



Above: Jason Stearns, Corporate VP of Business Resilience for New York Life, speaks about receiving the Cobalt Award.

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The program year got off to an excellent start with New York Life's journey to winning the prestigious ARMA International Cobalt Award. The Cobalt Award recognizes organizational excellence in managing records and information. Some criteria are:

- An acknowledgement of the importance of records and information to the organization
- The cornerstone to compliance with laws and regulations
- Consistent policies, procedures, and practices that begin at the desktop
- A contributor to organizational success
- Incorporates risk and asset management in the organization

Jason Stearns, the Corporate records Manager at New York Life, responsible for the program strategy, development, compliance and education led us through an entertaining and historic journey on the way to the award nomination.

New York Life is headquartered at 51 Madison Avenue in New York City at an historic building known as *The Cathedral of Insurance*, built by the skyscraper pioneer, Cass Gilbert. The history of New York Life Insurance Company dates back to 1845 and of course, so does all the associated records! Accolades of its rich history include being the first insurance company to write insurance policies for women and blacks.

Jason Stearns, who joined New York Life in 2006, set about the strategic alignment of the records function within the organization. A Records Management Steering Committee was formed that has oversight of the strategic development for the records program. The corporate records function became functionally aligned to the VP – Business Resilience, part of the Corporate Information Executive Team and which reports directly to the company's Executive Management Committee. As a direct result of the company receiving the ARMA Cobalt Award, Jason now has the title of Corporate Vice President – Business Resilience/Corporate Records Manager! This acknowl-

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edges the value of the program and the expertise of Jason and his team. The program he implemented had direct support from the:

- Office of General Counsel
- Corporate Information Department
- Corporate Compliance Department
- Corporate Audit Department.

The program's mantra is '*Manage Your Records. Manage Your Business.*' This is reinforced through a robust training program beginning with new hire orientation, and continuous training for Departmental Records Management Coordinators. Its training program includes such topics as Warehouse Processing & Physical Records, Electronic Archive & eRecords, and Email Etiquette and includes a host of awareness building brochures and posters on a broad range of records management topics. They also make the most of Records and Information Management month celebrated April each year, by many promotional programs to gain visibility in the organization. The company also has a RIM intranet site that provides access to policies and procedures, on-line searches, document templates and other program resources.



Above: Attendees at the ARMA NNJ September 16th chapter meeting before Jason Stearns' presentation.

Such a successful program would not be complete without the recognition of the departments, work-groups and individuals that provide the support that sustains the programs and propels its objectives for-

ward. New York Life has an Annual RM Awards program that recognizes groups and individuals for their effort and support of the program's objectives, regardless of the functional organization they are in. This helps influence the benefits of records and information management throughout the company, by enabling individuals to grow and develop while support the company's objectives. New York Life becomes the beacon of light for the rest of us in our attempts to attain records management excellence in our organizations.



Above: Attendees share a light moment during the networking session. Director Tim Powers (second from top left) and Director Ed Jassin (fourth from top left) seated



Above: Jason Stearns was also given ARMA NNJ's certificate of appreciation.

Jason's contact information:

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President's Corner

By Kathleen Timothy

We again embark on a journey of education, networking, and collaboration in this our 50th year of incorporation.

The board of directors have committed to an aggressive agenda that we hope will propel the chapter forward and qualify us for consideration of ARMA International's Chapter of the Year Award. We have begun in earnest with this year's opening meeting featuring Jason Stearns of New York Life, the winner of the prestigious Cobalt Award in 2008. In the spirit of collaboration and relationship building, we will be co-hosting sessions with the Central New Jersey and Metro New York City chapters. ARMA NNJ, along with the Central New Jersey chapter will host the ARMA Northeast Region Leadership Conference in spring 2010. The board is considering sponsorship/chapter participation of a charity event in our area. If any of our members have a burning passion or interest in a particular organization, please let us know.

For those of us attending the ARMA International Conference in Orlando on October 15 – 18, look for an e-mail communication from our VP Programs, Ilana Lutman who is planning a chapter event at the conference.

In these tough economic times some of you are challenged with maintaining your chapter membership. We, along with other chapters whose members are experiencing the stress of maintaining their professional membership have petitioned ARMA HQ for relief. They have responded with an offer of a Two Pay Plan to ease this burden. You can reach out to the VP Membership, Angela Dzikowski for further details.

We look forward to seeing you at our chapter events and encourage your active participation in chapter activities.

Paying for Chapter Meetings with PayPal

Seth Beim - Treasurer

ARMA NNJ offers the convenience of paying for our Chapter meetings via PayPal. Making a payment is easy, convenient and it simplifies your payment process. Rather than bringing cash or a check with you to meetings you can pay securely and instantly online. We highly encourage our Members and Non-Members to utilize this payment option.

What is PayPal?

