



**Allison Elmore, CRM, CIGO, IGP, CIP, MBA  
Senior Manager of Corporate Records  
Olin Corporation**

In this position, she is responsible for all global policies and procedures around Records Management and development of the global retention schedule. Allison oversees the Corporate Records Management department that handles all Records Management Training and Auditing, Legal Holds, and Document requests. She performs records training, conducts internal record audits in accordance with the Olin Records Management Policy, participates in special projects and investigations and serves on the Corporate Records Management Leadership Team. She is active with ARMA International, the Greater Chattanooga ARMA Chapter, AIIM, MER, CIGO Association, and ICRM.