



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

December 2008

Message from The President of the Board

President's message December 2008

Happy Holidays,

The last several months have been a busy time at ARMA Columbus. In October the chapter held a webinar/ group discussion about marketing your RIM programs. The best part for me was the group discussion with our chapter members who have many great stories to tell about their records management programs and how they are promoted. Kathy Clark from Ashland Chemical gave us a demo of their company intranet site.

Later in the month of October the Mock Trial team presented at the ARMA International annual conference in Las Vegas. Form all accounts it was a great success. We are so fortunate to have such talented people in our chapter!

In November we conducted a member survey. The results will be published in January. Thanks to those of you who participated. The November meeting was entitled "Identity Theft" presented by Larry Rinehart, Chief of Police for the City of Bexley, Ohio.

December's meeting presented by chapter member Roger Hanson looks at use of Six Sigma techniques in records management.

Once again the ARMA Columbus Chapter is partnering with Children's Hospital in the "Merry Beary Bears" program to provide stuffed animals to children staying at children's hospital over the holiday period. Please consider donating to this wonderful charity.

Next month kicks of our 40th year as an ARMA chapter. We are planning several events to celebrate or chapter's history. If you have any ideas or recommendations on topics you would like see let me know. See the chapter website for upcoming meetings and 40th anniversary activities.

Jim



Columbus, Ohio

Newsletter Spotlights

- Board of Directors [pg. 2](#)
- ARMA International Conference [pg. 2](#)
- December Chapter Meeting [pg. 2](#)
- Membership Update [pg. 3](#)
- Community Service [pg. 4](#)
- Membership Survey [pg. 4](#)
- CRM Study Guide Available [pg. 4](#)
- Featured Chapter Member [pg. 5](#)



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.



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

December 2008

ARMA International Conference 2008



If you missed the annual ARMA International Conference & Expo, you can still experience what happened in Vegas by listening to podcasts. Visit ARMA International's website to take advantage of educational opportunities.

Make plans now to attend ARMA International's 54th Annual Conference & Expo in Orlando, Florida October 15-18, 2009, at the Marriott Orlando World Center. The headquarters hotel is also the Marriott Orlando World Center.

December Meeting Announcement

Speaker: Roger Hansen, CRM **Date:** December 11, 2008 **Time:** 2:00 p.m. – 4:30 p.m.

Topic: Applying Lean Six Sigma to Records Management **Register:** [online](#)

Description: Roger Hansen, CRM, will present a general background on the history and principles of lean manufacturing and Six Sigma. You will learn to apply the tools and principles of Lean Six Sigma to the operational management of information in an organization. Examples will be identified of how these tools and principles have been practically applied within other organizations.

Location: School Employees Retirement System (SERS)

300 E. Broad St., Suite 100
Columbus, Ohio 43215-3746

Cost: \$10.00 for Members
\$15.00 Non-Members
Payment due by: 12/11/2008

Parking: Free Parking is available in the garage behind the building. The entrance to the garage is ½ block north of Broad Street on the west side of Grant Avenue. Bring your parking ticket for validation.

Next Meeting: January 15, 2008
Current cases in e-discovery and what they are teaching us about Records Management.

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

Chairperson of the Board

Cathy Stanley

President

Jim Fielden

President Elect

Kathy Clark

Treasurer

Bob Eudy

Secretary

Shelia Campbell

Community Service Director

Debbie Gantt, R.H.I.T.

Marketing Director

Linda H. McCormick

Membership Director

Yvonne Harris

Newsletter Director

Melissa G. Roach, MSA, CPM

Seminar Director

Martin Susec, JD, MBA, CRM

Web Administrator

Daniel Noonan, MLS, CDIA+



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

December 2008

Membership Update

by Yvonne Harris

Welcome New Members!

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

Robert Clawson, Jr, Executive Regions Sales, DataBank IMX

The Columbus Chapter has 83 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.



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International

December 2008

Community Service

2008 MERRY BEARY BEARS DRIVE FOR NATIONWIDE CHILDREN'S HOSPITAL

Every year, The Greater Columbus ARMA Chapter coordinates a "Merry Beary Bears" Event. Our Chapter collects new stuffed animals and blankets then delivers them to Nationwide Children's Hospital. The donated items are presented to children who are staying there in hopes that it will make their stay a little less stressful.

