



Requests for Proposal (RFP): Intellectual Property Database

Inside This Issue

Requests for Proposal (RFP): Intellectual Property Database	1
President's Message	2
Board Report – December 2008.....	3
First Online Master's Degree in Archives and Records Administration (MARA) – SJSU	4
Meeting Notes	5
Library Corner: Emergency Preparedness	6
Mark Your Calendar	7
Diamond State Chapter Leadership 2008 - 2009	8

Speaker:	Linda J. Davis, Manager Legal Administrative Services DuPont Legal Organization
Presentation:	RFP for Implementing an Intellectual Property Database with a Records Management Focus
Date:	Tuesday, January 20, 2009
Time:	8:00 AM Breakfast Meeting/Seminar
Location:	Christiana Hilton 100 Continental Drive Newark, Delaware
Cost:	\$20.00
Reservations:	Please RSVP via e-mail by January 15, 2009 to:

Alicia Reyes Santiago

alicia.reyessantiago@bankofamerica.com

About This Month's Program

"RFP for Implementing an Intellectual Property Database with a Records Management Focus" will look at the significance of maintaining a records management focus while trying to strategically manage Intellectual Property within a database.

About Our Speaker

LINDA J. DAVIS is currently the Manager of Legal Administrative Services for the DuPont Legal Organization. In this role she is responsible for strategic design and implementation of administrative services workflow, resource allocation and associated systems requirements. In addition, she also serves as Records Champion for DuPont Legal, a position she has held

since 1995. Linda has 40 years experience in the Legal field, 27 of which have been with DuPont; 14 years of which has been in the day-to-day management of all Legal documents in partnership with the DuPont Corporate Records & Information Management Group in assuring compliance with the DuPont Corporate Records and Information Program.

Linda previously served as Administrator to the DuPont Ethics & Compliance Central Organization. In this role she was responsible for the development and implementation of necessary processes to manage documentation as set forth by the new State and Federal Regulations; i.e., Sarbanes-Oxley, HIPPA, etc.

Linda has been an active member of the Wilmington-Diamond State Chapter of ARMA (Association of Records Managers and Associates) and was recognized as "Chapter Member of the Year" in 1998, 1999 and 2001. Linda's speaking engagements include presentations across ARMA organizations, Association of Corporate Counsel, Lorman Educational Programs, Wilmington Corporate Executive Administrative Assistants, the International Association of Administrative Professionals, and various Ethics & Compliance forums as well as internal to DuPont.

President's Message

Lynda Martinez



Can you believe 2009 is already here! Remember when we were all worried about the Millennium and turning the calendar to 2000!! I trust that every one of you were able to relax and enjoy the holidays with your family and friends. Although it is tough, it is now time to get back to work.

I would like to start off by thanking all of you who attended our December meeting. Not only did we have a very informative and interesting presentation by the team of Ian Janssen and Marcia Nickle, but your support for the Toys for Tots campaign was once again overwhelming. I am sure there were smiles on the faces of those who were the beneficiaries of your donations. As always, I am warmly impressed by our Chapter's generosity and this year was no different. 2008 marked our 4th year supporting the Toys for Tots and we should feel very proud.

It may be a new calendar year, but we are well into our Program Year here at the Diamond State Chapter. From our first meeting in September through December, our 2008 Program has brought fantastic speakers to our monthly meetings. At our September meeting we had David Easton discussing E-Discovery Technology. October brought us Rich McGuigan to speak about 'Six Sigma and Records Management'. In November we had Jeffry R. Gross speaking about Media Data Wiping and Risk Management. January 20, 2009 will continue with another great Program. We are again fortunate to have one of our members, Linda J. Davis as our presenter. She will present "RFP for Implementing an Intellectual Property Database with a Records Management Focus." So mark your calendars and join us at the Christiana Hilton.

As we move ahead in 2009, remember to take advantage of the many benefits you receive by being a member of ARMA and the DSC.

- EDUCATION – This is our primary mission especially valuable in today’s dynamic world of Information and Records Management.
- NETWORK – The knowledge base that we can call upon when needed.
- FRIENDSHIP – This is a value added benefit that will last many years into the future.

