



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

March 2008

Message from The President of the Board

Hello Everyone,

I know some of you are wondering what happened to the February meeting. We had to cancel the meeting due to unforeseen circumstances with our meeting locations. Nevertheless, we are back this month with great meetings planned for the rest of the year. Please check the remainder of the newsletter for dates and times.

As I said last month, the 2008-2009 election is upon us! This year's election will have four open positions. Please consider carefully the position you would like to hold on the 2008-2009 Board of Directors! We need your input and assistance to make this chapter a success.

The board is working diligently on several programs. The first is an educational fund for members. We are just in the developmental stages but the purpose of this fund is to provide monies to members for monthly meeting attendance, ARMA International Conference registration fees, yearly membership registration, etc. Even though we have not finalized exactly how the monies will be allocated we are confident this fund will benefit the membership greatly.

The second program is our Chapter Library. With the establishment of the library we hope to provide educational materials for members on a variety of subjects. If we cannot meet all of your educational needs via the monthly meetings then we hope the library can fill in the blanks. Next month we will have a complete list of all available materials within the library. There will also be an opportunity for members to suggest the purchase of new materials.

Don't forget the spring seminar coming up in May with Julie Gable. You don't want to miss this dynamic speaker! Look for more information further on it in the newsletter.

Until next month,

Cathy



Columbus, Ohio

Newsletter Spotlights

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The Record is published in PDF format ten (10) times a year from September—June. This publication is for members of the Greater Columbus Ohio Chapter of ARMA International, The Association for Records & Information Management Professionals. ARMA International is the Association for Records Managers and Administrators.

Questions or Comments?

Email the ARMA Greater Columbus Ohio Chapter Newsletter Director, [Melissa G. Roach](#), MSA, CPM.



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RIM Month

Promote RIM Within Your Organization!



April is RIM Awareness Month! ARMA International has several ideas and promotional materials to help you promote RIM at your workplace. 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! For more information visit: <http://www.arma.org/rim/promotion/index.cfm>

April Meeting Announcement

Speaker: OSU Archives Staff **Date:** April 10, 2008 **Time:** 2 p.m. – 4 p.m.

Topic: Tour The Ohio State University Archives

Description: "The mission of The Ohio State University Archives is to serve as the official memory of the University. The Archives identifies, preserves, and makes available the documentation of continuing and historical value in documenting the University. In addition, the University Archives Building houses the Byrd Polar Research Center Archival Program and the John Glenn Archives."

Location: **The Ohio State University**
University Archives, 2700 Kenny Road
Columbus, Ohio 43210-1046

Cost: FREE to ARMA Members and Non-Members

Register: contact james.fielden@scotts.com

For more information about the OSU Archives visit: <http://library.ous.edu/sites/archives/>

Parking is limited at Archives; however, there is additional parking available just to the south. Please go to the Archives first to receive a guest-parking pass. Please contact Jim Fielden if you have any questions.

2007-2008 ARMA International Greater Columbus Ohio Chapter Board of Directors

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Annual Spring Seminar

Call for Spring Seminar Committee Members!

ARMA International Greater Columbus Chapter will hold its annual spring seminar in May 2008, to celebrate Records and Information Month. Although the day of the event goes smoothly, one would never realize there is a lot of planning and coordinating of efforts to put on an outstanding full-day educational event.

Yvonne Harris, ARMA Seminar Director, is looking for individuals who are interested in the opportunity of contributing their skills to a noble cause for their own ARMA Chapter and making a difference in this year's seminar.

If you've been contemplating helping out with the ARMA Chapter and haven't pin pointed what you may want to do, well, here is the perfect chance to get your feet wet with the ARMA Leadership Team. Contact **Yvonne Harris** at yharris003@columbuss.rr.com or 614-628-8260 by March 31, 2008.



ARMA Columbus Chapter Library by Michael Brandt

ARMA Columbus is pleased to announce the establishment of its chapter library. We have books by such recognized experts as Randolph Kahn, Nancy Flynn and Donald Skupsky. We also have a large stock of ARMA publications including our own chapter's *The Record* (from the 1970s to the present) and ARMA International's *Information Management Journal* (2002-2007) and the *ARMA Records Management Quarterly* (1976-1995).

If you are interested in something in our collection, feel free to contact me, Michael Brandt, the chapter librarian at brandt@columbus.rr.com. If there's a publication you'd like us to add to our collection, again please contact me or any member of the Board.

Library Procedures

The library procedures have been drafted and are being reviewed by the board. Once they are approved, look for the procedures in a future newsletter.

Michael Brandt a member of the ARMA International Greater Columbus Ohio Chapter. He volunteered to organize this benefit to Chapter Members.

Thank You Michael for your hard work.



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Community Service

The ARMA International Greater Columbus Chapter is involved in different types of community service. Other than donating to Children's Hospital during the Holiday, the Greater Columbus Chapter would also like to be involved in raising records management awareness.

The Board of Directors Community Service Director is *Vacant*. If you would be interested in serving on the Board of Directors in this capacity, please contact any current board member.



ARMA International's Greater Columbus Chapter is involved in Community Service.

CRM Exam Study Guide Available

The new, 11th edition of the CRM Exam Study Guide, entitled: "Preparing for the CRM Examination: A Handbook" is available for download at the ICRM website.

The book is in PDF format and is free of charge. Go to www.icrm.org and select the link in the yellow box: New 2007 ICRM Handbook on the right side of the homepage.

If you know any potential Candidates for the CRM Exam, spread the word!

Annual NARA Conference Electronic Records Forum

Mark Your Calendars!