In addition to stuffed animals and blankets, **gift cards** are also needed. These benefit both the children and their family members. Any amount is appreciated and below is a list of corporations that support Nationwide Children's Hospital:

Big Lots
Giant Eagle
Kohl's
Kroger
Macy's
Meijer
Speedway/SuperAmerica
Wal-Mart



If you are interested in making a donation please contact **Debbie Gantt** (dgantt@bricker.com or 614-227-8851) to make arrangements for pick up or to join us in delivering the items to the hospital. All items need to be collected by Monday, December 15th for delivery the same week.



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

Membership Survey

ARMA International Greater Columbus Chapter offers its members the opportunity to network with records and information professionals while sharing best practices and learning about the latest industry trends and developments. Yvonne Harris, the Membership Director works in collaboration with our Board Members and is responsible for increasing the number of chapter members and ensuring the retention of these members through offering services that meet their records and information management needs.

Please take a few minutes to complete our Membership Survey available on the local chapter website at www.armacolumbus.org. Our primary goal is to ensure each member feels welcomed. We encourage your participation in this survey to assist us in developing methods that maximize benefits for all our members.

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 IRCM 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!



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International December 2008

Featured Greater Columbus Chapter Member, *James Fielden*

Interview Conducted by *Michael Brandt*

(Brandt) - What is your background?

(Fielden) - I have been working full time in records management since 2004. Before that I worked in several diverse professions. While I was completing my college education I worked as a librarian. I also was a steel worker for 17 years performing every job in the mill from laborer to manager.

My background was originally in Computers and Electronics. I worked primarily as an instrumentation repair technician until I was promoted to maintenance manager. Although unrelated to Records Management the experience taught me about hard work and how to solve problems. I also learned that I liked working with people more than working with machines.

I have always been interested in Libraries and Archives. It occurred to me that there are careers in Libraries and Archives and you could actually get paid doing something that to me is not really "work". Further investigation revealed that I would need to get a masters degree to be able to compete for these jobs. To that end I went back to school – receiving my Masters in Library and Information Science from Kent State University in 2006.

Today I am applying the lessons learned in the mill and theory I picked up in school. My job currently involves working with various departments designing and implementing imaging systems, performing records retention surveys and litigation support.

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

(Fielden) - I did not start in Records Management. Like many companies in the 1990's, the company where I worked became ISO 9000 certified. I was in charge of maintaining the instrument calibration program. The ISO certification process requires good document control policies. This introduced me to concepts around versioning, controlled access and proper storage of records.

In one of my other positions I was in charge for Environmental Control. I was responsible for maintaining and preparing reports for the EPA. This required that I keep and retain various records for different periods of time. It was at this time that I began to cross my hobby of archival research with my job. Soon after I decided to leave the mill and make a carrier change into Records Management.

I have held several positions in Records Management since then. My first full time Records Management job was Records Specialist at Ohio Police and Fire Pension Fund. I was promoted to Imaging Coordinator after one year. I have been with the Scotts Miracle Grow Company since December 2006 working in the legal department on various aspects of Records Management.

(Brandt) - What attracted you to ARMA?

(Fielden) - Yvonne Harris! Soon after joining Ohio Police and Fire Yvonne invited me attend an ARMA meeting. Once I began to attend meetings on a regular basis I could see the value in belonging in a professional organization.

Continued on [page 6](#)



The Record

A Publication of the Greater Columbus Ohio Chapter of ARMA International December 2008

Featured Greater Columbus Chapter Member, James Fielden

Interview Conducted by Michael Brandt

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

(Fielden) - I would have to say the international conferences have been the most interesting experiences. There are so many fascinating educational sessions and the vendor expo can't be beat. There is never enough time to see it all. Of course there are also some interesting characters from other chapters that I have become friends with.

(Brandt) - Any other highlights?

(Fielden) - Working with the Chapter Board of Directors has been great experience for me. I have met some great people who are passionate about their profession and are a lot of fun to work with. I recommend that everyone try a board position at least once!

(Brandt) - Has this chapter changed since you became a member? If so, what are the differences and similarities between ARMA then and now?

(Fielden) - I've been in the chapter for five years so I don't think I've been around long enough to see any real change. I do think that our chapter is becoming more "tech savvy" as our profession becomes more and more focused on electronic records.

(Brandt) - As President, in this election year what comparisons can you make between your successful campaign for Chapter President and the present race for the White House? Is there anything the candidates can learn from ARMA?

(Fielden) - My route to the chapter presidency came about from volunteering to fill the VP position that became vacant last year, so I didn't really have to "campaign" this year.

However, like any candidate I had to think about taking on the responsibility and whether I could dedicate the time and effort needed to fill the position. The other thing I learned from the process is to work as a team and to be open to other opinions and ideas.

