



Ohio Fire & Emergency Services Foundation

2017 Administrative Assistants' Conference

April 27-28, 2017

**Quest Conference Center (8405 Pulsar Place, Columbus, OH 43240) and
Fairfield Inn & Suites (9000 Worthington Road, Columbus, OH 43082)**

PROGRAM AND SCHEDULE

PRICING

Member/Non-member pricing is determined by whether your department is a member of the Association. If you are unsure, please contact the OFCA Office before registering.

Department Member Cost: \$335 with hotel room; \$285 sharing hotel room; \$235 no hotel room

Department Non-Member Cost: \$500 with hotel room; \$450 sharing hotel room; \$400 no hotel room

PROGRAM

Records Retention Follow-up

Presenter: Pari J. Swift, MLIS, CRM

Senior Records Manager – Records Management, Office of Ohio Attorney General Mike DeWine

Overview: This presentation will be a good mix of information shared back in 2014, but because it is law and process, needs to be repeated. In addition, there will be some new information that further expands on the basic records retention topics, but more specific to newer media. This presentation

WILL be interactive with some live audience polling. Topics include:

- Purpose and Benefits of Records Management (with some jaw-dropping statistics on lost files)
- Records Commissions
- Establishing Intellectual Control (records inventory)
- Determining retention periods
- RC Forms
- Media Permanence (fun and interactive module)
- Social Media as Records
- Managing Email and Electronic Records

Administrative Assistants Roundtable

Facilitator: Kimberly Drummonds, Administrative Assistant
Cincinnati Fire Department

Overview: Back by popular demand, this session will again provide an opportunity for attendees to share best practices, documents, network, etc. Is there something of particular importance to you that you'd like to share with the group? Do you have a specific question or concern you'd like to see addressed?

NEW THIS YEAR: If you answered "Yes" to any of the above, please be prepared to submit your questions on an index card prior to the opening of the session. This will help streamline the process and ensure everyone's questions are addressed. Open discussion will be encouraged as always.

Identifying Training Opportunities for the Administrative Assistant

Presenter: Chief Lou Ann Metz, OFE
Bainbridge Township Fire Department

This session of the Administrative Assistant Conference will address what training Administrative Assistants desire or need to be effective and efficient in their vital roles within the Fire Department. This training can be broken down into technical aspects, human resource management and process analysis. What training opportunities already exist? Where can you find these opportunities, and how do you justify participating.

SCHEDULE

Thursday, April 27

12:30p.m.	Meet and Greet
1:00p.m.	Records Retention Refresher
3:00p.m.	Break
3:15p.m.	Administrative Assistants Roundtable
5:00p.m.	Break
5:30p.m.	Dinner at the Center

Friday, April 28

8:00a.m.	Breakfast at the Center
8:30a.m.	Identifying Training Opportunities for the Administrative Assistant
10:00a.m.	Break
10:15a.m.	Identifying Training Opportunities for the Administrative Assistant
11:30a.m.	Lunch