

South Carolina Public Records Association

2017 CONFERENCE AGENDA

"SECURING YOUR RECORDS IN A DIGITAL AGE"

Tuesday, October 24

4:00 pm—6:00 pm Early Registration (2nd floor ballroom lobby)

7:00 pm—11:00 pm After Hours Hospitality

Wednesday, October 25

8:00 am—Registration opens (2nd floor ballroom lobby)

All Conference Sessions will be held in Avalon Ballroom A&B unless otherwise noted
Vendor Exhibits are located in Avalon Ballroom C

10:30 am **Orientation for New and Non-Members, Andrew Bigony**

Andrew Bigony, Lexington County Records Manager, is employed with Lexington County as the County's Records Manager. Andrew has been with the County for 10 years. Andrew has been a member of SCPRA for 9 years, has held the office of Administrator for the Midstate Region where he was recognized as the Member of The Year for 2008, and helped lead his Region to become the Region of The Year in 2008. Andrew is currently serving in two positions on the Board of Directors for SCPRA, President and Region Affairs Coordinator.

11:00 am **"Connect and Reconnect" Meet & Greet Records Roundtable**

11:30 am Exhibitor booths open and lunch on your own

1:00 pm **Welcome & Announcements (located in Ballroom A&B)**

1:30 pm **Keynote Address: "South Carolina Secretary of State's Office in the Digital Age", Secretary of State Honorable Mark Hammond**

Mark Hammond grew up in Spartanburg, where he graduated from Dorman High School. He received a Bachelor of Arts Degree in Political Science from Newberry College in 1986, and went on to obtain a Masters in Education from Clemson University in 1988. Secretary Hammond completed special basic training at the South Carolina Criminal Justice Academy in 1991 and worked as a Criminal Investigator, aiding prosecutors for the 7th Circuit Solicitor's Office, until 1996. From 1996 to 2002, Secretary Hammond was elected, then re-elected as Spartanburg County's Clerk of Court. On November 5th, 2002, he was elected as South Carolina's 41st Secretary of State. In 2006, Secretary Hammond again claimed victory. In 2010, Secretary Hammond won a third term of office. South Carolinians again selected Mark Hammond as their Secretary of State in 2014, with nearly 60 percent of the votes.

2:30 pm **Intermission: Visit Exhibitor Booths**

2:45 pm **Exhibitor Presentations**

4:00 pm **American Cancer Society Presentation**

*Dinner available in Restaurant until 10 pm (your dinner meal coupon is good Wednesday **or** Thursday)

7:00 pm—11:00 pm After Hours Hospitality

Thursday, October 26

6:30 am **Breakfast begins in Restaurant**

8:30 am **"General Retention Schedules", Carolyn Smith, SCDAH**

Carolyn Smith, SC Department of Archives & History, has worked at the South Carolina Department of Archives and History in various positions since her career began in 1974 as a part-time employee. She is currently employed in the Records Management Division as a Records and Information Analyst. Carolyn has been a member of the SCPRA since its origin. She has previously held the position of Secretary to the Mid-State Region and is a current SCPRA Board Member.

9:30 am **Intermission: Visit Exhibitors**

10:00 am **"Record Management Within The South Carolina Commission on Indigent Defense and the Importance of Data Collection", Hugh Ryan, SC Commission on Indigent Defense**

Hugh Ryan is currently a resident of the Irmo area. He is a 1993 magna cum laude graduate of Wofford College and a 1998 graduate of the University of SC School of Law. Upon graduation from law school Mr. Ryan clerked for the Honorable M. Duane Shuler, circuit judge now retired, for one year when he joined the Sumter law firm of Lee, Erter, Wilson, Holler and Smith. During his tenure there he also served as an Assistant Public Defender in Sumter County. In August ,2005, he accepted a position as an Assistant Solicitor for the Third Judicial Circuit which he held until joining the staff of SCCID as Deputy Director and General Counsel in July, 2007. He was named Executive Director of SCCID in February 2017. He has been an officer in the US Army since 1993. First serving as Field Artillery Officer then transferring to the JAG Corps upon completion of law school. Hugh presently holds the rank of Lieutenant Colonel in the US Army Reserve Judge Advocate Generals Corps, assigned to the 12th Legal Support Detachment at Ft. Jackson, SC. He is the father of two children, Hugh IV, age 15, and Kristin, age 12, and a golden retriever, Maddie. His is a member of Riverland Hills Baptist Church.

