

ARMA

Columbus Chapter

Oct., 2006 Newsletter

THE RECORD



"Wisdom out weighs any wealth." Sophocles

President's Message



President's Message for October 2006

I can't believe they are calling for snow later in the week!! I've lived in Ohio for just over 7 years now and this will be my 8th winter here and I can't remember ever getting snow in October. I'm used to it snowing in North Dakota in October. Make sure you bundle up and turn up the heat before venturing out to our October ARMA meeting.

Our October meeting will feature two great topics related to document imaging. The first topic is: Increasing the ROI on Your Document Imaging Equipment presented by Matt Brown from Versitec and the second topic is: Maintaining Upkeep and the Importance of Preventive Maintenance on Your Document Imaging Equipment presented by Val Kaser and JR Crawford also from Versitec. The fun doesn't stop there. Thanks to our great meeting sponsors, Kodak and Versitec, interested meeting attendees can catch the red-hot and first place Columbus Blue Jackets hockey team for a reduced price. (DISCLAIMER: The Jackets are 2-0-1. Past performance is not a guarantee of future performance.) That's my feeble attempt at comedy. Mike J, I need you to send me a couple of your jokes!! Please check out the website for more details on the October meeting.

I really have to apologize for missing last month's meeting, my first at President. From what I hear, Judy Cobb from the OCLC put on an excellent presentation about digital archives. Some of you already know why I missed the September meeting. For the rest of you that don't, my wife Mandy and I welcomed a bouncing baby boy, Lucas Michael, into the world. He was 7lbs 3oz and was 19 3/4 inches long. My plan is to not miss any future meetings.

Getting back to Chapter news, please join me in welcoming Jim Fielden to the ARMA Columbus Chapter Board. Jim is taking on the role of Website Administrator. This is an important role as we add more and more functionality to our website every month so it will be a valuable resource to our membership. So when you see Jim at the October meeting, go over and congratulate him.

The Board is feverishly working towards accomplishing the goals that we set earlier this year. We are looking into starting an scholarship/grant program that will allow someone the opportunity to pursue further education in Records Management. We want to develop a great Chapter Library as a resource to all members. If anybody were willing to donate some books, videos, tapes, studies, etc., the chapter would be very appreciative. I would like to encourage our vendors to see if they could offer up some resources. Some of the training and certification programs can be pricey, but if we get some vendors to help out I think they can be more affordable. Please contact me if you are interested in making a donation to the Chapter Library. My contact information is on the website at <http://www.armacolumbus.org/>.

I look forward to seeing you at the meeting. As always, any member is welcome to attend the Chapter Board meetings. Please contact any Board member with feedback or suggestions on the chapter.

Mike Purington
ARMA Columbus Chapter President



Editor's Note

ARMA International holds its annual conference in San Antonio this month and this newsletter provides a sneak preview. We have notices on two ARMA projects that will be pursued at this meeting as well as registration information for any of you "late birds". On the other hand if you'd rather be an "early bird" you can read the ARMA notice about how to submit a proposal to ARMA for the 2007 conference. So whether you're an "early bird" or a "late bird" whether you go by the credo "Don't let the grass grow under your feet" or "Never do today what you can put off til tomorrow" ARMA is adaptable to your personal style.

Seriously our own ARMA Columbus chapter is always interested in what is on our membership's mind and the "Promote RIM in Your Organization" article reprinted in this newsletter is our response to a question raised by a local member. We hope it addresses this individual's concerns and the rest of our membership also finds it informative. Of course if there are other topics and concerns you are interested in feel free to write to me your Newsletter Director/Editor at mbrandt@columbus.rr.com.

Our membership director Jim Carson contributed a section that tells you how you can check the ARMA International website to be sure your profile there is up to date. Don't worry, it's a simple process. But if like this writer you forgot your password, no problem. ARMA will promptly send it upon request.

And if you're not an ARMA-Columbus member or you may know someone who may be interested Jim also contributed a few well chosen words on the benefits of becoming a member.

You may also note the announcement concerning our seminar next year. We're looking for a few good people to plan and organize another exciting event.

Finally we also welcome to ARMA-Columbus, our new website director Jim Fielden. The period when we went without a website director wasn't easy and maintaining the website

was more of an adventure than we cared to experience. So we thank Jim for coming forward and giving us his time and the benefit of his skills.

Michael Brandt

Newsletter Director

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ARMA Notes and News

Coming Attractions

You are invited to attend October's meeting of the
Greater Columbus Ohio Chapter of ARMA
Followed by a Night with the Columbus Blue Jackets

Friday, October 27th, 3-5:30pm
at
Cranel, Inc.
8999 Gemini Parkway
Columbus, Ohio 43240

Pizza and beverages will be served,
while the following topics will be discussed:

**Increasing the ROI on Your Document Imaging Equipment
&
Maintaining Upkeep and the Importance of Preventive Maintenance
on Your Document Imaging Equipment**

Tickets to the Blue Jackets Game against Los Angeles
will be Available for Purchase after the Meeting.

