



# Rise & Shine Breakfast



**Friday – June 27, 2008**

**Holiday Inn Martinsburg**

7:15 – 7:30 a.m. – Coffee & Conversation

7:30 a.m. (SHARP) - Breakfast Buffet

8:00 – 9:00 a.m. – Program

**Kevin Knowles, Records Management Solutions**  
*“Protecting Your Records”*

The need to protect personal and business records and guard against stolen identities has never been greater. At the same time, the laws requiring proper record storage and disposal have never been more strict. Business owners and managers need to know the right way to maintain safety, while also complying with state and federal regulations.

Cost:

\$15 for Chamber Members

\$23 for Non-Members

Reservations required and must be made at the Chamber Office no later than Wednesday, June 25. Cancellations accepted until 12:00 p.m. on Thursday, June 26. Please fill out the form and return it to the Chamber of Commerce of Martinsburg and Berkeley County, 198 Viking Way, Martinsburg WV 25401.

## Rise & Shine Breakfast

Company Name: \_\_\_\_\_

Individual(s) Attending: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: 304-267-4841

Fax: 304-263-4695

Email: chamber@berkeleycounty.org

Method of Payment  Visa/MasterCard/Discover

Check Enclosed  Pay at Door

Bill Me (Chamber Members Only)

Credit Card # \_\_\_\_\_

Exp. date \_\_\_\_\_

Signature \_\_\_\_\_

RMS