11:00 am **"Email as a Record", Michelle VanAllen, Santee Cooper**

Michelle Van Allen, CRM, graduated from College of Charleston with a BS in Business Administration and later from CSU with an MBA. Michelle is a Certified Records Manager and has worked at Santee Cooper for thirteen years as the Supervisor of the Records Management department. During those years she has seen many changes, implementing ECM, new scanning processes and increased staff. Recently she has begun work directly for the VP Administration, in addition to Records Management oversight, she now handles data analytics for the Admin department. Prior to joining Santee Cooper, Michelle worked for a large Charleston law firm as the Administrative Services Manager. Michelle grew up on Johns Island where her parents still reside. Michelle is married and has 6 grown up children. She and her husband also have 5 grandchildren and one more on the way. Michelle enjoys the busyness of a large family, spending time with the grandchildren, and enjoys hunting and camping. She and her husband also own 3 race cars and enjoy participating in drag races and spending time with our racing family.

12:00 pm **Lunch in Exhibitor Hall, Exhibitor Drawings**

1:30 pm **"Internet Safety", Rick Floyd, Greenville County Schools**

Rick Floyd has over 20 year's law enforcement experience, retiring from the Greenville City Police Department in 2011. While with the Greenville City Police Department, he was over internet/computer crimes, being responsible for investigating all electronic related crimes. He was extensively trained in computer forensic investigations in 2004 by the Federal government in Washington DC. After being trained in computer forensics, he became a member of the local U.S. Customs (ICE) task force where he

investigated child pornography cases, and conducted computer forensic investigations. He was also a member of the S.C. Attorney General Internet Crimes Against Children task force (ICAC), where he investigated internet crimes against children by chatting online as an underage child, and investigated criminal solicitation/enticement cases involving underage children over the internet. He was also responsible for community training on internet safety. He began working for the Greenville County School district in September of 2011, in Education Technology Services Information Security. Information Security is responsible for protecting information stored on the school district network, the safe use of the school district computers, insuring safe access to the district network, and preventing unauthorized access to the school district network, both internally and externally. Information Security implements security improvements by assessing the current situation; evaluating trends, and anticipating requirements.

2:30 pm **Intermission**

3:00 pm **Region Meetings (Locations TBA)**

4:00 pm **Networking Workshop**

*Dinner available in Restaurant until 10:00 PM

7:00 pm—11:00 pm **After Hours Hospitality**

Friday, October 27

6:30 am **Breakfast begins in Restaurant**

8:30 am **Special Interest Groups: "Understanding Your Retirement System", George Hazin, SCRS Field Services Manager**

George Hazin is the Field Services Manager for the South Carolina Retirement Systems, having been employed with PEBA for 28 years. Mr. Hazin previously served as Field Services Representative for the South Carolina Retirement Systems, Field Services Representative Employee Insurance Program, and Customer Services Representative Employee Insurance Program. Mr. Hazin's job duties include managing the day to day operations of the Field Services Team, Providing in house and on-site training for Benefit Administrators, conducting Educational Seminars for employees and retirees on retirement and insurance benefits, and serving as an advocate for covered employers, assist in resolving complex issues.

9:30 am **Intermission**

10:00am **"The Rhythm of the Beat", Yolanda McCray**

Yolanda McCray, a native of Georgetown, SC, earned her Bachelor of Science Degree from Clemson University in the field of Electrical Engineering. She worked as an Engineer for 10 years at a Textile Company. Her career began as a Maintenance Engineer, then later earning her spot as the Quality Assurance Production and Process Engineer Leader. This position made history, as she was the first African American and Female to secure this position in the Plant for which she worked. After her ten-year career as an Engineer, Yolanda's desires and goals in life began to change as she was led by God to resign her position as an Engineer to work with girls and young ladies. This change would set the course for a life-long journey and adventure as a Youth Advocate, Youth Leader, Mentor and Motivational Speaker. Yolanda's motto is, "I used to engineer products, now I engineer girls through God's leading."

As she continues in her quest to build better futures for girls and young ladies she has become a Certified Professional Youth Life Coach and is working on authoring her first book for young ladies. Yolanda is driven to provide the necessary tools to help girls reach their goals, one girl at a time, one step at a time.

11:00 am Business Meeting and Closing Remarks

12:00 pm Board Meeting

