



**ARMA**

**Columbus Chapter**

**March, 2007 Newsletter**

**THE RECORD**



“Nothing great was ever achieved without enthusiasm.”  
Ralph Waldo Emerson

# President's Message



*Hello ARMA Members,*

*I'm filling in for President Purington this month. I'm your vice President Cathy Stanley. What a great year we have had so far! There are some exciting things happening within the chapter lately. We are incorporating an online payment system for meetings so you can pay for meetings using your company or personal credit card. Check the website for more information.*

*If you missed last month's meeting and our tour of the RSL Disaster Recovery Facility, you missed a great session! Our speaker was Eric Ventors, President of RSL Disaster Recovery. I personally learned a great deal. When most companies plan for disasters they very rarely plan for the recovery of personnel to keep the business rolling. So we received a great lesson in how to accomplish that task.*

*Our annual seminar is coming in May and we are really excited! We have retained another great speaker for this year, Donald Skupsky. For the first time we have partnered with other professional organizations, the Midwest Archives Conference and the Society of Ohio Archivist to further our commitment to expose ARMA members to as many learning opportunities as possible. The committee is working very hard on making this seminar one our best. There is more information on the seminar in this issue of the newsletter so please read on.*

*Please don't miss our meeting this month March 15<sup>th</sup> at AEP in Gahanna where our speaker will be Charlie Arp of Battelle Memorial Institute and his topic will be Enterprise Content Management. Charlie is a great speaker and I am sure you will learn a great deal.*

*Our June meeting has not been finalized so if you have some suggestions on something fun to do please let us know.*

*Have a great month and see on the 15<sup>th</sup>!*

*Cathy Stanley*



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## *Editor's Note*

March has rolled in if not like a lion then at least a fierce lamb. But we at ARMA are ready.

We have something here for proactive members, the word on ARMA activities, the compliance survey, a free web seminar on the challenges of collaboration in records management, the AIIM Conference and Expo this April and a new ARMA sponsored book *Records & Information Management: Making the Transition from Paper to Electronic* by David O. Stephens, CRM. Other items of interest we have here are news on a data privacy bill, the question of how well the U.S. government makes the cybersecurity grade and what ARMA International is doing to help Iraq's National Archives.

A lot is happening but there's always room for more. Let me know if there's something you'd like to see in the newsletter.

Michael Brandt  
Newsletter Director

# ARMA Columbus 2006-2007 Leadership

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# ARMA News and Notes

## Coming attractions



### March 2007 Chapter Meeting

**Date:** 3/15/07

#### Greetings!

The March meeting will feature Charles Arp from Battelle. His topic is "Managing Electronic Records Using an Enterprise Content Management Application". Jim Fielden, ARMA Columbus Chapter Web Director, has been working on the meeting and seminar registration features on the website. You are now able to pay for your meeting fees and seminar registrations online via PayPal.

**Time:** 3:00 pm—5:00 pm

**Cost:** Members \$10.00

**Non-Members** \$15.00

**Contact Person:** [Melissa.Roach@bwc.state.oh.us](mailto:Melissa.Roach@bwc.state.oh.us)

#### Location Details

**American Electric Power (AEP)**

**700 Morrison Rd.**

**Gahanna, Ohio**

### April 2007 Chapter Meeting

**Date:** 4/12/07

**Special Guest:** TAB Products

**Topic:** Limiting exposure to litigation through organizing, accessing, and managing critical documents and records.

**Time:** 2:30 pm—5:00 pm

**Cost:** Members \$10.00

**Non-Members** \$15.00

**Contact Person:** [Melissa.Roach@bwc.state.oh.us](mailto:Melissa.Roach@bwc.state.oh.us)

#### Location Details

**Ross Laboratories**

**Stelzer Road**

**Columbus, Ohio**

### May 2, 2007-- Annual Spring Seminar

**ARMA INTERNATIONAL GREATER COLUMBUS OHIO CHAPTER  
PRESENTS**

The (MAC) MIDWEST ARCHIVES CONFERENCE Pre-Conference  
Workshop

At our  
**Tenth Annual Spring Seminar**

“LEGAL REQUIREMENTS FOR RECORDS AND INFORMATION MANAGEMENT  
PROGRAMS”

BY

**Donald S. Skupsky, JD, CRM, FAI, MIT**

Wednesday, MAY 2, 2007  
8:00am- 4:00pm

The Columbus- A Renaissance Hotel  
50 N. THIRD ST., COLUMBUS, OH 43215

Save the DATE!

