

ARMAzing News
ARMA Northern New Jersey Chapter
November, 2007 Newsletter

NNJARMA
 Volume 2, Issue 1
 November, 2007

Edited by Christopher Reilly



Above left: David Gibson, AIA, president of David F. Gibson Associates and Luis Garcia of SimplexGrinnell talk after speaking at NNJARMA's October 17th meeting.

David Gibson, the first of the two speakers at the NNJARMA October 17th chapter meeting, is an architect that is experienced with restoration and preservation of historical art. He knows the importance of preserving the integrity of historical items because the works he is charged to protect are often priceless. Some are paintings from antiquity worth at a minimum of five million dollars each! Mr. Gibson gave the Northern New Jersey chapter of ARMA this insight into the restoration project his company, David A. Gibson Associates. Snug Harbor Cultural Center in Staten Island, NY is just the place for his preservation and architectural skills.

Using atmospheric control behind Plexiglas that is 2" thick, he keeps the relative humidity and temperature at a constant. Not unlike what is needed to protect corporate records. However, corporate records often have a retention date. These priceless works of art do not have a retention period, being kept under lock

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and key 24 hours a day with armed security guards. Let's face it, comparing your company's corporate trade secrets with an eight hundred year old piece of art isn't a fair comparison. But both are priceless, in the eyes of who maintains ownership.

Regardless, David Gibson creates flexible, scalable environments. Using existing space, with help of track mounted movable shelving, the Snug Harbor Cultural Center's many buildings can accommodate board meetings, film crews, and provide a classroom environment.

Snug Harbor, during the 19th century was a sort of retirement home for old sailors, which maintained a chapel for religious services. Today, it is used as a recital hall, thanks to acoustic enhancements provided by Gibson Associates. Architecturally speaking, an archive room should be just as flexible as this museum. But does as much planning go into an archive room? That's some food for thought for us RIM professionals.

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President's Corner

By Nancy Ur

As the new Chapter President, I have to tell you that I'm really excited and honored to be in this role for the 2007-2008 term. We have a dynamic Board of Directors and I'm amazed at all of the ideas we have come up with to make this Chapter a really great resource for our membership. We'll share those ideas with you in the upcoming newsletters.

Records Management has changed over the years from paper based storage systems to the array of media types and sophisticated electronic systems that exist today. From small company applications we've grown into global enterprises. Do you know about computer forensics, backup tapes/servers, taxonomies, data mapping – not to mention all of the regulations! And Records Management is still evolving! Are you ready?

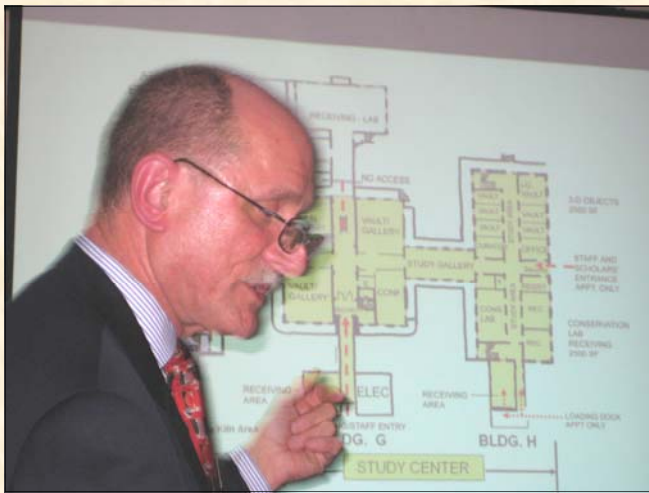
As a records professional, you need to keep up with the advancements in this field, and we want to help you do just that! NNJ ARMA will be presenting programs by subject matter experts that are timely and interesting. If there is a topic that you'd like us to explore, just let us know!

Being an active member of the NNJ ARMA chapter is so important – whether you are fairly new to Records Management or have been in the field for many years, this is the connection you need. NNJ ARMA is where you will find the best resources for whatever records related question you may have. And the networking is great fun, too.

I look forward to seeing you at the next NNJ ARMA meeting!