PayPal enables buyers and businesses to send and receive money online. PayPal has over 100 million member accounts in 190 countries and regions. It's accepted by merchants everywhere, both on and off eBay and best of all its free to use!

Is PayPal safe to use?

PayPal helps protect your credit card information with industry-leading security and fraud prevention systems. When you use PayPal, your financial information is secure and never shared.

What are the benefits of paying for chapter meetings with PayPal?

1. Chapter members who register in advance save \$10 on the registration price.
2. Instant receipts are provided for completed payment transactions (can be printed).
3. Email confirmation receipts are sent to the email address provided.
4. Save time at the registration table upon arrival for the meeting.

Even if you don't have a PayPal account payments can still be made with any major credit card. Simply enter the required billing information and follow the instructions to continue the payment process. If you have any questions or problems feel free to contact Seth Beim - Treasurer, ARMA NNJ or Murez Sandy - Web Administrator, ARMA NNJ for assistance.

Secretary's Corner

by Tony Abbate
Chapter Secretary/Historian

Here is a brief summary of the major decisions of the Board, made in supporting you our members, and to meet the challenges we face in keeping the Chapter vibrant and responsive to opportunities in this our 50th Anniversary Year!

- Support a Student Chapter Member's graduate level project that addresses how the ISO 15489 and DOD 5015.02 Standards support "Digital Records Management".
- Expand the candidacy of the ARMA NNJ Chapter's Scholarship Program to a student member's enrollment in any undergraduate or graduate level RIM course or program, while continuing our focus on Northern NJ institutes of higher learning.
- Safeguard our financial assets by re-investing our funds in a viable interest bearing instrument to safely increase our account balance enabling the Chapter to continuing to function through this difficult social / economic climate.

Welcome New Members!

Please welcome the following new members to our chapter:

**Michael Baker, Manager Corporate Compliance
ISP, Inc**

mbaker@ispcorp.com

**Glenn Fisher , Records Manager
Patton Boggs LLC**

gfisher@pattonboggs.com

Glenn Fischer is Records Manager of the Newark, NJ and New York City regional offices of Patton Boggs LLP. He has more than 14 years experience with records management in every phase of the records life cycle, primarily in the legal industry. Glenn holds a B.A. from Armstrong Atlantic State University and a M.A. from New York University. He is currently preparing to take the CRM exam in November.

Narita Maraj, Graduate Student

shiva.narita@gmail.com

Narita Maraj is currently a student at the Graduate School of Library and Information Studies, Queens College, NY. She also holds a B.A. in Political Science from New Jersey City University. Narita is a part-time records management assistant at Hudson County, as part of the State's P.A.R.I.S. program.

Tom Owens, Consultant

Records and Information Manager

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Tom Owens has been in the records and information management and services field for over 15 years and is still energized by the challenges and opportunities to make a difference through efficient and effective records/information lifecycle management. Tom started in RIM by taking a 60 day temporary job moving a law firm records center. He stayed while they did a search for a records manager -- and then just stayed.

Scott Schneider, Director of Marketing and Business Development

Schneider Engineering

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Scott joined Applied Computer Technologies, LLC (ACT) 10 years ago and was made a partner in 2005. As director of marketing and business development, he leads ACT into new markets and coordinates all marketing initiatives, from networking to philanthropy.

A graduate of the Ohio State University with a double major in marketing and logistics, Scott also coordinates all client services and offers an additional layer of customer service that ensures client satisfaction. Prior to joining ACT, Scott was a national account manager at North Shore Agency, working with the company's largest accounts, including the New York Times and Ziff Davis.

**Rosemarie Schwab, Manager, Record Retention
Suburban Propane,L.P.**

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Library Corner

By Scott Bowker, CRM
Chapter Librarian



To mark the beginning of this new chapter year, this column has a slight name change. I think that *Library Corner* brings up a positive mental image of a records management professional sitting in a comfortable chair (perhaps next to a fireplace) and reading some of the excellent material we have available in the Chapter Library.

The 2009-2010 Board is quite supportive of the Library and has more than doubled the amount of money in the budget for this chapter year. As in the past, I welcome your suggestions on what material you believe we should purchase. Whenever I have made this plea in the past, I have not received a response. I then make my decision and confirm it with the Board. Since this is your Chapter Library, I would really appreciate receiving your recommendations on what we should add to the Chapter Library to make it more relevant to your needs. Please look at the current Library Listing on the website and let me know what you would like to see added to the collection. You can talk to me at a Chapter meeting, call me at 908-541-5280 or email me at librarian@armannj.org.

ARMA NNJ Group Profile on LinkedIn.com

By Seth Beim, ARMA NNJ Treasurer

For those who are unfamiliar, LinkedIn.com is a networking website for business professionals. Think of it as, “Facebook for business”. The site allows you to create a free profile page for yourself including your work experience, professional expertise, accomplishments and more. After your profile is created you can create “connections” with other individuals you work or worked with as well as be introduced to, and collaborate with qualified professional connections you may not yet know. You can quickly

create a network of people that you are connected to by one, two, or three degrees of separation.