Visit <http://www.armacolumbus.org> for more information



**Program:** Is your Records and Information Management (RIM) Program legally fit? Think about that for a moment before confidently stating "YES."

We all agree that a properly designed and implemented RIM program will overall improve efficiency and reduce costs. But does that guarantee it will also adequately facilitate the litigation process. Many organizations operate records and information systems which fail to meet legal requirements. Records are often the critical factor in protecting a company's reputation or ensuring that contractual responsibilities have been met. Records and Information Management programs can be a valuable tool for helping records professionals serve their companies' best interests, but only if the program has accounted for all applicable legal requirements.

**Who Should Attend:**

Attorneys  
Records Management  
Professionals

Medical Records Professionals

Information Management  
Professionals

Comptrollers  
Document Management  
Professionals  
Micrographic Specialists

Information Technology  
Professionals

Corporate Librarians  
Legal and office  
Assistants  
Office Managers and  
Supervisors  
Legal Services  
Administrators

**Speaker:** Our speaker this year is the President of Information Requirements Clearinghouse (Denver, Colorado). Mr. Skupsky is also the developer of *Retention Manager 3*, the sophisticated records retention software and the editor of *Legal Requirements for Business Records: The Electronic Edition*, a CD-ROM research tool to search United States and International Law for laws and court cases related to recordkeeping, records retention, evidence and information technology systems. He is the author of *Recordkeeping Requirements*, *Records Retention Procedures*, *Legal Requirements for Information Technology Systems*, and *Law, Records and Information Management: The Court Cases*.

Mr. Skupsky is also a Records and Information Management Consultant responsible for developing records retention programs and analyzing other legal issues affecting records and information management programs. He conducts national seminars and regularly publishes journal and magazine articles. Mr. Skupsky serves as the Director of Legal Research for Iron Mountain Consulting Services.

Mr. Skupsky received the Juris Doctor (JD) degree from the University of Michigan Law School and has been admitted to the bar in Colorado and Michigan. He is also a Certified Record Manager (CRM). Mr. Skupsky also received the prestigious Emmett Leahy Award in 1994 from the Institute of Certified Records Managers for outstanding contributions to the information and records management profession. In 1995, he was admitted to the Company of Fellows of ARMA, International (FAI) – the highest honor bestowed by the association. In 1999, Mr. Skupsky received the Masters of Information Technology (MIT) award from the Association for Information and Image Management.

Mr. Skupsky has served the Association of Records Managers and Administrators (ARMA) as Chairman of the U.S. Legislative and Regulatory Affairs Committee, Chairman of the Records Retention Standards Subcommittee, and Contributing Editor to the Records Management Quarterly. He has also served as a contributing member of the Association for Information and Image Management (AIIM) Task Force on a Performance Guideline for the Legal Acceptance of Records Produced by Information Technology Systems and the American Bar Association (ABA) Subcommittee on Electronic Commercial Practices - Image Processing Project.

**CRM's:** You can earn CRM and CLE Credits for your attendance at the seminar.

**Registration:** On line registration for the seminar will be available on our chapter website beginning in February. Watch your e-mail for further announcements. You will also be able to register by mail.

**Early Bird Price is \$150. After April 1st, the Price is \$180**

**Exhibit/Sponsorship Opportunities:** Registration for vendors will be available on our chapter website beginning in February. For more information, contact Yvonne Harris @ [yharris@op-f.org](mailto:yharris@op-f.org) or [yharris003@columbus.rr.com](mailto:yharris003@columbus.rr.com).

Please contact Yvonne Harris at 614-628-8260 or e-mail [yharris@op-f.org](mailto:yharris@op-f.org) for the questions.

Check back at [www.armacolumbus.org](http://www.armacolumbus.org) for updated details on costs and CRM Credits.

## Deadline Extended for Compliance-Focused Research Survey

ARMA International and IDC invite you to participate in an online survey focusing on the secure records and information infrastructure for compliance. If you are knowledgeable about your organization's efforts around information management and/or records retention initiatives – including the policy and design and deployment and maintenance of the messaging, storage, and security infrastructures – please take a few minutes to complete the survey. If there is someone else in your organization that would be better prepared to respond, please pass along this information.

