ARMA NOVA Chapter Webinar

Thursday, Dec 12th, 11:30 AM – 1:00 PM ET

Northern Virginia Chapter ARMA NOVA
Building Success Through Relationships

PUTTING POLICY INTO ACTION – OPERATIONALIZING YOUR RECORDS RETENTION SCHEDULE

Mel Baskin, Director of Information Governance, and
Dunia Barekzey, Senior Information Governance Program Manager, Workday

Putting Policy into Action

Operationalizing your Records Retention Schedule

This webinar will focus on guiding Information Governance (IG) and Records and Information Management (RIM) professionals in prioritizing critical activities essential to achieving compliance, enhancing efficiency, and mitigating risks. Key areas of emphasis will include: policy development and enforcement, stakeholder engagement and training, records inventory management, technology and system integration, and retention schedule updates.

The speakers will ask attendees to share their input, and they will incorporate a fun seasonal element to celebrate the holidays!

- 11:30 AM – 12 Noon ET – Networking
- 12 – 12:45 PM ET - Webinar
- 12:45 – 1 PM ET – Q&A

No cost to register!



Mel Baskin is the Director of Information Governance at Workday. With over 30 years of experience in information management, Melvin has established a reputation for leading teams and providing technical leadership across various sectors. He has over two decades of specialized expertise in managing legal records and document management systems, having worked with top law firms and corporate legal departments. His extensive background in the field positions him as a key figure in driving information governance strategies and solutions.



Dunia Barekzey is the Senior Information Governance Program Manager at Workday. Dunia is a certified project management professional with experience managing enterprise wide Information Technology, Information Management, and Records Management projects. She also has created innovative employee engagement strategies to bring awareness to information governance, records management, taxonomy development, and policy management topics.

Date: Thursday, December 12, 2024

Registration: Go to https://armanova.org/meetinginfo.php?id=101&ts=1732293360 to register for the webinar. The webinar will not be recorded – you must be present to participate!

All registrants will be required to acknowledge the following statement before registering: In exchange for this free event, I acknowledge that my registration information will be collected by ARMA NOVA, which may use my registration information in outreach and marketing, and that I can be unsubscribed from the mailing list at my request at any time. Further, I acknowledge that I will not record nor reproduce any portion of this webinar.

Classified as Public