



## January 2007 Chapter Meeting

### Greetings!

Happy New Year! Are you ready to start the new year with an interesting ARMA Columbus Chapter Meeting? We are!! To start the new year, we are going to tackle the topic of managing email records.

The next meeting will feature Dan Jones from Honda of America Manufacturing. He will discuss how to implement an e-mail management system from planning and lessons learned.

Register [on-line](#) and bring your payment to the meeting.



### Dan Jones, Honda of America, Mfg.

Case Study: Implementing an e-Mail Management System from Planning to Lessons Learned.



Title of presentation: **Case Study: Implementing an e-Mail Management System-from Planning to Lessons Learned**

In late 2003, a small group of associates met to create a project team to improve Honda's email system. The email system was growing too large and was not being properly managed - something must be done. Around the conference room table gathered the five associates who would be tasked with what seemed to be an impossible challenge – develop and implement an email management system that would satisfy the requirements of the company... and spend as little as possible. The team was made up of the email administrator, a programmer, a paralegal, an attorney and the records administrator. Later, a tech writer was added as an important member of the original team.

This session will take you from that initial meeting through the steps the project team took to revamp an existing, virtually unmanaged email system into a compliant email solution that allows email messages to be retained/destroyed according to our pre-existing record retention schedule... with very little user involvement.

We will:

- review the decision process used to set project goals
- uncover the resources that already exist that were vital to the success of the project
- review the results of the small and large pilot programs conducted to ensure project success
- resolve a problem that could have derailed the entire program
- success - November 2004 company-wide implementation

Finally, we will review the project – two years after implementation. Did we meet our goals? Lessons learned?

To join the ARMA International Columbus Chapter, contact [Jim Carson](#), ARMA Director of Membership.

Questions or Comments? Email [Melissa Roach](#), ARMA Corresponding Secretary.

**Date: 01/18/07**

**Time: 2:30 pm—5:00 pm**

**Cost: Members \$10.00  
Non-Members \$15.00**

**Contact Person: ARMA  
Corresponding Secretary  
[Melissa.Roach@bwc.state.oh.us](mailto:Melissa.Roach@bwc.state.oh.us)**

[Sign Up Now](#)



### Location Details

School Employees Retirement System (SERS)

300 E. Broad St.  
Columbus, OH (Downtown)

\*You must enter the parking lot from Grant Avenue.

Links to Websites:

[Map Quest](#)

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