Best regards,

Nancy



David Gibson illustrates the layout of Snug Harbor's architectural intricacies.

David Gibson Biography

David Gibson is President and Principal-in-Charge for DFGA. An award winning architect and planner, he believes that context must play the major role in building design: First in terms the facility must fit into its environment comfortably, and second, that the facility must be a reflection of the client's self-image, not only in terms of where the client organization is today, but where it wants to be. Mr. Gibson brings design leadership and an innovative management style to the firm and its clients. As an educator, he similarly brought a sense of the importance of discipline and organization to his students.



Espie Cain, Ilana Lutman, chapter secretary and Denise G. at the October 17th meeting.

Our second speaker, Luis Garcia, Regional Special Hazards Sales Representative for the NJ/NYC/LI Region of SimplexGrinnell, gave us a presentation on fire suppression systems. Currently, the Halon systems of the past have been replaced with newer chemical systems such as Inergen and Sapphire Inert Gas. He mentioned that in today's archive storage

rooms, which normally contain a mixture of paper, electronic tape, CDs and even microfilm, the Inergen agent is ideal. When the agent is introduced to suppress a fire, it will not damage any media, including paper. It is composed of the three naturally-occurring gases found in the air we breathe-nitrogen, argon, and carbon dioxide. It spreads quickly throughout a protected space with no agent residue to clean up. It is an environmentally-friendly agent with zero ozone depletion potential, zero global warming potential and zero atmospheric lifetime. Because it is not a synthetic chemical, Inergen has not been banned from use by any country. It is listed and approved by governmental and nationally recognized laboratories around the world.

Surely, a records archive must look to protect it's



Luis Garcia, Regional Special Hazards Sales Representative for the NJ/NYC/LI Region of SimplexGrinnell, gave a presentation on current fire suppression.

media integrity by avoiding moisture, and this fire suppression system proves to do just that.

Our thanks to David Gibson and Luis Garcia for their time in bringing us these cutting-edge methods for records protection.

Biography for Luis Garcia

Education:

1981 – 1985, USAF: Fire Protection Specialist

1982-1985, North Dakota State School of Science: Fire Management Program

Work Experience:

Since 1981 Luis F. Garcia has been involved in Fire Services and began installing, inspecting and servicing commercial Pre-Engineered & Engineered Automatic Fire Suppression Systems from 1985 thru

**Don't Miss the Next NNJARMA
Chapter Meeting!! :**

Tuesday, November 13, 2007

**TOPIC: Digital Compliance and Retention Strategies In light of the Update
FRCs**

Data retention issues have been troubling us for years. Just when we think we have the answers, new legislation and new technology causes us to rethink and update our strategy. Do you have a strategy for the following situations: 1. Your CEO notifies you of potential litigation 2. Employees who insist on doing work from their personal email accounts. 3. A unified messaging implementation. This session will address these and many others, including best practices and the tools available to deal with discovery and regulatory issues, retention policies, archiving and more. Come if you dare, and confront your worst nightmares.

**Presenter: Galina Datskovsky,
Ph.D., CRM**

Senior Vice President, Development

**Business Service Optimization
Business Unit CA, Inc.**

Dr. Galina Datskovsky is senior vice president of development for CA's Business Service Optimization business unit, responsible for the delivery of CA's Infor-

mation Governance solutions, including CA Message Manager, CA Records Manager and CA File System Manager.

Galina joined CA in 2006 with its acquisition of MDY Group International, where she served as founder and CEO. She was elected to participate on the senior leadership team of CA which provides input on direction, policy and strategy.

A Certified Records Manager (CRM), Galina is a recognized international expert in records management and associated technologies, including the convergence of records and document management, email and physical records management, and federated records management. She also has published articles in numerous prestigious academic journals and computer science conference proceedings and is a sought-after speaker by organizations worldwide including ARMA, AIIM, ALA, Gilbane Conferences, TAWPI, LawNet/ILTA and MER. In 2007, Galina was elected as an Association Director to the Board of Directors of ARMA International.