One of LinkedIn’s many features allows you to include professional organizations and affiliations you are associated with which are called “group profiles”. Late last year, ARMA NNJ created a group profile page for our chapter. There are currently 27 members listed with 7 new people added within the last month. Once you join, you are able to stay posted on chapter updates and have the option of posting to a “discussion” section to discuss issues and pose questions to the other members. Group members can show their support of the chapter by having the chapter logo and a link displayed on their personal profile pages. This is a great way to show your affiliation with the chapter and it will help us grow by increasing our visibility.

To be added to the chapter’s group page you will need to have a personal profile set up first. To join, simply select the category drop down menu to “search groups” and complete a search for “ARMA NNJ”. Click on the “Join Group” link to request to join the group and your request to will be responded to within a day or two. Clicking the, “share” button lets you invite your records management connections to join the group as well. We hope to see you added as our new connection soon!

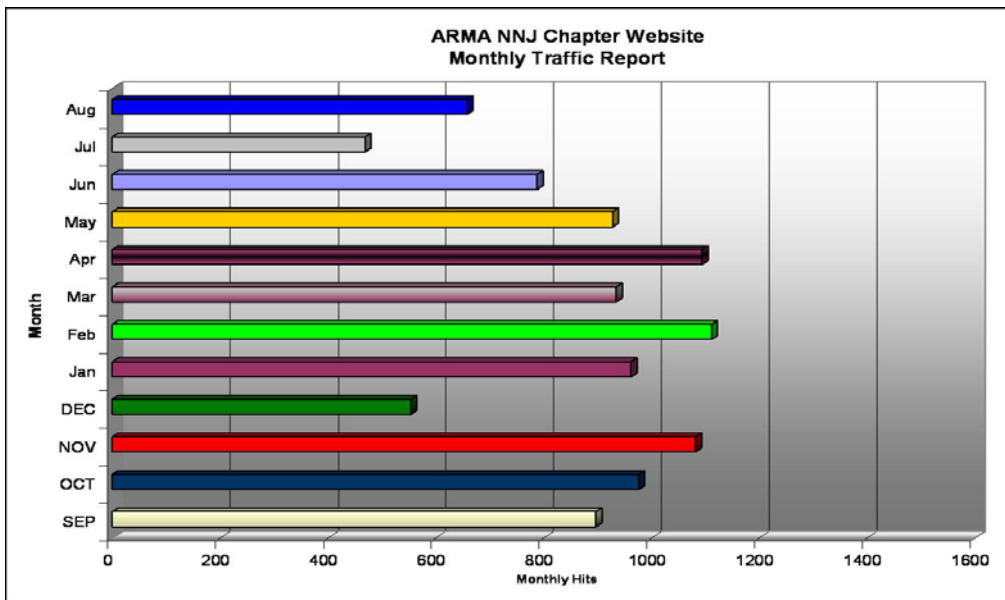


Contacting the Board of Directors

We recognize that you may have wonderful ideas for an Event, a Chapter Meeting or may desire to reach out to the board on other matters. We encourage your communication. Each Board Member can be contact directly on any matters relating to their function. To contact us click, www.armannj.org/thennjchapter/leadership.html, to visit our Leadership Page.

All other matters, please, direct all communications to the Chapter's Secretary – Tony Abbate @ recordkeeper@armannj.org

Site Visits for September 2008 – August 2009



Upcoming Events

Our next meeting is schedule on October 21, 2009 at the Woodbridge Hilton and discusses:

Is Your Head In The Cloud and Web 2.0/3.0?

Organizations (and their employees) increasingly resort to the internet for business services and communications. Internet use can have positive and negative consequences for both. Records Managers need to be aware of these consequences so that they may effectively advise others and implement 'best practices' for interfacing with the internet.

This one (1) hour session explores legal and other consequences of Cloud Computing and Net 2.0/3.0.



Judge Ronald J. Hedges

Ronald J. Hedges is the principal of Ronald J. Hedges LLC. He has extensive experience in e-discovery and in management of complex civil litigation. Mr. Hedges serves as a special master, arbitrator, mediator and consults on e-discovery and records management. He served from 1986 to 2007 as a United States Magistrate Judge in the United States District Court for the District of New Jersey, where he was the Compliance Judge for the Court Mediation Program and both a member and reporter for the Civil Justice Reform Act Advisory Committee. From 2001 to 2005 he was a member of the Advisory Group of Magistrate Judges. Mr. Hedges has been an adjunct professor at Seton Hall University School of Law (1993-2007) and at Georgetown University Law Center since 2006. He co-chaired the Planning Committee of Georgetown University Law Center's Advanced E-Discovery Institute in November 2008 and serves on the planning committees of the Institute, the Corporate Counsel Institute, and the E-Discovery Academy.