

2-15-1996

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University Marketing and Communications, "02/15/1996 - Lecture On Electronic Record Keeping.pdf" (1996). 1996. 35.
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96-54

February 15, 1996

FOR IMMEDIATE RELEASE:

LECTURE ON ELECTRONIC RECORDKEEPING

CHARLESTON -- Eastern Illinois University's Department of Business Education and Administrative Information Systems will host speaker David O. Stephens, CRM, CMC, of Dataplex Corporation in Ridgeland, Miss. at 7 p.m. Tuesday, Feb. 20 in Lumpkin Hall 127.

His topic is "Making the Transition from Paper to Electronic Recordkeeping Systems."

Stephens is an internationally recognized authority in the records and information management field, according to Lillian Greathouse, chair of Eastern's Department of Business Education and Administrative Information Systems. He has 20 years of experience in the field and has developed or improved records management programs for more than 100 corporations and government agencies throughout the United States and Canada.

He is a Certified Records Manager, and recently served as president and CEO of ARMA International, a professional association representing over 11,000 records managers from some 25 countries throughout the world.

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DAVID O. STEPHENS

Stephens is a co-author to the Fourth Edition of the book, *Information and Records Management*, which is generally regarded as the standard reference work on records management in North America. He also is contributing editor of the *Records Management Quarterly*.

He was awarded status as a Certified Management Consultant (CMC) by the Institute of Management Consultants in 1992.

The lecture is free and open to the public. For more information, contact the Department of Business Education and Administrative Information Systems at 581-2627.