Prior to founding MDY, Galina consulted for IBM and Bell Labs and taught at the Business School of Fordham University and the Graduate School of Columbia University. She received her CRM certification in 2004 and earned doctoral and masters degrees in Computer Science

Northern NJ ARMA

Next Meetings:

Save the Dates! Register Early!

Note: All Meetings Held at the Woodbridge Hilton Unless Otherwise Specified

- November 13, 2007/Tuesday **Digital Compliance and Retention Strategies In light of the Updated Federal Rules of Civil Procedure. Joint Meeting with AIIM - Dr. Mark Moerdler**
- January 16, 2008/ Wednesday “Electronic Records Surveillance By State Police” – New Jersey State Police
- Feb. 7, 2008/Thursday “How HIPAA Laws Impact Records Management”
- March 12, 2008/Wednesday Joint Meeting with ARMA Central NJ
- April 22, 2008/Tuesday TBA
- May 14, 2008/Wednesday ALL DAY SEMINAR - Business Continuity and Disaster Planning, Linda Maxson and Team, Sunguard Disaster Recovery
- June 18, 2008/Wednesday TBA

Cost of Meals:

Pre-Paid-\$30.00, Pre-Registered at the door-\$35.00, Walk-Ins & Non-members-\$40.00

We gladly accept cash or checks in advance or at the door.



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1991 throughout South Florida. Between 1992 and 2001, Luis managed the North-Eastern U.S. for AN-SUL's Pre-Engineered Division & later was Engineered Systems Manager responsible for Detection and Control, Air Sampling Smoke Detection, AFFF System, Gaseous Extinguishing Systems which include High & Low Pressure CO₂ and INERGEN as well as Large Dry Chemical Systems. Currently, Luis holds the Master Fire Suppression Contractor License for SimplexGrinnell LP and serves as the Regional Special Hazards Sales Representative for the NJ/NYC/LI Region.



NNJARMA members converse after David Gibson and Luis Garcia spoke about environmental protection strategies.



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Getting Strategic with your documents – how applying technology adds value to your documents

Recap of Sept. 19th NNJARMA Chapter Meeting by Ilana Lutman, chapter secretary

What do Hillary Clinton's health care reform 2.0 and Andy Koval's presentation at our September 19th chapter meeting have in common? According to Andie Baron (Andy's colleague) they both want to use imaging technology and the accompanying workflow and business processes to advance their business efficiency and add value to their documents. Although Andy is on the board of directors for Archive Systems Inc he cautioned against embarking on a scanning project with no objectives or little prior thought.

In order to become a change agent at your work and be noticed for the (positive) change he suggested starting with your organization chart to see who and what would be affected if you started scanning certain documents. Andy's checklist for success includes: properly defining the scope of the project; avoiding project or scope creep which means knowing when to cut off project requirements; setting milestones and measuring your ROI. Of course you need to consider whether to tackle scanning yourself or outsource.

One question from the floor addressed the retention period for paper after scanning. Andy replied that paper is mostly retained for certain periods "just in case" as it provides a certain comfort level. Another question related to percentage of QA for images. Andy replied that this might depend on the type of document but as scanning technology has improved greatly 10% validation is generally sufficient.

On a personal note, I can relate to Andy's cautionary advice about jumping headlong into an imaging initiative. Recently, my boss decided

that specific signed contracts should be scanned to our grants management system on receipt of the signed document. Some six weeks later we finally started scanning them. It simply took time to learn the paper document's flow, who received copies and what they used their copies for. It turned out that four different departments were receiving copies - one of whom didn't do anything with it (they were happy to be taken out of the new process). Finally, we had to devise a work flow that suited everyone's needs. In addition, automatic internal e-mail notifications had to be drafted as well as other correspondence generated within the grants management system that had previously been composed externally. All this just to make sure that everything was covered for the scanning of one type of contract.

See you at the November meeting!

“I would like to sponsor a chapter meeting, what do I need to do?”

Article by Barbara Klak, Director Advertising/PR NNJARMA

Thanks for asking ~ it's really easy and your Company will get a lot of visibility!

As a meeting sponsor you are provided 5-10 minute before the main speaker to present an overview of your company. You are provided an area/table where you can advertise your services and/or products. All advertising regarding the meeting (emails, website, and newsletter) acknowledge your company and provide contact information, including a link to your website from our website. Meeting announcements go out to over 200 people, just imagine the exposure!! The \$250 fee also includes two dinners.

