



ARMA NYC Metropolitan Chapter Newsletter

Spring Issue

April/May 2009

In This Issue

President's Letter
May 11 Chapter Meeting Notice
CRM Corner
ARMA Around The World
Membership Update
Vendor Appreciation Event
Community News
Get Well Soon

PRESIDENT'S LETTER



Dear Chapter Members, RIM Colleagues and Guests,

Here we are - already entering into May. Our fiscal year is winding down - and what a year it has been! We have had some exciting educational sessions this year, had the opportunity to acknowledge numerous members on the longevity of their tenure with ARMA, and have had some marvelous networking opportunities. It's hard to believe there are only two meetings remaining this year.

Our next meeting is on Monday, May 11th, and features Virginia Jones, CRM, FAI. She will be presenting her research findings regarding personal information protection laws and regulations, their RIM requirements and the similarities and differences between them. And for those who are not yet aware of it, the Metro New York City Chapter of ARMA sponsored her research! See USA Federal Requirements for Personal Information Protection-A Study by Virginia Jones, CRM, FAI for The ARMA International Educational Foundation funded by a grant from the Metropolitan New York City Chapter of ARMA International.

We are looking forward to hearing all about it at her presentation. In addition, we are continuing to honor our members who have reached a tenure milestone in their careers. Be sure to attend this meeting to see who will be honored this time!

And as we wind down this year, please keep one more date open: Thursday, June 18. This meeting is our last one of the year and will be our year-end celebration. We want to provide a big Thank You to our vendors for their support throughout the year. We also want to recognize those members who have gone above and beyond to help make the chapter a great success this year. Details will be announced very soon - but a little hint - it will be something just as exciting as what we did in January! Stay tuned...

One other item of note - for those who may not have heard - we are posting any job openings on our web site at no cost and we will keep them posted through July, unless asked to remove one sooner. So if your company has an available position, or if you are recruiting on behalf of another company, please contact any Board member for information on how to post your opening. During the first week of this process, we have had a tremendous response and have already posted several positions. Check back regularly as notices will not be sent out when there are new postings. If you know of anyone who is seeking employment, please point them to <http://armanyc.org/resources/jobs> so they can stay abreast of any new openings.

And one final note, it is that time of the year when we will be holding elections for next year's Board of Directors. Keep your eyes opened for a special email alert in the near future. And, if you are interested in joining the Board, we are always looking for volunteers! If you want to "get your feet wet", consider joining as a committee member. There are many benefits to joining, both professionally and personally. Please contact any Board member to let them know of your desire to help out. Let them know what you would like to do, what your strengths are, etc. I'm sure we can find a good fit for you!

I look forward to seeing you at both our May 11th and June 18th meetings.

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

Melissa G. Dederer, CRM
Associate Director, Records Management
Purdue Pharma LP
One Stamford Forum
Stamford, CT 06901

P: 203.588.7482
melissa.dederer@pharma.com

MAY 11, 2009 CHAPTER MEETING NOTICE

TOPIC: FEDERAL REQUIREMENTS FOR PERSONAL INFORMATION PROTECTION

SPEAKER: VIRGINIA JONES, CRM FAI



Please join us at the Midtown Executive Club, 40 West 45th Street, New York, NY, as we welcome Virginia A. Jones, CRM, FAI as our guest speaker. Ginny's presentation titled "Federal Requirements for Personal Information Protection" was sponsored by the ARMA International Educational Foundation and the Metropolitan New York Chapter of ARMA.

She will discuss how business and government entities must understand increasingly complex laws and regulations in order to protect the data and records of their customers and citizens. Compliance with U.S. personal information protection laws is often difficult due to the myriad of federal and state laws and regulations that affect or relate to these issues. In this session, discuss existing U.S. federal personal information protection laws and regulations, their RIM requirements and the similarities and differences between them.

Learning Objectives:

Upon completion of this session, participants will be able to:

1. Identify U.S. federal personal information privacy and protection laws and the purpose of each.
2. Identify the key requirements of each U.S. federal personal information privacy and protection law and to what type of government or business entity it applies.
3. Outline specific and clearly implied RIM requirements of key information privacy and protection laws.

A buffet dinner will be served. To register for this meeting, [CLICK HERE](#).

This meeting is sponsored by [PelliGroup, Inc.](#) See the Sponsor section below for more information on PelliGroup, Inc.



CRM CORNER

Spring Exam Dates:

Parts 1-5: May 4 - 8, 2009

Part 6: May 7, 2009

Summer Exam Dates:

Registration Open: May 20-July 30, 2009

Exam Dates:

Parts 1-5: August 3-7, 2009

Part 6: August 6, 2009

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

1. Applying the exception principle in records management means that a manager has
 - a. developed a satisfactory manner to perform special records work.
 - b. succeeded in finding a new and frequently better manner to perform a given amount of work.
 - c. concentrated his attention on non-recurring problems requiring managerial action.
 - d. all of the above.
 - e. none of the above.

