



INFORMATION MANAGEMENT PROFESSIONALS

METRO **N** **Y** **C** CHAPTER

March 2009 Chapter Newsletter



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PRESIDENT'S CORNER

Dear Chapter Members, RIM Colleagues and Guests,

Welcome to spring time and the ARMA New York City Chapter's newsletter! I hope the warmer weather has provided you an opportunity to get out and enjoy life a little. I know many of you are facing some difficult times right now and I hope this newsletter can help you keep a good, positive attitude as you maneuver your way through some of these difficult times.

Your Board has heard from many of you who are struggling to keep abreast of the RIM industry - both educationally and personally. We are working very hard to line up some exciting meetings to finish out this fiscal year and we are also looking for creative ways to help those in need. As the Board plans their agenda for next year's planning meeting, we welcome any and all ideas on how to better help our members. Please contact any of us with your wonderful suggestions and ideas. Also, keep in mind - all feedback, good and bad, is welcomed!

Our next meeting is being held on Tuesday, April 7 and once again we will be honoring the tenure of some of our very valued members - those with 10+ years of membership! Our speaker is the well-known Dr. William Saffady and his presentation is entitled "Email Retention - Issues and Methods" - a very hot topic for most, if not all, organizations today.

And as we wind down this year, please keep a couple more dates open: Monday, May 11 and Thursday, June 18. The May meeting will feature another well-known and well-regarded RIM professional - Virginia Jones, CRM, who will be speaking about RIM Standards - another very important topic in today's world. Our June meeting will be the end of the last meeting of this fiscal year and will be our year-end celebration. Details will be announced at a later date.

I look forward to seeing you at our April 7th and future meetings.

Sincerely,
Melissa G. Dederer, CRM
President, ARMA Metro New York City Chapter

APRIL 7, 2009 CHAPTER MEETING

TOPIC: EMAIL MANAGEMENT

SPEAKER: DR. WILLIAM SAFFADY

Email management in all of its aspects-retention, legal and eDiscovery issues,

storage and archiving of messages, backup, email classification, spam blocking, email indexing and tracking, and email security-is arguably the most widely acknowledged records management problem.

According to ANSI/ARMA TR-02, Procedures and Issues for Managing Electronic Messages as Records, policies for retention of email messages and their associated metadata are essential for compliance with legal/regulatory requirements and to support the continuing conduct of an organization's business.

An organization must identify email messages that are considered official copies and preserve them in a reliable, secure manner that will ensure accessibility throughout the retention periods.

This session will review issues and concerns associated with email retention and will discuss practical solutions for addressing these concerns.

Speaker Bio:

Dr. William Saffady is a Professor at Long Island University's Palmer School of Library and Information Science. He teaches courses on information management and is the author of over three-dozen books and articles on Records Management, Document Imaging, Storage Technologies, office and library automation. One of his books, "Managing Electronic Records" is required reading for CRM candidates.

Dr. Saffady also serves as an information management consultant and has worked with private corporations, government agencies and other organizations. He has presented at ARMA International's annual conferences and at chapter meetings. This is an event you don't want to miss, so [CLICK HERE](#) to register now!

A buffet dinner is included. Also, a raffle will be held, so purchase a ticket (\$5.00) for a chance to win a pair of Mets Tickets donated by Applied Computer Technologies. Raffle tickets can be purchased at the event registration desk.

This meeting is sponsored by American LegaNet, Inc. Please visit their website at <http://www.americanlegalnet.com>

- Frank LaSorsa
VP/Professional Development

ARMA INTERNATIONAL 2009 ELECTION RESULTS

John Frost, CRM, chair of ARMA International's Election Management Committee, has announced the results of the 2009 general election for four board positions: president elect, association director, Canadian director, and international director.

President Elect (2009-10):
*Nicholas De Laurentis, 1072 votes

Judy Tyler, 821 votes

Association Director (2009-12):

*Samantha Lofton, 671 votes

William LeFevre, 494 votes

Brian Moriki, 437 votes

Karen Preston, 291 votes

Canadian Director (2009-12):

*Beverly Bishop, 1506 votes (elected by acclamation)

International Director (2009-12):

*Mike Marsh, 1526 votes (elected by acclamation)

-Marcel Rodriguez

Immediate Past (Chapter) President



APRIL IS "RIM" MONTH

RIM Month is Here! And ARMA International is here to help you celebrate it by promoting the value of RIM within your organization. Be sure to check out all of the great materials on the 2009 Promote RIM webpage. Also, don't forget about this year's RIM month poster, "Down the Drain," which is now available in the bookstore. You can also order a customized copy with your organization's logo on it. For more information, visit

<http://www.arma.org/rim/promotion/index.cfm>

If you are planning a campaign within your organization, we would like to highlight your campaign in our next Chapter Newsletter. Please send your articles to:

Marcel.Rodriguez@NBCUNI.com.