April 17-18, 2008

Location: J.J. Pickle Conference Center, The commons, 10100 Burnet Road, Austin, Texas 78759

Annual Conference featuring nationally recognized speakers on current topics in records management focusing on the challenges of the digital age.

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

ARMA Houston Chapter 2008 Houston Spring Conference

Mark Your Calendars!

April 22-23, 2008

Location: Stafford Centre, Stafford, Texas

Don't miss this historical event! For the first time the ARMA Houston Spring Conference will be held together with the southwest region CRM (Certified Records Manager) Conference!

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



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Featured Greater Columbus Chapter Member, *Joe Dickman*

Interview Conducted by *Michael Brandt*

(Brandt) - What is your background?

(Dickman) - In a former life I was a historian – studied and taught American History at The Ohio State University from 1969 – 1977. Since there were few jobs for professors of history at the time, and the few there were didn't pay much, I abandoned pursuit of the Ph.D. and got a job with the Ohio Student Loan Commission. I have Bachelor's (Quincy (IL) College) and Master's (OSU) degrees in History and an MBA from Ohio University.

(Brandt) - How did you get your start in Records Management?

(Dickman) - In 1983 my boss dropped a brochure on my desk for a records management class being offered at Columbus Technical Institute (now Columbus State). The class was taught by Bob Allarding. His comment to me was, "Somebody in this organization needs to know this stuff – it might as well be you".

I took the class, learned a lot (including about ARMA) and was ready when the new Executive Director wanted me to re-focus my management skills. We formed a new Records and Information Management dept. and I was put in charge.

I continued in that position until the Commission was closed in June 1997 by the Governor. As part of the closure we created the first electronic records schedules in a state agency in Ohio and ensured that all of the agency's records were properly disposed of.

On leaving the Commission I began working with Fireproof Records Center where I am now Senior Consultant, Document Management. My current job includes consulting, sales, oversight of our imaging service bureau and speaking to groups about records management issues.

(Brandt) - What attracted you to ARMA?

(Dickman) - Fear – and my lack of knowledge – and Bob Allarding's salesmanship. Bob assured me that in ARMA I would find everything I needed to become a good records manager. He was right. I attended my first International Conference in 1984 in Kansas City and was hooked.

(Brandt) - What was your most interesting experience at ARMA?

(Dickman) - It's hard to name one most interesting experience as there have been many. I guess among my most interesting was the 2 years I served on the ARMA International nominating committee. That allowed me to see the workings of the International organization up close and personal and to work with some very sharp records people.

(Brandt) - Have you served on the ARMA Board and if so in what positions?

(Dickman) - I have been on the Board in a variety of positions over the years – most recently as seminar chair a few years ago. I had the honor to be President of the Chapter in (1988 – 89).

(Brandt) - How has this chapter changed since you became a member? What are the differences and similarities between ARMA then and now?

(Dickman) - Like any viable organization, the chapter has changed – even as our industry has changed. We have members from new companies, we have a new focus on electronic records, and, we have a new generation of leadership at the chapter level to carry on the tradition of the Greater Columbus chapter.

The biggest similarity between "then and now" is the commitment of ARMA members – first to learn everything they can and, second to share that knowledge. I've never asked an ARMA member for advice or help and not received it. That's what makes the organization strong and it's what keeps us attending meetings even when our busy schedules interfere.



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ARMA Greater Columbus Annual Spring Seminar **"Compliance, Litigation, and Operations: The Three Pillars Of Records Management"** *by Yvonne Harris, Seminar Director*

Dear Fellow ARMA Member,

ARMA Greater Columbus Chapter invites you to attend our all day seminar on Monday, May 5th 2008, on featuring Julie Gable, CRM, CDIA, FAI, president and founder of Gable Consulting, LLC to present: "Compliance, Litigation and Operations: The Three Pillars of Records Management". Additional information and registration will be available at <http://www.armacolumbus.org> on March 31st, 2008.

Cost of the seminar is \$150 for ARMA members and \$175 for non-ARMA members, which includes a continental breakfast, lunch and a copy of all slides used in the presentation to aid in learning and to keep for future reference. This seminar is approved for ICRM credits and is pending approval for CLE credits.

Here's a few Seminar Content Highlights:

- A review of specific regulations and their implications for RIM. Regulations covered include: SOX, USA Patriot Act, PIPEDA, SEC, NASD, Basel II, GLB, FOIA, OMB 1234 and HIPAA.
- A review of specific requirements of the Federal Rules of Civil Procedure and their implications for RIM. We also examine what companies have done right and wrong with e-discovery, and how courts are interpreting the new rules.

- A look at the constituencies involved in RIM: Legal, Compliance, Information Technology, Records Managers and End Users, and what each needs and expects – sometimes with surprising results.

- Overview of records-related standards and how standards can be used in electronic records efforts. Standards examined include: ISO 15489, ANSI/ARMA 9/2004, VERS, DIRKS, ISO TR 15801:2004, and others.

- A review of five ERM software vendor offerings, including EMC/Documentum, IBM/FileNet, Oracle/Stellent, OpenText LiveLink RM, and CA/MDY. Includes a discussion of product architecture and differences in approach.

- A risk-based approach to prioritizing electronic records management applications. How to identify which applications are worth the investment in time and money.

- The ten critical steps for successful electronic records management implementation.

This is an educational opportunity you will not want to miss!!!

For more information contact your Seminar Chair of the ARMA Greater Columbus Chapter, Yvonne Harris at yharris@op-f.org or 614-628-8260.