



**Greater Seattle Chapter of
ARMA, International**

Date: Thursday, March 6, 2008

Time: 8:00-8:45 a.m. Registration, networking and breakfast; 8:45-9:45 a.m. Program

Cost: \$20 (includes continental breakfast); presentation only \$10

Location: Best Western Executive Inn (200 Taylor Avenue North). For directions, see below.

Program Title: *Digital Records Recovery: The What, Where, When, Why and Most Importantly How?*

Who Should Attend?: Records and Information Managers, IT professionals and Legal Professionals. If you need to comply with CRM credits, please contact Program Director.

Program Description

The 2006 addendums to the Federal Rules of Civil Procedures explicitly include electronic evidence as discoverable in litigation. In this session we will:

- Discuss the specifics of the new rules that apply to digital records and electronic evidence;
- Learn how to recognize potential electronic evidence in the enterprise and classify/manage it appropriately;
- Consider ways to understand identification, ownership, location, and secure preservation, recovery, and management of relevant electronic data;
- Discuss needs and gaps in litigation evidence procedures and provide policy and process guidance;
- Talk about ways that Records Managers, IT and Counsel can collaborate to oversee scoping, planning and management of electronic evidence discovery and recovery procedures.
- Discuss the importance of clear and well understood records retention rules and the records manager's role in the preservation and recovery of digital records as electronic evidence.

The presentation will begin with a short explanation of the changes that were made in the Federal Rules of Civil Procedure and explain specifically how they apply to records management practices. Matthews will look at some of the specific issues that have arisen in case law as a result of this emphasis on electronic evidence.

Matthews will discuss the communication challenges that arise between records management, IT professionals, attorneys and courts. He will discuss ways to help litigators with little or no understanding of enterprise IT operations.

Specifically Matthews will describe and demonstrate some documentation that has been created as a primer for attorneys in which is described all of the different types of electronic data, its location, ownership and the procedures, resources (time, personnel and money) required to

recover it if necessary. Matthews will talk about possible solutions to better identify and manage records that might be relevant to current or future litigation.

Matthews will encourage audience participation in a discussion of their specific environments and how the information we have shared might play out in those environments.

Speaker Profile: David R. Matthews, CISSP, GSEC, CISM, City of Seattle

David Matthews is currently the Deputy Chief Information Security Officer for the City of Seattle. He has worked in the Information Technology field since 1992. He began his IT career as a Network Administrator and all around IT support for a small public relations firm. He began working for the City of Seattle as the Technology Manager for the Legislative Department (City Council) in 1998. In early 2005 he was selected to be the first Deputy CISO for the City. In May, 2005, the City's CISO was hired by the University of Washington and David was made Acting CISO. He worked in that capacity until April, 2006 when the City hired a new CISO. In his work for the City he has developed and created a NIMS/ICS compliant incident response plan; updated and extensively re-written the City's Information Security Policy; and created and taught training courses on information security and forensics. He has most recently created an IT primer for the City's Law department as part of his collaboration with them on eDiscovery issues.

He is a participant and leader in regional information security organizations. He is the public sector co-chair of the US-Cert/DHS sponsored North West Alliance for Cyber Security (NWACS). With PSACS he has worked with the Pacific Northwest Economic Region non-profit (PNWER) to sponsor information security training for SCADA operators and managers; four Blue Cascades disaster scenario exercises, and is the creator and editor of a portal web-site with local information security and forensics activities, a library of best practice documents and links to information security and forensics web sites (www.psacs.org/portal/psacs)

David is also an active participant in the Agora, Pacific CISO forum (PACISSO), Computer Technology Investigators Network (CTIN), ISSA, ISACA, InfraGuard and ISC2. He participates on the local Critical Infrastructure Protection sub-committee of the Regional Homeland Security team, and also works with a national infrastructure protection group called TISP (The Infrastructure Security Partnership). He has published an article on Active Defense in the ISSA journal, and has presented at many emergency management and information security conferences. His most recent presentation on eDiscovery called "Translating Geek for Attorneys" has been presented to records managers, information technology and security audiences and was given as a continuing legal education course for the U.S. Attorney's office in Seattle.

David is a native of the Seattle area whose interests spread much further than IT or even Information Security. He is an avid reader, writer, hiker, biker, gardener, and a black belt in Shitoryu karate. He and his wife live with their three children north of Seattle.

Register: This program is open to all professionals interested in learning about the Digital Records Recovery. Please register by **Monday, March 3**, by email registration@armaseattle.org Include your name, organization, and phone number.

Directions to the Best Western Executive Inn: From Interstate 5, driving north or south, take the Mercer Street exit (Exit #167). At the bottom of the ramp, bear right (onto Fairview) and then go left at the stoplight. After crossing 9th Avenue, you will pass through a short tunnel and the street becomes Broad Street. Stay in the left lane as you proceed on Broad Street. The first opportunity to turn left is a left-turn lane pull-out, which you should take (onto Taylor Avenue). The Best Western Executive Inn is on the left (East) side of the street.

Parking: There is on-street metered parking available. (We can no longer offer parking for our members in the hotel's garage.) You may also take Metro buses 3, 4, or 16.

Note: You received this email because you are an ARMA International member or have expressed interest in ARMA, International. If you would like to unsubscribe from this list, please contact the Greater Seattle Chapter at <mailto:programs@armaseattle.org>.

The Chapter's Blog: Remember to check our Greater Seattle Chapter Blog (Web Log) periodically. There you will find more in-depth news and information than is appropriate for e-mail. Our chapter's Blog is at <http://seattlearma.blogspot.com>. If you would like to comment on a posting, you may do so on the Blog. If you want to add a new item, send it with an explanatory message to Roger Winters at <mailto:roger.winters@kingcounty.gov>.