

Tuesday, May 23		Wednesday, May 24		Thursday, May 25		Friday, May 26	
7:00 AM - 8:00 AM		7:00 AM - 8:00 AM		7:00 AM - 8:00 AM		7:00 AM - 8:00 AM	
Buffet Breakfast Sunset Terrace		Buffet Breakfast Sunset Terrace		Buffet Breakfast Sunset Terrace		Buffet Breakfast Sunset Terrace	
8:00 AM - 8:15 AM		8:00 AM - 10:00 AM (2 hrs)		8:00 AM - 10:00 AM (2 hrs)		8:00 AM - 10:00 AM (2 hrs)	
Opening Ceremony Royal Palm Ballroom		***Sunshine Law Rick Courtemanche Royal Palm/Banyan Rms		*** (Electronic Records Credit) Document Storage Strategy Sandy Broady-Rudd Cypress Rm		***Disaster Recovery Archie Matthews Cypress Rm	
8:15 AM - 10:15 AM (2 hrs)		***Legislative Changes Pat Gleason Royal Palm Ballroom				** (Advanced RM) RIM "Looking back, Leaning forward, Watch Your Next Step" Nancy Cologna Royal Palm/Banyan Rms	
10:00 AM		10:15 AM - 10:30 AM Break Sunset Terrace		10:00 AM - 10:15 AM Break Sunset Terrace		10:00 AM - 10:15 AM Break Sunset Terrace	
Registration Desk Opens 8th Floor Meeting Space		10:30 AM - 12:00 PM (1.5 hrs)		10:15 AM - 11:30 AM (1.25 hrs)		10:15 AM - 12:15PM (2 hrs)	
Vendor Area Opens Sunset Terrace		** (Advanced RM) Converting From Old RM System to a New RM System Sandy Tuller Royal Palm Ballroom		** (Advanced RM) Managing Social Media Priscilla Emery Royal Palm Ballroom		** (Advanced RM) Records Management Procedures Priscilla Emery Royal Palm Ballroom	
12:00 PM - 1:30 PM		Lunch On Your Own		11:30 AM - 1:00 PM Business Meeting/Luncheon Meeting - Royal Palm Ballroom Luncheon - Lido Beach Grille			
12:15 PM - 2:15 PM (2 hrs)		1:30 PM - 2:30PM (1 hr)		1:00 PM - 2:30 PM (1.5 hrs)			
*Basics of Records Management Part 1 of 2 State of Florida Archives and Records Tim Few Cypress Rm		** (Advanced RM) Communicate This! Vestina Crayton Royal Palm/Banyan Rms		** (Advanced RM) Selling Your RIM Program Earl Rich Royal Palm Ballroom		Industry Specific Roundtables • City Clerks • Clerk of Court • Education • Law Enforcement • Other Locations TBD	
2:15 PM - 2:30 PM Break Sunset Terrace		2:30 PM - 2:45 PM Break Sunset Terrace		2:30 PM - 2:45 PM Break Sunset Terrace			
2:30 PM - 4:30 PM (2 hrs)		2:45 PM - 4:45 PM (2 hrs)		2:45 PM - 4:30 PM (1.75 hrs)			
*Basics of Records Management Part 2 of 2 State of Florida Archives and Records Tim Few Cypress Rm		*** (Electronic Records Credit) Digitizing Records Donna Read Royal Palm/Banyan Rms		***Disaster Recovery Archie Matthews Cypress Rm		** (Advanced RM) Records Management Requirements and the Application Lifecycle Sandy Broady-Rudd Royal Palm/Banyan Rms	
4 .0 hours		6.5 hours		6.5 hours		4.0 hours	
Total Credit Hours: 21.00							
6:00 PM - 8:00 PM		Bus Picks up at 5:45 PM					
FRMA Board: Meet & Greet Pool Alcove Light Refreshments Served		LeBarge Tropical Sunset Cruise 7:00 PM to 9:00 PM					

* Basics of Records Management designated in green is required for first time certification only.

** A total of 4 hours of courses designated as "Advanced RM" in blue is required to complete the Advanced Records Management requirement for both initial certification and recertification.

*** Legislative Changes, Disaster Recovery, Electronic Records, and Sunshine Law designated in red are required for both initial certification and recertification.

Members may attend classes as often as desired, however, Disaster Recovery, will only be credited once during the certification / recertification period.