



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

September 2008

Message from The President of the Board

Welcome Back!

School is starting; Friday night football is here so it must be time for us to start another year of ARMA programming. The board met recently to plan out the upcoming programming year. We are focused on providing our membership with diverse educational opportunities. In 2009 we will be celebrating our chapter's 40th anniversary. In the coming months we will be planning some special events to look back at our first forty years.

Back by popular demand we are starting the year with a Mock Trial. While many of the players are the same they are presenting a totally new case that will inform, challenge and entertain. In October the Mock Trial team hits the big time when they take their show on the road and present at the ARMA International Conference in Las Vegas!

After the International Conference we are planning to have regular monthly meetings culminating with our Spring Seminar in May. Watch the website for more details.

I am pleased to report that we have good group of "seasoned" board members and some new faces that are eager to provide you with outstanding opportunities to learn and grow as RIM practitioners. They are continuing to work on improving how our chapter operates and to bring the membership quality educational opportunities. Our treasury is in excellent shape with funds available to bring in high quality speakers, afford good meeting locations while keeping our monthly meeting registration fees reasonable.

I look forward to the upcoming year and I am sure that we will have many opportunities to learn, grow and become better RIM professionals. If you have any suggestions to improve our services or ideas for meeting topics please don't hesitate to contact me or any member of the board. You can find our contact information on the website.

Jim Fielden, President of the Board



Columbus, Ohio

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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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ARMA International Conference & Expo 2008



For conference details & registration visit

www.arma.org/conference.

If you are involved with managing records and information, join us for education, inspiration and networking! More than 80 educational sessions allow you to choose which track to follow! Plus, the industry's top providers will be there sharing the latest technology products and services!

September Meeting Announcement

Speaker: Mock Trial Participants **Date:** September 17, 2008 **Time:** 8:30 a.m. – 12 p.m.

Topic: A Mock Trial: Records Management Programs Exposed II **Register:** [online](#)

Description: Smith v. Lose Your Shirt Casinos, Inc. and ICU Consulting

Come act as the jury as two companies defend themselves against allegations of misconduct, evidence destruction, and cover-up. Both companies stand accused of noncompliance with pretrial disclosure obligations and with withholding, mismanaging, and destroying critical documents vital to a lawsuit. A former consultant to the casinos contends that he has been unlawfully denied all types of electronically stored information necessary to support his claim of sexual harassment by a former female colleague.

This session, the second in a successful series of mock trial presentations presented at the local and national levels by local lawyers and records management experts, will highlight what companies and their counsel should and shouldn't do in preparing themselves for litigation under new civil rules on e-discovery. It will also highlight how good records management can help companies protect their bottom lines.

Location: **Gahanna Municipal Court**
200 South Hamilton Road
Gahanna, Ohio 43230

Cost: \$20.00 for Members & Non-Members

2008-2009 ARMA International Greater Columbus Ohio Chapter Board of Directors

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Membership Update

by Yvonne Harris

Welcome New Members!

The ARMA International Greater Columbus Chapter welcomes our newest members that have joined as of June 2008.

Sue Duffy, Corporate Records Specialist,
National Church Residences

Jennifer Chilcote, Supervisor Office
Services, Diamond Power International
Inc.

Marcia Ferguson, Clerk II, Ohio Public
Employees Retirement System

Kellie Jones, Director of Compliance,
National Church Residences

The Columbus Chapter has 82 active members.

Never fear, ARMA is here!

The ARMA International Greater Columbus Chapter is in charge of providing education, networking opportunities and services to further enhance your RIM career and the profession to our membership. ARMA is dedicated to helping individuals and organizations to successfully meet the challenges of the increasingly complex records and information management field.

How to Join

There are two options to join:

- 1) Complete an application online at www.arma.org/join/apply.cfm
- 2) Print this [form](#) and return it to:
ARMA International
13725 W. 109th Street, Suite 101
Lenexa, KS 66215
or fax to: 913-341-3742
Attention Tom

Why Join ARMA?

Benefits of Membership

Access:

- Connect to professionals in your city or region
- Contact our members locally, regionally and/or international by utilizing the Online Member Search
- Electronic exchange of ideas to information, tips, and guidance through the ARMA member forum

Expertise:

- Link to solutions through the ARMA Bookstore which offers RIM resources such as books, software, and videos.
- Attend the Annual Conference and Expo which provides dozens of educational sessions.
- Receive the monthly publication: *The Information Management Journal*, which provides in-depth articles by leading RIM and Knowledge Management experts.