*****Tickets are Limited and are on a First Come, First Served Basis.*****

Cost of Attendance:

\$10 for Meeting Admission

\$20 for Meeting Admission and Blue Jackets Ticket

**Please RSVP by Friday, October 20th to Melissa Roach
By registering online.**

When registering on-line, <http://www.armacolumbus.org/meetings/register.php>
please make a note in the **comments** section if you want to pay the **\$20** for the meeting and a ticket to the
game

October's Meeting of the Greater Columbus Ohio Chapter of ARMA is Sponsored by :



Versitec
MANAGED SERVICE SOLUTIONS

We Look Forward to Seeing You at Cranel, Inc.!

Membership Corner

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Are you getting the most value out of your ARMA membership?

Becoming a member of ARMA International (www.arma.org) is an important step for Records Management professionals to have access to the latest resources and current events regarding the records management field. Did you know that becoming a member of ARMA International does not automatically make you a member of our local Columbus chapter? . The Columbus ARMA chapter (www.armacolumbus.org) provides a tremendous opportunity to network with and gain practical knowledge and interact with other local records management professionals. Examples of past events and presentations include the following:

- * The new ISO Standard 15489 Presented by Eugenia Brumm, CRM
- * "How to Maintain a Digital Archive" Presented by Judy Cobb of OCLC
- * Tour of Iron Mountain facility in Pennsylvania

Don't miss out on the exciting events we have planned for this year including:

- * Mock Trial
- * The New Rules of Civil Procedure, presented by Dino Tsibouris, Esq
- * Enterprise Content Management, Presented by Charlie Arp, CRM

If in doubt contact ARMA International or Jim Carson to make sure you are a member the Columbus Chapter. Your local Columbus ARMA chapter is here for you! For membership information, contact Jim Carson at (614) 777-1701, or carsonj@cintas.com.

The Greater Columbus Ohio ARMA Chapter

Interesting in developing your leadership skills?

Interesting in developing team-building skills?

Interesting in developing your process task skills?

Interesting in developing your networking skills?

What to increase your involvement with the local ARMA chapter?

**Well, if you've answered yes to one or more of these questions...
ARMA has the perfect opportunity for you...**

Join the Greater Columbus ARMA Seminar Committee

Tasks include:

- ✓ Working directly with the Seminar Director to prepare objectives, goals and budget for the annual seminar
- ✓ Planning, organizing and makes all arrangements for the Chapter's biggest fundraiser and chapter promotional event of the year
- ✓ Committee acts as primary liaison with Marketing and Newsletter Directors in advertising the spring seminar

This committee considers all aspects of developing a successful seminar to promote the records and information management profession and the hot topics that impact businesses and organizations of all sizes and types.

The committee is forming now; contact your Seminar Director, Yvonne Harris, 614-628-8260 (w), yharris@op-f.org.

ARMA Conference & Expo in San Antonio,

October 22-25, 2006

Register for the Conference and Expo Today!

Are your records and information being managed consistently and effectively throughout the enterprise? Are you up-to-date on the latest technologies and best practices? Are your RIM, IT, legal, and compliance departments working together on e-mail management and electronic records management in general?

Find out what it takes October 22-25 at ARMA's 2006 Conference and Expo in San Antonio, Texas. It's the only place to turn for the latest information on the business and technology of managing records and information.

Conference features **more than 90** educational sessions in four tracks: The Business of Managing Information as Assets, Legal & Compliance, Information Technology, and Career Development. We are also offering special educational programs and an extensive pre-conference line up.

Register securely online today and get all the details [here](#) . Be sure to pass the information along to others on your compliance team.

Attend ARMA's 2006 San Antonio Expo FREE

Gain in-depth knowledge and hands-on information when you visit the ARMA'06 Expo on October 22-24 in San Antonio. Featuring about 200 industry-leading vendors and numerous educational sessions, ARMA's Expo will not disappoint. You'll get latest and greatest information to help you make the best decisions for your company. With three information-filled days, you'll want to take advantage of this opportunity to register FREE. Expo-only attendees who register before October 13 are eligible to win one of three XBOX 360s. Click [here](#) for more information and to register online.

Develop Standards

Please join us for the Standards Development Committee open task force meetings on Sunday, October 22, 2006, at the Henry B. Gonzalez Convention Center, San Antonio.

11:30 a.m. – 12:20 p.m.

- SDC Open Forum – Room 216B
- Audit Assessment Guideline for RIM Programs (Proposed by AIEF) – Room 218

12:30 p.m. – 1:20 p.m.

- Records Management in Litigation Support – Room 216B
- Risk Management/Risk Mitigation – Room 218

1:30 p.m. – 2:20 p.m.

