



CALENDAR/EVENT LISTING

Contact: Donna W. Collins, CRM
Birmingham Chapter of ARMA International
205.326.1838
donna.w.collins@energen.com

Planning for Disaster Recovery

BIRMINGHAM – The Birmingham Chapter of ARMA International, a not-for-profit association and part of the leading authority on managing records and information is hosting a free one-hour seminar, *Planning for Disaster Recovery*. The seminar will be followed by a 2.5 hour workshop creating basic information needed for companies to design an organization-specific disaster recovery plan.

Topic: Planning for Disaster Recovery
Time/Date: 11:30 a.m. – 12:30 p.m., September 21, 2006
Location: Alabama Power Company's headquarters office, 600 18th St. N.. Training Room 4B
Check in at the guard's desk in the lobby. Use the 1st bank of elevators to go to the 4th floor, Training Room 4B. If desired, visit the food court and get a carry out lunch and bring it to the training room. The Training Room will be available at 11:00 a.m.
Speaker: Kirsten Givhan, Business Continuity Analyst, Corporate Information Security, Regions Financial Corp.
Costs: 11:30 a.m. – 12:30 p.m. program (free, but no lunch provided)
12:30 p.m. – 3:00 p.m. workshop (\$20 for Birmingham ARMA members, \$25.00 for non-members – Brasfield & Gorrie is providing light afternoon refreshments)
Tax ID: 63-1257426

Pre-registration not required, checks taken at door (no Visa, MasterCard accepted).
Make checks payable to: Birmingham Chapter ARMA

The program and follow-up workshop will focus on identifying and protecting the critical business functions necessary to continue operations in cases where total access to a business office is lost due to a catastrophic event or natural disaster.

Discussions will include:

- Identification of critical business functions
- What is IT doing to protect information
- If, where and how will people work
- Protection of revenue stream

The workshop is designed bring attention to the mission and business critical areas of an organization and design a team approach planning for their protection.

About ARMA International

ARMA International (www.arma.org) is a not-for-profit professional association and the authority and on managing records and information. Formed in 1955, ARMA International is the oldest and largest association for the records and information management profession with a current international membership of more than 10,000. It provides education, publications, and information on the efficient maintenance, retrieval, and preservation of vital information created in public and private organizations in all sectors of the economy. It also publishes the award-winning *Information Management Journal*.

###