



ARMA

Columbus Chapter

April/May, 2007 Newsletter

THE RECORD

“Curiosity is one
mind.”



ertain characteristics of a vigorous

Samuel Johnson

President's Message



President's Message for April 2007

Once again as I write the President's letter the weather is turning cold. It's amazing how the weather can go from 80° one day to 38° another. I think everybody is anxiously awaiting the arrival of spring and the permanent warmer weather. Unfortunately, our hometown Buckeyes went a little cold from behind the 3-point line during Monday night's Men's National Championship Basketball game. Regardless of the outcome, I'm proud of our team and look forward to next year with the hope that Greg Oden comes back for "One more year!"

Moving on to our ARMA news. Our March meeting featured Charlie Arp from Battelle. Charlie discussed how to Manage Electronic Records Using an Enterprise Content Management Application. This was a timely presentation, as ECM is becoming the popular standard many companies are striving towards. Thank you Charlie for a great presentation.

Our April meeting will feature Dean Ingram and Randy Sellke from Tab Products. They will be speaking about Limiting Your Exposure to Liability Through Legislative and Regulatory Compliance. One of the main objectives of a records management program is to mitigate legal exposure. Please plan on attending this meeting to learn how this can be accomplished from a different perspective.

I can't believe that this ARMA Chapter year is quickly winding down. After our April meeting, we have our Annual Spring Seminar in May. The Annual Spring Seminar features Don Skupsky discussing Legal Requirements for Records and Information Management Programs. For those of you that know Don, you know that he is a leader in the Records and Information Management field. This is a seminar you don't want to miss! Invite your legal folks as well because this seminar has been pre-approved for 6.5 CLE credits by The Ohio Supreme Court as well as 6 CPM credits from the ICRM. Please go to the website at www.armacolumbus.org to register.

The June meeting is our final meeting of the year. It is designated as our Chapter Officer Transition meeting and end of the year celebration. This meeting is where we thank our outgoing Officers and Directors for their hard work and dedication and welcome the incoming Officers and Directors. We also celebrate the great year we had as a Chapter.

This is a very important time of year for the Chapter. As previously mentioned, our June meeting is our Chapter Officer Transition meeting. Well, we need to hold elections soon so we can as a Chapter vote on who will be replacing our outgoing Officers and Directors. I encourage all members and especially new members to consider running for a Board Position. Being on the Board has been a very fulfilling experience for me personally. If you are concerned about the amount of responsibility of a Board position, please realize that each Board position is different. Some positions require more work than others, but you will always have the support of previous board members. Serving on the Board will allow someone to gain leadership and project management skills plus meet and work with some great people. Be on the lookout for more information to follow in a different communication.

As always, I look forward to seeing you at the meeting. Remember, 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

Spring has come and at this time a young man's heart turns to

- a. Love.
- b. Baseball
- c. Records Management

What better answer than "c"? In fact April is the official RIM month. We have the word on that and other ARMA news in this newsletter. You may also want to check out the stories on upcoming ARMA publications, a new glossary of RIM terms and guidelines for records conversion, evaluation of records storage facilities and for outsourcing electronic records storage.

We trust you'll find these items of interest. We're also beginning a new feature, a profile of one of our chapter leaders. In this newsletter we have our chapter President Michael Purington. We hope you'll like it.

Of course if you the reader have something in mind you'd like to see us address by all means let us know. We understand that communication is a two way street.

Michael Brandt
Newsletter Director

ARMA Columbus 2006-2007 Leadership

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Leadership Profile

Michael Purington

Wife: Mandy

Son: Lucas - 6 months old

Employer: Abbott Laboratories, Ross Products Division

Position: Supervisor, Records Services

Main Responsibilities: Division Record Retention Schedules, Division Policy and Procedures, Manage offsite records storage contracts and secure document destruction contract, Division Records Management Expert - field all questions related to Records Management, ECM System Administrator, Document Imaging Supervisor - manage day-to-day imaging operations including the work of 3 contract employees

BBA from University of North Dakota majoring in Information Management and Business Management

Been in Records Management since 1999

Became a CDIA+ in 2002

Became a CRM in 2004

In process of completing AIIM ERM Master Certification

Hobbies: Watching most sports, trying to golf, spending time with family especially my young son and friends

Something you may not know about me: Originally from North Dakota and still have lots of friends and family living there so I try and make it back at least a couple of times a year.

ARMA News and Notes

2007-2008 Greater Columbus Elections

Well the campaign is under way! We are looking for dedicated, energized individuals to become members of our Board of Directors team! We have nine (9) open positions this year that must be filled! In order to continue to bring you great educational sessions, we need your assistance. You don't need to solicit campaign contributions! You don't have to give speeches! No background checks! You just have to make a commitment to serving your fellow colleagues by becoming a member of the board of directors.

The open positions this year are:

Vice President/Program Chair
Recording Secretary
Corresponding Secretary
Treasurer
Newsletter Editor
Membership Director
Community Service Director
Web Administrator
Marketing Director

These are all vital positions to keeping our chapter running smoothly! Please take a minute to consider how you can help. If you are interested in learning more about these positions and the responsibilities, please visit www.armacolumbus.org, go to the publications section and then click on position description or officer duties. If you are interested in running for any of these positions please contact any member of the election committee listed below.