-Marcel Rodriguez

VP/Newsletter



MEMBERSHIP UPDATE

We are pleased to announce and welcome the following New Members!

Nancy Picchi - Drexel
Madeline Kielyeng
Brian Wiedl
George Broadbent - Entium
Angel Cabrera

Our Chapter Membership now stands at 339 members. We hope to see our new members at the next chapter meeting.

- Lauren Barnes, MLIS
VP/Membership

A VIEW FROM ACROSS THE RIVER

A commentary on the February All Day Educational Workshop "Raising the Bar for Competent Professionals at Every Level!", February 11, 2009, New York, NY

On February 11, 2009, an intrepid group of records managers made their way across and/or under the water from the Northern NJ - Summit Chapter and Central NJ - Princeton Chapter to participate in the Educational workshop being co-presented by the New York Metro and the New Jersey Chapters. The weather proved pleasant for traveling and each attender looked forward to the program with anticipation.

The planning committee put together an outstanding program with something for everyone. It was an opportunity to find out what it takes to win the Cobalt Award, consider social networks as a business tool, to consider how to best work with lawyers at e-discovery today, to look at business continuity planning and the importance of being prepared, to discuss Sharepoint and how to best utilize the technology, and look at text mining and related applications. In addition, other timely sessions in light of the current state of the economy provided a forum to discuss how to do more with less by maximizing the various resources at our disposal to support our RIM programs, or what strategies to utilize in terms of career management should you need to look for a new job in 2009 or beyond.

The All Day Educational Workshop was supported by a number of vendors from the area many of whom are members of at least one if not more of the NY and NJ chapters. They provided a host of information management related services. By the end of the day we drifted back into NJ with our red bags of notes, brochures, pamphlets and goodies and our heads full of new information and contacts, but looking forward to next year.

Thank you especially to Frank LaSorsa, Lauren Barnes, Fred Grevin, Darryl Harris, Michael Lenhard, Rodolfo Moran, Crystal Cutler, Marcel Rodriguez, Melissa Dederer, and Ilana Lutman for sharing their experience and expertise in planning and promoting a great ARMA program. An awesome and indefatigable group!

Laura Thomforde, CRM
President, Central NJ - Princeton Chapter



CRM CORNER - SPRING EXAM UPDATE

Spring Exam Dates

Registration: Feb. 18 - April 30, 2009

Exam Dates:

May 4-8, 2009: Parts 1-5

May 7, 2009: Part 6

The next Metro NYC Chapter CRM Study Session will be held on April 22, 2009. See the article below for more information.

In the meanwhile, test your knowledge and answer the sample questions below.

1. A _____ is a photographic information carrier that contains highly miniaturized document images.
 - a. negative
 - b. microform
 - c. slide
 - d. disk
 - e. file
2. Development of electronic forms usage often requires:
 - a. using mainframes.
 - b. multiple desktop software purchases.
 - c. workflow analysis.
 - d. weekly training.
 - e. hiring extra IT personnel.
3. The normal size of a standard records center container is:
 - a. 10"x12"x15"
 - b. 10"x10"x15"
 - c. 10"x12"x18"
 - d. 10"x12"x14"
 - e. 10"x11"x14"

Answer Key: (1) - b, (2) - c, (3) - a

- Crystal Cutler
Executive Vice President



ICRM PREP SESSIONS

The Spring CRM prep sessions will be held on Wednesday, April 22, 2009 at the offices of New York Life Insurance Company, 51 Madison Avenue Learning Center - 1B New York, NY 10010

Registration Fee: \$25.00 per session.

Each of the following 1 hour sessions will be chaired by one of our esteemed CRM's:

PART 1: MGMT. PRINCIPALS/RIM
Instructor: Karen D. Smith, CRM
Time: 11 AM

PART 2: RECORDS CREATION & USE
Instructor: Melissa G. Dederer, CRM
Time: 12 PM

PART 3: STORAGE & RETRIEVAL
Instructor: Anita Castora, CRM
Time: 2 PM

PART 4: RETENTION & DISPOSITION
Instructor: Jason C. Stearns, CRM
Time: 3 PM

PART 5: TECHNOLOGY
Instructor: Ellen Zimmerman, CRM
Time: 4 PM

To register for a session, please [CLICK HERE](#).

Thank you to Jason Stearns, CRM and New York Life Insurance Company for providing the session space.