The survey, which should take no more than 15 minutes to complete, is anonymous. Results from the survey will be the basis for a whitepaper; responses will be reported only in the aggregate.

Please take a few minutes today to respond to the survey, which is accessible at [kinesisurvey.com](http://kinesisurvey.com).

Courtesy ARMA International

## Free Web Seminar to Discuss the Challenges of Collaboration



### Collaboration: New Challenges for Electronic Records Management

Presenter: Maurene Caplan Grey, Principal Analyst, Grey Consulting

Pre-recorded Seminar: Monday, March 12 – Monday, March 19

Live Teleconference: 12:00 p.m. (CT), Monday, March 19

New collaborative toolsets are emerging and existing toolsets are consolidating. Some of the information created through these toolsets will be records, and records and information management (RIM) specialists need to plan for these new record types. That means being aware of the human and

technology market trends and best practices that will help you get ahead of the market. Online registration and program details on the ARMA website.

Courtesy ARMA International

## AIIM Conference & Expo April 16-19



You're invited to attend the AIIM Conference & Expo to learn how to create real business value from your information assets. Join thousands of IT professionals, records managers, and system integrators, for expert insight and advice from the world's leading information management practitioners and suppliers.

Technologies and strategies covered include data capture and storage, records management and compliance, content and document management, search and information access, content integration and business process management. Compare, contrast and evaluate the products/services you may already be researching online and meet face-to-face with the top information management suppliers.

The event is being held in Boston, April 16-19. For up-to-date conference and exposition information, please visit [www.aiimexpo.com](http://www.aiimexpo.com).

Courtesy ARMA International

## 10 Ingredients to a Successful Transition from Paper-Focused RIM Model to Electronic-Focused

Historically, records and information management (RIM) programs were organized around paper-based, physical recordkeeping systems and processes. Today's electronic world demands that they accommodate a combination of electronic and paper. This transition to an electronic records

model is necessary to optimize the value of information by ensuring that it is easily accessible, complete, true and accurate, and fully usable for any and all legal and business purposes.

In this new book, *Records & Information Management: Making the Transition from Paper to Electronic*, author David O. Stephens, CRM, focuses on 10 key ingredients for successfully transitioning from a paper-centric model to an electronic one. Available only in the ARMA International Bookstore.

Courtesy ARMA International

## Data Privacy Bill Offers More Consumer Protection

Two U.S. senators have introduced a comprehensive data privacy and security bill that will affect company policies and increase consumer protection.

Patrick Leahy (D-VT) and Bernie Sanders (I-VT) revised the Personal Data Privacy and Security Act that failed to pass in 2005. The bill increases the criminal penalties for those involved in identity theft. Also, companies will be required to establish internal policies that protect personal data and give notice to individuals whose information is compromised in a security breach. Data privacy has become such a problem that major companies such as Microsoft and Google have joined in the efforts.

See related article at [www.arma.org](http://www.arma.org)

Courtesy ARMA International

## U.S Government Doesn't Make the Cybersecurity Grade

The Cyber Security Industry Alliance (CSIA) is calling for Congress to pass a comprehensive data-protection law in 2007 after the U.S. government received low grades in three areas of cybersecurity.

A grade of D was given in the areas of security of sensitive information, security and reliability of critical infrastructure and federal government information assurance. Although massive data breaches in 2005 did push Congress to introduce a breach-notification law, it failed partly because of jurisdictional disagreements between multiple congressional committees. The CSIA is also calling for the strengthening of power of the chief information officers.

More at CIO.com....

Courtesy ARMA International

## ARMA International Reaches Out to Iraq National Archives



A February 7 New York Times article highlights the conditions suffered by the staff of the Iraq National Library and Archives (INLA), as documented in the online diary of INLA Director Saad Eskander. ARMA International's Board Chair Cheryl Pederson will be sending a message to Dr. Eskander offering moral support as well as ARMA International's assistance in the form of publications and other training materials. ARMA International and SAA provided training materials to Dr. Eskander in early 2006, after representatives of both organizations met him at an International Council of Archives meeting.

More at the New York Times website ( [www.nytimes.com](http://www.nytimes.com) ).

Courtesy ARMA International