Chairman of the Board

R. Michael Johnson
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Vice President/President Elect

Cathy Stanley
Battelle Memorial Institute
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Seminar Director, Great Lakes Region Coordinator

Yvonne Harris
Ohio Police & Fire Pension Fund
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Coming attractions



April 12, 2007

Special Guest: TAB Products

Topic: Limiting your exposure to liability through legislative and regulatory compliance

Place: Ross Labs, 3300 Stelzer Road, Columbus, OH 43219

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

Comptrollers
Document Management
Professionals
Micrographic Specialists

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

Information Management
Professionals

Information Technology
Professionals

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 or yharris003@columbus.rr.com.

Please contact Yvonne Harris at 614-628-8260 or e-mail yharris@op-f.org for the questions.

Check back at www.armacolumbus.org for updated details on costs and CRM Credits.

ARMA International Announces New Executive Director

ARMA International's Board of Directors has named Marilyn Bier the association's new Executive Director. Bier had been the association's Interim Executive Director since March 2006. Prior to that she was the association's Deputy Executive Director and Director of Education, during which time she played a pivotal strategic role in shaping and expanding the association's education program.

Bier joined ARMA International's headquarters staff in 2000, bringing with her an established success record in adult education and leadership. As a member of the association's senior management team for the past six years, Bier has been actively involved in the association's strategic planning discussions and execution, which uniquely qualifies her to assume the helm and keep the association's operations moving forward.

"This is not the same association it was even 5 years ago, and Marilyn has been part of its dramatic evolution these past few years. We believe she has the passion, energy, and enthusiasm for the profession that will help that evolution continue," explains ARMA International President Susan McKinney, CRM. "She understands the changing dynamics of our profession."

Bier's appointment was effective March 6.

Courtesy ARMA International

Missing Documents Could Cost Intel Millions

Intel Corp. may have lost many e-mails that it is obligated to produce for a lawsuit. Advanced Micro Devices filed suit against the company for allegedly using a variety of improper tactics to maintain a monopoly in sales in the PC processor market.

Intel claims to have taken every effort to preserve the documents but failed to notify employees to retain messages related to the case and also used a system that automatically deleted emails every 35 days. The missing evidence could complicate the lawsuit and cost Intel millions of dollars in fines.

More at the [Baseline Magazine](#) website.

Courtesy ARMA International

2006 Socha-Gelbmann Electronic Discovery Survey Results Released

The results have been released for the fourth annual Socha-Gelbmann electronic discovery survey. The report includes data on market growth, market leaders, service providers, issues influencing the market and many other relevant areas. The results show that spending continues to grow and that both consumers and providers have much to learn.

Go to the Socha Consulting website, <http://www.sochaconsulting.com/2006surveyresults.htm> to view the summary of results.

Courtesy ARMA International

Spread the Word About RIM



We at ARMA International like to say that every month is RIM Month, but the truth is that April is the official RIM Month. It's the perfect time to spread the word about RIM in your enterprise. You can hold special events, post RIM promotional materials throughout the building(s), conduct targeted training, pass out brochures, and the list goes on. It's also a great time to increase your own knowledge by attending some of the Web seminars and chapter seminars available through ARMA International and the chapter in your area.

See what kinds of materials are available to help you spread the word at www.arma.org/promoterim.

Courtesy ARMA International

New Guidelines Available: Glossary of Terms & Evaluating Records Storage Facilities

ARMA International's Standards Development Committee (SDC) recently completed two new guidelines:

- **Glossary of Records and Information Management Terms, 3rd Edition** – Want to know what a specific term means? Look it up in this new glossary from ARMA International. This guideline is intended for anyone whose work includes records and information management (RIM). It includes terms from numerous disciplines that have an impact on the profession, including records management, information technologies, legal, business, and archives. RIM-related abbreviations and organizations are also included.
- **Guideline for Evaluating Records Storage Facilities** – Are you considering outsourcing storage of your inactive records? If so, this guideline is a practical tool you can use to evaluate current business practices and determine whether to outsource. It identifies components critical to making an off-site storage decision based on a range of factors including records security and protection, service levels, and contract terms in addition to cost comparisons.

Both of these new guidelines are available in the ARMA International Bookstore, www.arma.org/bookstore.

Courtesy ARMA International

Watch for Records Conversion Standard & New Outsourcing Guideline



ARMA International is finishing work on two new offerings:

- **The Records Conversion Process: Program Planning, Requirements, and Procedures** – This document is awaiting approval from ANSI. It identifies the steps, components, and particular methodologies for the conversion of records from one recordkeeping system to another – covering such topics as workflow, testing, version control, and validation. It also provides guidance in understanding recordkeeping requirements, the organizational and business framework for conducting the conversion process, technology planning issues, and monitoring/controls for the process.

- Guideline for Outsourcing Electronic Records Storage and Disposition – This guideline is designed to provide information and assist record keeping personnel who choose to contract out the storage, retrieval, and disposition of electronic records. Models of the service providers, contractual issues and a comprehensive list of questions will assist in the qualification, selection, and oversight-management of the process.

Watch your e-mail for announcements about the availability of these important publications. Both were developed by ARMA International's Standards Development Committee.

Courtesy ARMA International