Professional Development:

- ARMA provides assistance at every stage of your career by providing ICRM Study Groups and Exam Preparation Resources.
- Strive to take the Online courses and attend the Web seminars.
- Access the Career search and check out the resume posting services.
- Aim for the leadership opportunities through serving on ARMA's committees and Board of Directors, as well as opportunities through chapter leadership.

If you have questions about applying for membership, [contact ARMA](#) or contact our local Membership Director, Yvonne Harris @ yharris@op-f.org.



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Community Service

Community Shred Day with NBC4

NBC4 is hosting a shred-it day event on Saturday, November 1, 2008.

If you can volunteer your time for this event, please contact Debbie Gantt, Community Service Director for the Columbus Chapter of ARMA International.

This event will be located at The Ohio State University's Schottenstein Center parking lot from 8 a.m. to 2 p.m. They need volunteers to work one of three different shifts.



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!

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.



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Featured Greater Columbus Chapter Member, *Yvonne Harris*

Interview Conducted by *Michael Brandt*

(Brandt) - What is your background?

(Harris) - Records management professional with over 14 years of extensive experience in records center operations and organization. I have managed to extend my knowledge base through education and hands-on experience in the areas of the medical, corporate and government records management services. I have achieved a proven track record for implementing inventory and retrieval processes, while tracking progress of especially challenging retrieval service standards.

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

(Harris) - I started Records Management in the medical sector in one of the smaller hospitals in Cleveland, Ohio. I worked as file clerk in the radiology file room and my primary responsibilities included retrieving x-rays from the file room for the physicians and medical assistants and fulfilling external requests for patients to take to their x-rays to physician visits. I also worked directly with the Radiologist and prepared the x-rays for diagnostic interpretation, once filmed. Later, I accepted a records analyst position at one of the biggest and well-known hospitals in Cleveland- the Cleveland Clinic. I worked in their x-ray file room for a few years before I moved into a corporate office environment.

(Brandt) - What attracted you to ARMA?

(Harris) - I was introduced to ARMA through my off-site storage facility sales representative. At the time, I was working for a professional tax consulting firm. I attended two local meetings and was excited about all the professionals that attended whom were experiencing my same roadblocks, challenges and achievements. ARMA has become my monthly outlet to network with other records professionals, which rejuvenates my energy to assist my company in all aspects of records and information management.

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

(Harris) - When I was the Membership Chair in 2003, I recruited nine new members. At the time, ARMA International began a recruitment campaign for Membership. I was fully engaged in the contest and wanted the Columbus chapter to succeed. The Greater Columbus Chapter was awarded recognition from ARMA International for recruiting nine new members for a mid-size chapter. I accepted the award at ARMA International Conference on behalf of our chapter.

Interview continued on [page 6](#).



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

(Harris) - I've served several positions on the Board. I've been the Corresponding Secretary, Membership Chair, Vice-President/Programming Chair, President, Seminar Director and Great Lakes Region Coordinator.

(Brandt) - What are the challenges and rewards that come from being a Board member?

(Harris) - Sitting on the Board provides you a rewarding opportunity to expand your leadership skills and be part of a committee that will help shape the future for both the Greater Columbus Chapter and the Records and Information Management profession. This ability to make the chapter stronger, add value to your own membership and to the position for which you hold. The challenges that come along with being a Board member is the amount of time and effort needed to fulfill the requirement of the position in this volunteer association. Once you make the serious commitment of being a board member and fully take on the responsibilities of the position, there are times when your day-to-day obligations will take priority and results in over committing yourself to this volunteer association. Therefore, good intentions of performing tasks for the Board position may become a challenge to fulfill as required.

(Brandt) - How has this chapter changed since you became a member?

(Harris) - The chapter has changed with emerging technology to gap the communication bridge within the membership. By utilizing email and the chapter's website, the Board has better resources to communicate with the membership. The chapter has grown at least by 20% in membership, since I became a member.

(Brandt) - What are the differences and similarities between ARMA then and now?

(Harris) - The differences in ARMA from then and now.... The local chapter monthly meetings were always on the 2nd Tuesday of each month, held at OSU's Fawcett Center with a guest speaker and accompanied with a sit-down dinner. Now, the local chapter holds the meetings in the mid-afternoon, which allows for the membership to maintain their structured work day. Our members are so busy in their daily positions along with managing after work and family commitments, that there were essential adjustments made to our monthly meeting schedule time. The ARMA networking bond and camaraderie as records management professionals remains to be a visible similarity, which, in my opinion, is why our membership retention is outstanding.