The meetings that can be sponsored are being held on,

- January 16
- February 7 - Reserved
- March 12
- April 22
- June 18

We also offer an opportunity to submit a spotlight article. This is an article, printed in one of our monthly newsletter, written by you the vendor, and usually features a product, service or case study. Additional information on the spotlight article is available upon request.

If you have any questions regarding advertising and/or sponsorship please don't hesitate to contact me. Looking forward to hearing from all of you! ***Please see our rates on the next page....***

Barbara Klak

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ARMAzing News *Northern New Jersey Chapter*

Rates:

Whole Page (8x10)	\$1,000
Half Page (5x8 or 4x10)	\$500
Quarter Page (5x4 or 2.5x8)	\$300
Eighth Page (Business Card)	\$150
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Newsletter advertisement includes your ad in nine (9) issues of the newsletter and a presence on the ARMA Northern New Jersey Web for one year.

(Note: Eighth Page ads do not include Web presence)

Meeting Sponsorship	\$250
Vendor "Spotlight"	\$150

Meeting sponsorship includes a 5-10 overview of your company prior to the main speaker and a table where you can display your products and/or services. You will also received publicity in the newsletter and on the website.

The Vendor "Spotlight" is an article that is written by the vendor and usually features a product, service or case study.

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- Records management software and custom label software improve record tracking, archiving and security access.

Libraries and Special Libraries

- Library cantilever shelving provides visible display and easy access. Slat wall panels or wood end panels match existing or custom wood.
- Circulation desks, carrels and seating.
- Archival storage in high density mobile systems reduces total space required, saves construction and maintenance costs.
- Layout and design service
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- Spacesaver storage systems hold objects from golf balls, rocks and dinosaur bones to pottery, oil paintings, rugs, furniture and sculptures.

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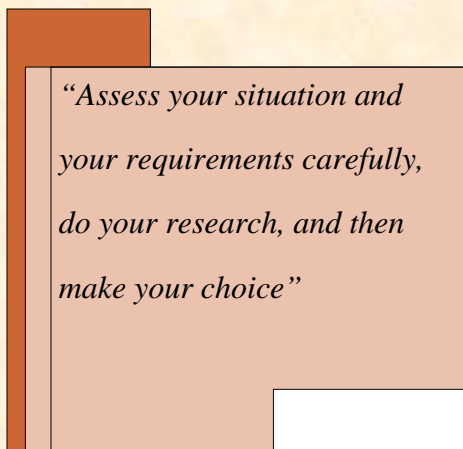
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Lessons Learned – The Records Retention Schedule

Article by Anne Kottaras, NNJARMA Scholarship Director

Here are a few lessons learned I've gathered from my own experiences in various roles as well as feedback I've gotten from colleagues in the field. This month's Lessons Learned applies to Records Management, specifically the Records Retention Schedule.

Developing a Records Retention Schedule will take longer than you think, cost more than you planned and require you to work with areas of your organization that you might not have known existed. However, if it's done properly, this project will also be worth all the time and resources (monetary and people-hours) you put into it. The Records Retention Schedule is one of the cornerstones of your RM program; commit to doing it right the first time.



Among the current top approaches for developing a Records Retention Schedule, no one approach is more correct or appropriate than any other. But some approaches are more appropriate for your organization than others. The most commonly used and referred-to methodologies for creating the retention schedule that I've come across include: the process-driven approach, the "big bucket" approach, the functional approach, the departmental approach, and the individual record type approach. Each one has its pros and cons, and its place in the world of Records Management.

To determine the best approach for your organization, consider some of the following questions: What is your sector – public, private, government? What is your industry? Is it regulated? What is the size and complexity of your organization? What are your primary risks? What is your organization's culture? What is the size and complexity? What is your 12-18 month plan – are you looking to implement an electronic records management system in the near future? What resources do you have at your disposal? Assess your situation and your requirements carefully, do your research, and then make your choice. You will need to live with the result of this decision for the next 2-3 years.