-Frank LaSorsa, CRM
VP/Professional Development

ARMA NORTHEAST REGION
Leadership Development Conference
Date: June 11 - 13, 2009, Boston, MA

The Northeast Region of ARMA is hosting a Leadership Development Conference at the Embassy Suites - Logan Airport in Boston, Massachusetts.

This conference is sponsored by 8 Northeast Region Chapters from Connecticut, Massachusetts, Rhode Island, New Jersey, and New York. The Northeast Region of ARMA has over 1,000 members who are RIM professionals.

Target audience: The Leadership Development Pre-Conference is targeted for current and future chapter, regional, and international leaders. All Chapter members from any ARMA Northeast Region chapter are highly encouraged to learn more about taking on leadership positions within their local Chapter, Region or International. Take the first steps to become an ARMA leader!!!

Benefits: ARMA International will provide ongoing professional Leadership training twice a year, which will provide you with the essential skills necessary to become an effective leader within your organization and the RIM profession.

For more information, please visit the ARMA Northeast Region website at www.armanortheast.org.

-Steven Lastres, JD, MLIS
NE Region Coordinator



IN MEMORY OF.....

THOMAS WILDS
1925 - 2008

Thomas Wilds was a management consultant in records retention and related office systems and served as President of Thomas Wilds Associates Inc. Earlier he was with Union Carbide Corporation as an internal management consultant, and was responsible for the corporation's records retention program. Previously he was a records analyst with the State of Maryland. In addition, he was fluent in Japanese which he used during his military career and later as a translator.

Mr. Wilds earned a BA and two MA degrees from the University of Michigan, pursued further

graduate work at The American University and the New York University Graduate School of Business Administration, and was an Adjunct Professor of Management at New York University. He has served as President of the Association of Records Executives and Administrators (an ARMA predecessor), as a Director of the Society of American Archivists, and as President of the International Records Management Council.

He is certified as a Certified Management Consultant (CMC) by the Institute of Management Consultants, and as a Certified Records Manager (CRM) by the Institute of Certified Records Managers and was very active in both the Metropolitan New York and Connecticut Chapters of ARMA International.

The Metropolitan New York and Connecticut Chapters of ARMA International extend their condolences to his widow, Tania and the entire family. In honor of their friend and colleague, the chapters have established a Memorial Fund with the ARMA International Education Foundation.

Friends and associates of Thomas Wilds are encouraged to contact the Foundation Administrator to add information and a photograph to this record, or to make a [Memorial Gift](#) contribution.

- Preston Shimer
Foundation Administrator
Email: admin@armaedfoundation.org

COMMUNITY NEWS

Has your inner Hero been cooped up all Winter? Well let him/her Spring forward to protect our planet, help in disasters and save lives, all in a single bounce.

Earth Day - is a time to celebrate our environmental gains and unite ourselves around new actions that further protect our planet. Planned for Wednesday, April 22nd, Earth Day is a cooperative effort being waged across the entire U.S. government, offering a host of actions and volunteer opportunities for Heroes of all ages. Visit www.earthday.gov for details.

The American Red Cross - It is because of volunteers that the ARC/GNY is able to help over 9 million New Yorkers throughout the five boroughs and in Orange, Putnam, Rockland and Sullivan Counties when they need it most-responding to 8-10 disasters a day, teaching lifesaving skills to more than 140,000 people a year and offering preparedness training to more than 83,000 people a year. Visit them at www.nyredcross.org.

The NY Blood Center - The motivation for volunteer blood donation is to provide life-sustaining blood and blood products for patients in need. However, blood donors can also gain important information that contributes to their own health. Findings from the Center's standard blood and health screening tests are provided to donors, along with information and guidance for their specific medical follow-ups. Visit them at www.nybloodcenter.org.

Charity Bowlathon - Sunday, June 14, 2009
Time: 11:00 AM

Venue: Leisure Time Bowl at Port Authority
Address: 42nd Street and 9th Avenue
New York, NY 10018

The All Stars annual Bowl-a-thon is a citywide volunteer fun-fundraising event to benefit the youth programs of the All Stars Project. Now in its 29th year, the All Stars Project creates outside of school, educational and performing arts activities for thousands of poor and minority children, teens and young adults. It sponsors community and experimental theatre, develops leadership training and pursues volunteer initiatives that build and strengthen communities.

EVERY BOWLER GETS A FREE T-SHIRT, A HEARTY BREAKFAST, AND A CHANCE TO WIN LOTS AND LOTS OF PRIZES!

Fees:

Individual Bowler: Fundraising Minimum is \$100

Bowling Team: Fundraising Minimum is \$1,000

Online Registration Closes:

06/13/09 11:59 PM

Website:

<http://www.allstars.org>

If you would like to participate or make a donation, please contact marcel.rodriguez@nbcuni.com

QUICK LINKS

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