



The Richmond Chapters of AIIM, ARMA and CSCMP Present

A joint meeting between the AIIM and ARMA Old Dominion/Richmond Chapters and the Council of Supply Chain Management Professionals (CSCMP) Richmond Roundtable.

The Records Management group at Altria Client Services Inc. manages electronic and paper records for the Altria family of companies. This includes the storage and logistics of ~300,000 records boxes spread across multiple company managed and third party supplier locations. In early 2011, a bid was conducted in order to completely outsource the management of these records boxes. The remaining part of the year was spent executing this strategy and building a relationship with a new records storage supplier.

In his 8 years with Altria, Nicholas Morales has handled several large warehouse transitions and new supplier implementations. In this presentation, he will discuss the challenges behind this transition. In addition, Nicholas will share his experience on initiating an outsourcing agreement, the coordination of a transition and thoughts on how to build an ongoing relationship with a new supplier. The lessons will apply whether you are in a records management function or a logistics function.

Sponsoring Organizations:

AIIM is the International Community that provides education, research, and best practices to help organizations find, control, and optimize their information.

ARMA International is a not-for-profit professional association and the authority on managing records and information – paper and electronic.

The Council of Supply Chain Management Professionals is the preeminent worldwide professional association of supply chain management professionals.

Presenter:

Nicholas Morales
Associate Manager, Records Management – Operations and Logistics
Altria Client Services Inc.

DATE:

Wednesday, February 22nd 2012

Agenda:

11:45 AM - 12:00 PM Registration and networking
12:00 PM - 12:15 PM Lunch and announcements
12:15 PM - 01:15 PM Presentation / Questions and Answer

Location:

Altria Headquarters Auditorium
6601 W. Broad Street
Richmond, VA 23230
Enter at West Security Gate (furthest away from Broad Street)

Restrictions:

Dress code is business casual.

Note: You will be required to show a government issued ID upon arrival at Altria.

Registration:

Cost - free for members and non-members (lunch sponsored by Altria)

Note: Reservations are required and seating is limited. Registration ends on February 15th 2012. To register, contact: Tammy Camden tcamden@iggroup.com (Email is preferred) or call 804-342-7400. Please provide your name, organization, whether you are an AIIM or ARMA member, and if you will be bringing a guest.

Or:

You may register online by using the link below to provide or update your profile and register for the event.

<http://www.aiim.org/chapters/ChapterEventList.aspx?ChapterID=18>

Select the February 2012 Chapter Meeting from the list of events.

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