- Guideline for Electronic Records Storage – Room 216B
- Business Process Analysis –Room 218

2:30 p.m. – 3:20 p.m.

- Developing Digital Format Information and Records Management Methodology – Room 216B
- External Review Task Force – Room 218

3:30 p.m. – 4:20 p.m.

- Collaborative Environment Workspace Issues – Room 216B
- ISO 15489 Implementation Guideline – Room 218

4:30 p.m. – 5:20 p.m.

- Controlled Vocabulary in Records and Information – Room 216B
- Issues and Considerations for Managing Electronic Messages as Records – Room 218

Please stop by any of the open task force meetings above, or visit us at the SDC Booth (#741) on the exhibit floor.

If you cannot attend the ARMA International Conference, please visit us at www.arma.org/standards.

ARMA Needs Your Help on Competency Project!

The next step in the competency development project will be the online validation phase, which will involve 2,000 RIM professionals from various levels of the profession and a wide range of industries. Participants will review specific sections of the competency model related to their areas of expertise and provide feedback that will help validate the competencies and determine how tasks should be weighted to reflect such things as their importance and frequency. If you are interested in volunteering for this phase of the project, please send a copy of your résumé to [Jacki Conn](#), education manager.

Don't "Wait til Next Year!"

ARMA Now Accepting Proposals for 2007 Conference

ARMA International's 2007 Program Committee invites you to share your experience and expertise at the association's 2007 Conference and Expo in Baltimore, MD, October 5 – 10, 2007.

We're looking for individuals to provide attendees with challenging, interactive, learner-centered education. If you can effectively communicate the skills needed to elevate the profession, use this unique opportunity to share your experience within the information management profession.

ARMA International is seeking proposals that reflect:

- Practical application of technologies, strategies and techniques
- Leading-edge international information as it relates to the management of records and information
- Issues that participants must overcome to advance in their profession
- Emerging trends in every aspect of the information management profession
- Best practices and case studies from organizations, institutions, and government agencies
- Solutions provided by applicable take-aways, tools, and job aids

[Submit your proposal online](#) by October 27, 2006.

ARMA International Educational Foundation

What is the AIEF?

The AIEF is a funding resource for individuals and organizations, devoted to supporting education and research programs that promote the advancement of knowledge in the field of information management. Established in 1997, the Foundation relies on donations and/or sponsorships to build the endowment.

The AIEF is working to define the future of records and information science by:

- Funding educational opportunities and instruction to individuals for the purpose of improving and developing their capabilities in the area of records and information management;
- Funding scientific research in records and information management; and
- Awarding grants, scholarships and fellowships to individual students and educational institutions to further promote and develop records and information management.

Why should ARMA Columbus support the AIEF?

ARMA Columbus should support the Foundation as a means to make an investment in our future and the future stability of the records and information management profession.

We all benefit from the research, benchmarking studies, and guidelines and standards development conducted by the AIEF. The research papers published by the AIEF provide RIM practitioners with rules and tools that can be applied to our work environment today. We also have the knowledge and satisfaction of making a difference and contributing to the stability of the records and information management profession in the future.

AIEF Accomplishments

Since 2003, the AIEF has funded five first-rate research projects that are available to you for free at www.armaedfoundation.org.

“Legal Obstacles to E-mail Message Destruction,” research by John C. Montaña, J.D.

“Legal Holds & Spoliation: Identifying a Checklist of Considerations that Trigger the Duty to Preserve,” a study by John J. Isaza, Esq.

“Access Rights to Business Data on Personally-Owned Computers,” a study by John C. Montaña, J.D.

“RIM Checklist for Mergers, Acquisitions, Divestitures, and Closures,” a study by John T. Phillips, CRM, FAI.

“A Minor Nuisance Spread Across the Organization: Factors leading to the Establishment and Support of Records and Information Management Programs,” a study by Richard J. Cox, Ph.D.

In 2006, AIEF announced a scholarship program for students in graduate degree RIM programs.

What can you do to support the AIEF?

- Make a personal financial commitment to building the endowment with a 5/100 Legacy Pledge –
Check with your company as they may have a Charitable Matching Program
- Make a memorial or special gift to AIEF
- Participate in the Vendor Partner Program
- Visit <http://www.armaedfoundation.org> to learn about more opportunities for giving

AIEF / ARMA International Annual Conference Activities

If you're going to San Antonio, you can participate in the Charity Golf Outing to be held in conjunction with the ARMA International Conference on October 21, 2006. Sponsored by Clancy's, all proceeds will benefit the Endowment Fund of the Foundation. One price (\$125) includes dinner, beverages, and night golfing. Visit <http://www.armaedfoundation.org/clancys.html> for more information.

