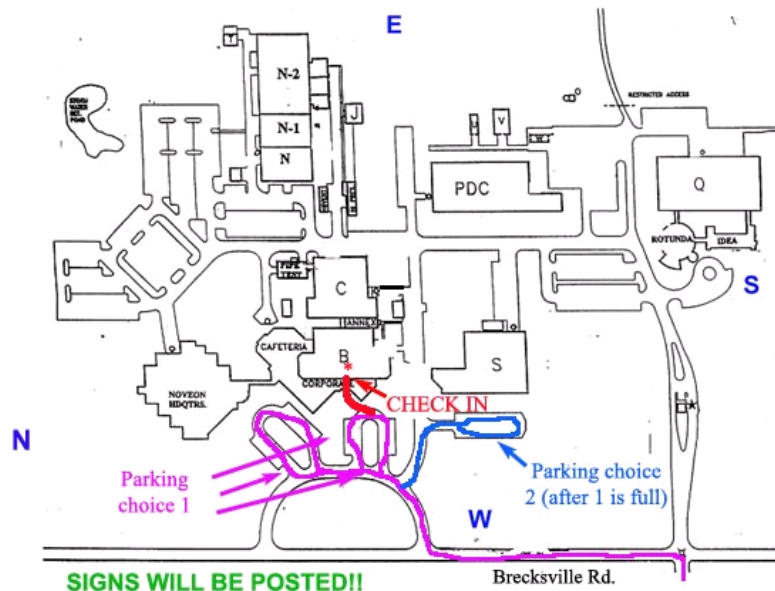
DIRECTIONS:

From the North

Take I-77 South toward Akron
Take Miller Rd. exit (**Exit 147**) toward OH-21/Brecksville Rd.
Turn **LEFT** onto Miller Rd., travel .5 miles
Turn **LEFT** onto OH-21/Brecksville Rd., travel .1 miles
Entrance to Noveon is on the **RIGHT**
DO NOT enter at the Miller Rd. entrance at the traffic light – use the visitor entrance 1 block north of Miller Rd.

From the South

Take I-77 North toward Cleveland
Take OH-21/Brecksville Rd. exit (**Exit 146**) toward I-80
Keep **RIGHT** at the fork in the ramp, travel .2 miles
Turn **LEFT** onto OH-21/Brecksville Rd., travel 1.4 miles
Entrance to Noveon is on the **RIGHT**
DO NOT enter at the Miller Rd. entrance at the traffic light – use the visitor entrance 1 block north of Miller Rd.



**Reservations: lloyds@firstenergycorp.com, or 330-384-4934
by 4 p.m. Feb. 16**

Reservations are essential, and guarantee your meal. Pre-payment is desirable. A quick email is a good notification that your reservation is in the mail.

***There is a reservation limit for this meeting – the first 34 reservations will be confirmed.**



Payment (Checks preferred, SLA Cleveland Chapter) mailed to:

Susan Lloyd, FirstEnergy Corp., 76 S. Main St., Akron OH 44308

➤ **Name:** _____

➤ **Email or phone contact:** _____

➤ **Organization as you wish it to appear on your nametag:**

___ **Member \$ 22.00** ___ **Student or Retiree \$18.00**

___ **Non-Member Guests \$23.00**

Dinner buffet features:

**Roasted Breast of Chicken with Orange Sauce
Baked Fillet of Sole Florentine with White Wine Sauce
Pasta Primavera (vegetarian)**



Special thanks to Aptigent for partial sponsorship of this meeting.

*Aptigent LLC is a software development and services company located in Beachwood, OH. Specializing in Web-based information management systems, Aptigent is developing a suite of digital object management tools, called **itemware**. The first of these, **itemright**, enables users to define, describe and deliver their collections to the Web quickly and easily.*

*Web-based, **itemright** can be used to replace or enhance existing digital media indexing systems and can be used to organize & deliver images, office documents, video, audio and other commonly used web data to make existing index files (finding aids) available for web access.*