Don't ignore electronic records. Whether and to what extent you address electronic records in your Records Retention Schedule, whether you prefer one particular definition of an electronic record to another, you need to acknowledge their existence. Start thinking about it – do some research, ask questions of your IT organization. You don't need to be an expert (unless that happens to be in your job description), but you should have a working knowledge of the major issues concerning electronic records. Someday, someone will ask you about this issue. It's best to be prepared.

Keep it up-to-date. Pick a time interval for reviews and modifications of the retention schedule and stick to it. Some organizations review their schedule on a quarterly basis; some do this on an annual basis. The best review interval for you depends on your industry and the types of records within your organization. The takeaway is to incorporate periodic review points in your initial plan for creating the retention schedule and make sure you have the buy-in and resources ahead of time to keep your schedule current.





Above: The U.S.S. Constellation moored in Baltimore's Inner Harbor: (photo by Chris Reilly)

ARMA BALTIMORE INTERNATIONAL 2007 CONFERENCE

NE Region Manager	Lorraine Anderson (Buffalo, Capital Region Tech Valley, Central New York, Greater Rochester and Long Island)
NE Region Coordinator	Steven Lastres, JD (Metro NYC, Central and Northern NJ)
NE Region Coordinator	David Pita (Boston, Connecticut, Ocean State)
NE Region Treasurer	Cindi Lemay

Region and Chapter Leadership Day Saturday, October 6, 2007

Article by Kathleen Timothy

The members of the Northeast Region Team and their specific chapter responsibilities were introduced:

Lorraine Anderson provided the statistics for the NE Region:

11 Chapters, approximately 1100 members:

- 828 assigned to chapters
- 290 w/o chapter assigned

Reports on the Leadership Chapter Resources site (www.arma.org/lr):

Login: armachapters

Password: 500600

Cindi LeMay presented the Treasurer's Report. There is a voluntary assessment of \$2.00 per member per Chapter. The Chapter Assessment Letters will go out after the conference. The fund is used to fund leadership training, seed money for Region Conferences and gifts and grants for Chapters in need.

David Pita is the NE Region webmaster and the NE Region website will be up in a couple of weeks (www.armanortheast.org). All NE Region chapters will have a hyperlink on the Region website. Those without a website can provide a content page. Any posting should be provided to David and he encourages ideas from the chapter for the site.

The Region leadership is requesting that chapters provide a link to the NE Region website on their local chapter websites and profile a banner promoting the NE Region Meeting in Saratoga Spring.

There was extensive discussion on the next **RE Region Educational Conference** scheduled for **June 7 – 10, 2008** in **Saratoga Springs, NY**. I have 'Save The Date' postcards that the Region leadership is requesting we mail out to all our members.

My notes / Impressions

We are not the only chapter with both administrative and organizational issues and challenges, although ours may be unique in some instances. The Metro NYC chapter seems to be the strongest and most active chapter in the NE Region. They were represented by five board members at the Region meeting!

I attended the Chapter Leadership Breakout Session – First Time Chapter / Region Board 'Boot Camp'

This session was facilitated by Thomas Killam – Director of Member Services

Handouts:-

- ARMA International HQ Staff
- Chapter Speaker Grant Policy

2007 Region Leadership – Member Services Resources w/ Tabs:

Insurance / Tax Form 990

HQ Staff

Communications

Bylaws

Logo / Grants / Supplies

~ Kathleen Timothy is the Treasurer for Northern New Jersey ARMA

LIBRARY NOTES

Scott Bowker, CRM



The use of the Chapter Library has increased this year compared to the past few years. This is a great **FREE** resource, do don't forget to take advantage of this benefit that comes from being a part of the ARMA NNJ Chapter. From what I understand, we have one of the larger Library collections within ARMA.


The ICRM has issued a new version of Preparing for the CRM Examination: A Handbook. I have printed out a copy and placed it in the Chapter Library. It is also available in .PDF format – you can either ask that I send it to you via email or you can download it from the ICRM website (www.icrm.org).

Hope to hear from some of you soon!!

Welcome To Our New Members!


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- Kenny Bhiro
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- Richard Moskowitz
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