Sure to be a highlight of the San Antonio Conference is the AIEF Silent Auction to be held on the Expo floor. The auction will be open from 11 am to 5 pm Sunday and Monday, October 22-23.

Want to donate a gift for the auction? Items that can easily fit in luggage are most appreciated. You can mail donations to: Patricia Vice, CRM, FAI AIEF President, 5215 First Street, Crosby, TX 77532.

Promote RIM in Your Organization!

Managing records and information is an essential element to the competitiveness and accountability of an organization. Too often, RIM professionals are the unsung heroes of the organization. It's time to promote the value of RIM!

These materials have been developed to help you promote the value of proper records and information management practices within your organization. By selecting these, you'll be taken to the ARMA International bookstore where you can complete your purchase.

[Records Management at Procter & Gamble – A Commitment to Good Governance](#)

P&G has been named among the top five Most Admired Companies in 2006 by FORTUNE magazine and P&G ranks as the third Most Admired Company globally. In this [free download](#), learn more about P&G's records management program – a program recognized for its excellence with the 2005 Iron Mountain / ARMA International Award for Overall Excellence in Records and Information Management.

[Think Outside The Box Poster](#)

Hang several of these posters throughout your organization to help each employee understand that records management is their responsibility – and that managing information goes well beyond managing paper!

[Records@Work Pamphlet Series](#)

They're brief, easy-to-read, and specifically targeted to non-records management staff. This is the brochure series that will have everyone in your organization reading and learning about the value of solid records and information management. Records@Work brochures cover basic RIM topics that every employee in your organization needs. These are great for orientation packets and training. Choose

from four titles (click on the link below to view a sample of the brochure).

- [What Is a Record?](#)
- [What Do I Do with All This e-Mail?](#)
- [What Do I Do with All of My Old Records?](#)
- [How Should I Pack Records for Storage?](#)
- [What Information Do I need to Keep Secure?](#)
- [What Do I Do with All This Paper](#)
- [What Is a Records Center](#)
- [What Are Vital Records?](#)

[What's Your RIM IQ?](#)

That's the theme of the eye-catching materials designed specifically for you to use in your internal promotion activities. Many of the materials available to you here are free of charge, while others may be purchased at a nominal fee.

Check out these exciting promotional tools:

- [RIM IQ Poster](#)
- [RIM IQ Poster\(French\)](#)
- [RIM IQ Notepads](#)
- [RIM IQ Magnets](#)

[Putting the Cart Before the Horse: Why Records Management Needs Should Play a Larger Role in Defining and Selecting Enterprise Content Management Systems](#)

Invite your IT manager to take advantage of this Web seminar as well. It has direct relevance to his or her efforts to deploy an ECM solution. This Web seminar will challenge you to understand the central role your compliance and liability environments have on your records management needs and the fundamental role those needs should play in defining and evaluating content management requirements and potential ECM solutions.

[The Boardroom and Beyond: Marketing Your RIM Program](#)

ARMA 2005 Conference proceedings from Stephen Neilly's presentation about marketing your RIM program within your organization.

[RIM 101 for Legal](#)

ARMA 2005 Conference proceedings from John Montana, JD, and Brent Gatewood. This PDF download is ideal for pass-along to your internal legal or compliance department.

[RIM 101 for IT Professionals](#)

ARMA 2005 Conference proceedings from Rick Stirling. This PDF download is ideal for pass-along to your IT department professionals.

[IT 101 for RIM Practitioners](#)

ARMA 2005 Conference proceedings from Lloyd Dugan. This PDF download can help you better understand the world of IT as you approach collaboration.

[Keeping Good Company: How Information Management Drives Accountability, Competitiveness & Compliance](#)

This DVD training tool can help your company achieve organizational training in records and information management across the organization. Beyond simply helping to satisfy Sarbanes-Oxley Federal Sentencing Guidelines, this training tool can help your organization become more competitive through better information management. Companion training manuals (also available for purchase) will assist in facilitating group training. Corporate content licensing for internal use across an intranet available upon request.

[Risk Profiler Self-Assessments](#)

The Risk Profiler suite allows you to identify your risk potential and have access to best practices that will help your organization remain compliant and more competitive.

The first step to determining whether your programs are an asset or potential liability is to conduct a private self-assessment. To assist you, ARMA International has developed an online assessment suite, powered online by NetDiligence.

- [For Records and Information Management](#) – Determines the general health of your overall Records and Information Management program.
- [E-Discovery](#) – Assesses your organization's preparedness for litigation and potential e-discovery with content expertise by LECG.
- Cyber-Security – Evaluates your computer network resources and information assets. Available spring 2006.

Article Downloads:

[Marketing Your RIM Program](#)

[IM: Invaluable New Business Tool or Records Management Nightmare](#)

[The Corporate Records Conundrum](#)

[E-mail, Voice Mail, and Instant Messaging: A Legal Perspective](#)

Courtesy ARMA International