2. Side-tab folders are typically used in ____ filling equipment for preferred visibility.
 - a. vertical
 - b. open-shelf
 - c. drawer
 - d. lateral
 - e. hanging

3. The transfer of the legal and physical custody of archival records from the office of origin to the archives is:
 - a. preservation.
 - b. referencing.
 - c. protection.
 - d. accessioning.
 - e. disposition.

Answers are located at the end of this newsletter.



ARMA AROUND THE WORLD

ARMA NORTHEAST REGION CONFERENCE

DATES: JUNE 11-13, BOSTON, MA

The Northeast Region of ARMA will be 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, [Click Here](#).

ARMA Challenges Organizations to Implement Better Recordkeeping

Document online posted this story about ARMA International's Generally Accepted Recordkeeping PrinciplesSM on their site. Check out more about the Generally Accepted Recordkeeping PrinciplesSM at www.arma.org/garp.

Roundtable Discussion E-mail Management for E-Discovery

ARMA International's Kevin Joerling, senior manager of standards and records management, along with professionals from Clearwell Systems and EMC discusses e-mail and the need to manage it just like any other record in this KM World round table discussion focused on exploring the relationship between e-mail management and e-discovery. To view the article, click here: <http://www.arma.org/press/Pdf/ethicsworld.pdf>

Canadian Privacy Rights Buried in Fine Print

Scott McNealy, the former CEO of Sun Microsystems, has warned Internet users for 10 years that "you have no privacy, get over it." Recent headlines suggest that the Ontario courts have adopted this sentiment. Two recent decisions involving the disclosure of subscriber information by Internet service providers (ISPs) confirmed that revealing personal information to law enforcement without a warrant is permitted under Canadian privacy law. [Full Article](#).

European Union Privacy and Security on the Internet

Greek Socialist Stavros Lambrinidis is preparing a report for members of the European Parliament (MEPs) on the Internet and fundamental rights. A key issue is the limits of user consent user for the use of his or her data on the web - by "ticking a box to opt-in or opt-out ... or an Internet company just stating its terms," Lambrinidis said. "Internet companies and governments clearly have a lot more power and knowledge than individual users." [Full Article](#).



Make plans now to attend ARMA International's 54th Annual Conference & Expo in Orlando, Florida

October 15-18, 2009 (Thursday - Sunday schedule) at the Marriott Orlando World Center. The headquarters hotel is also the Marriott Orlando World Center.

This is the premier event in the records and information management field, drawing more than 4,000 professionals from around the world.

Everyone who is responsible for managing records and information in their organization will benefit from the education and exhibits at the ARMA 2009 Conference & Expo. Particularly those in the following groups:

- Records and information management professionals
- General and inside counsels
- Legal administrators
- RIM and IT consultants
- CIOs and IT managers

For More information, [CLICK HERE](#).

MEMBERSHIP UPDATE

Please join us in welcoming the following new members!

Patrick Bowles
Karen Cath
Naomi Gage
Jeff Malone
Rose Patruno

20-Year Membership Honorees

Vincent Armerino

15-Year Membership Honorees

Arlene Bronstein
Larry Brody
Frederick Brunello
Robert Bykofsky
Sandra-Patricia Caesar
Joseph Conwell
Mildred Delgado
Patricia Desautels
Phyllis Elin
William Fejes
Joseph Germinario
Cherie Goldsmith
Susan Goodman
Steve Gordon
Roger Grace
Lenore Greenberg
Fergus Halpin
Michael Hamroff
Diane Ibarra

Marilyn Wood-Jefferson
John Kruse
Michael Lenhard
Lucinda Manning
Coleen McLean
Brenda Parnes
Donna Severino
Steven Shuemate
David Smythe
Michael Stern
Gloria Walters
Louis Weiner
Karl Zoeckler
Sue Zwick

10-Year Membership Honorees

Ray Ajero
Santiago Alegria
Vladimir Alfaro
Michael Altieri
Lorraine Anderson
Lauren Barnes
Stephen Bereza
Gary Berkowitz
John Bilavsky
Edith Bloch
Mary Bogart
Alex Brown
Paul Cotto
Diane Dalessandro
Galina Datskovsky
Melissa Dederer
Laurence Dresner
Scott Edwards
Vincent Fascio
Jeffrey Gibson
Gerard Glynn
Michael Gomez
Donna Hanley
Andrew Hartman
Kevin Hausmann
Chris Kiernan
Sharon King
Steven Lastres
Ursula Mahoney
Joseph Manzella
Bonnie Markowitz
Margaret McGowan
Matthew Mitchell
Paul Moreno
George Nowak
Waheed Olowa
Joel Petitti
Toni Portanova
Fred Pulzello

Barrington Richards
Maria Richardson
Norberto Rodriguez
William Saffady
Frank Santiago
Elizabeth Scheffler
Steven Schlake
Anita Todmann
Elizabeth White
Ellen Zimmerman

Congratulations and thank you for your continued support of this chapter. Our current membership stands at 331!

VENDOR APPRECIATION EVENT



Please join us in thanking the vendors who sponsored Chapter Meetings, Workshops or Special Events and helped to make our 2008-2009 Educational Year a success!

Date: Thursday, June 18, 2009 from 6-8pm

Place: Hurley's Restaurant

Address: 232 West 48th Street, New York, NY 10036

Top Floor

Fee: \$35.00 per person includes Full open bar until 8pm (cash bar after 8pm)

Appetizers will include:

Fruits and cheese

Mozzarella sticks

Cheese and beacon potatoes skins

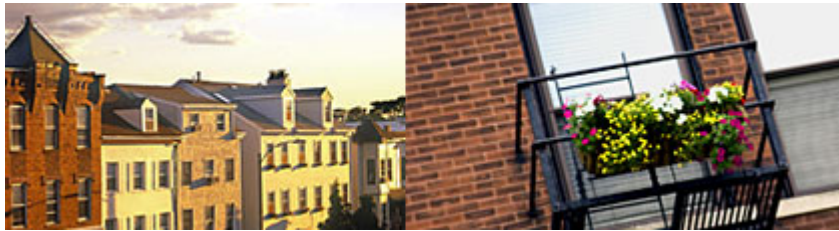
Hot Wings

Mini Pizza

Chicken Quesadillas
Min Chicken Fajitas
Veggie Dumplings
Beef Empanadas
Chicken Satay

Registration for this event will open on May 12, 2009.

COMMUNITY NEWS



Spring Clean with our Global Community in Mind

Ah Spring; when thoughts turn to a simpler, more organized life filled with lighter fare, lighter clothing and afternoons spent in the glorious outdoors. This year, as you Spring clean away the Winter blues, do so with the needs of our global community in mind. I'm not just talking about kinder/gentler/greener waste disposals, I'm talking about ferocious donating, give-aways, sales and recycling; the way Mother Nature intended.

The folks at Simple, Organized Life employed the help of Martha Stewart to help get us started. Visit her list at <http://simpleorganizedlife.com/100-reasons-to-get-rid-of-your-clutter/> for 100 green, community service-based ideas for getting rid of your Spring clutter. Martha goes from soup to nuts with such tantalizing reasons as "because you have too much stuff," "because its fun" and "because someone else needs it" to "it will make your life easier" and "you can get something back." Chock full of websites, her list is a delicious recipe for turning one man's trash into another's treasure.

Hot tips include donating your Air Miles to deployed soldiers, transplant patients or terminally ill kids. Donate furniture to disaster victims, wedding gowns to breast-cancer patients via www.makingmemories.org or ship shoes and sportswear to struggling athletes around the world. Nike will recycle footwear materials into sports and playground surfaces. Booksforafrica.org will take everything from storybooks to encyclopedias. Old standbys listed include cartalk.com, habitat.org, freecycle.org and goodwill.org. For those who'll want to get something in return, sell to your neighbors via [craigslist](http://craigslist.org) or [ebay](http://ebay.com). Visit giftcardbuyback.com to get cash back from gift cards you'll never use. Trade in an old iPod; receive a 10% discount off a new one. Have fun. Get organized. Have a happy Spring!

GET WELL SOON



Please join us in keeping good thoughts for the speedy recovery of long-time Metro NYC Chapter Member, current ICRM President, and a good friend, Alan A. Andolsen, CMC, CRM.

MAY CHAPTER MEETING SPONSOR INFORMATION



PelliGroup (formerly Cunningham & Montaña) provides consulting in all aspects of information and records lifecycle management.

We are unmatched in developing domestic and international records retention schedules based on detailed legal requirements, designing strategies for deployment of enterprise information lifecycle management programs, creating enabling policies and developing procedures and workflow for records programs.

The fifty+ years of experience that our principals bring to bear on behalf of our clients and our proven methodologies have made us the industry leader. Choose PelliGroup as your partner and use our knowledge, expertise and experience to help your organization improve compliance, achieve greater efficiency and reduce risk by better managing your records. From concept to execution, PelliGroup represents a promise of value.

CRM QUESTIONS ANSWER KEY

- (1) - C.
- (2) - B.
- (3) - D.

We hope you enjoyed this issue. If you have any comments or would like to contribute an article, please contact:

Marcel Rodriguez, Newsletter Editor

Marcel.Rodriguez@nbcuni.com

Sincerely,

ARMA Metro NYC Chapter Board of Directors