As RIM Professionals, we need to remember how important we are to our organizations. In 2009, we need to keep moving forward. The DSC Board is dedicated to bring you the best speakers, with current topics, and provide you information for educational opportunities. However, we are always looking for ways to bring more so we encourage you to send us your feedback. Please let us know if there is a topic or speaker that is of interest to you and we will do our best to accommodate you.

We had a great 2008 and as your President, I am looking forward to a great 2009. Again, Happy New Year and hope to see all of you on the 20th.

Board Report – December 2008



At the December 2008 board meeting, the Board welcomed our newest Director, Hutch Johnson. Hutch is a Records Manager for Young Conaway Stargatt & Taylor.

Lynda Martinez provided Trevor Mitchell’s feedback on the chapter website.

Wendy Sapp will hold a Seminar Committee meeting on January 13, 2009. The committee will continue working toward finalizing plans. All openings for meeting speakers have been filled.

Diamond State Chapter Treasurer, Felix Spittle, presented his report for November 2008. Copies of the Treasurer’s report can be found at the end of this month’s newsletter.

First Online Master's Degree in Archives and Records Administration (MARA) – SJSU



The first group of students to pursue a Master of Archives and Records Administration (MARA) degree through the San Jose School of Library and Information Science started their studies in August 2008. With the convenience and flexibility of a fully online format, students can live anywhere while enhancing their career options in a rapidly expanding field that will play an important role in the digital information age. MARA graduates will be among the few information professionals specifically trained to manage the irreplaceable, yet highly vulnerable digital materials now produced by corporate, government, and nonprofit institutions.

Students in the new MARA degree program learn how to help organizations preserve and provide access to their growing volume of digital assets. They focus on understanding the critical role electronic records play in preserving institutional memory and ensuring corporate accountability. They also prepare for successful completion of the certification exams administered by the Academy of Certified Archivists and the Institute of Certified Records Managers.

MARA graduates will be prepared to work in a variety of settings, including corporations, government agencies, libraries, museums, historical societies, archives, and other non-profit organizations.

The San Jose School of Library and Information Science is a recognized leader in making effective use of leading edge technologies for distance learning. US News and World Report named it the #1 e-learning service provider in its discipline. In addition, the School received the 2007 Faculty Innovation Award from the Association of Library and Information Science Education in recognition of the School's leadership in applying emerging technologies in a web-based learning environment.

More Information

Applications are now being accepted for the next MARA cohort, which will begin their studies in August 2009. The application deadline is March 30. To learn more about the MARA program or apply, visit <http://slisweb.sjsu.edu/mara/index.htm> or contact Dr. Patricia Franks, MARA Program Coordinator at pfranks@slis.sjsu.edu.

You can also check out the full announcement on the Diamond State Chapter website.

Meeting Notes

Valerie Singler

December 2008 – Are You Prepared for an Emergency?

At the December 2008 meeting, Marcia C. Nickle, Emergency Preparedness Coordinator from the University of Delaware Office of Campus and Public Safety, and Ian Janssen, Director of the University of Delaware Archives and Records Management, spoke to the group about emergency management at the University of Delaware, as well as strategies and tactics for emergency preparedness.

Marcia began the program by:

- Defining Emergency Management as “the continuous process by which all individuals, groups, and communities manage hazards in an effort to avoid or ameliorate the impact of disasters resulting from the hazards.” (Nickle, M. (2008) *Emergency Management at the University of Delaware*, slide 3)
- Discussing the reasons businesses don’t plan for emergencies
 - Obstacles: Lack of resources, “It can’t/won’t happen to us” thinking, not an organizational priority
 - Possible solutions: Case studies, grant proposals, take a group approach to disaster planning, talk with Subject Matter Experts
- Explaining the challenges organizations face when planning for emergencies and how they can overcome those challenges



Ian Janssen continued the discussion, concentrating on the strategies and tactics used at UD to protect records before and after an emergency.

Tactics	Strategies
Emergency kits and supplies Emergency plans	Coalition building and community partnering

Ian shared his experience with putting together emergency kits and plans. A copy of his supply list for a Basic Emergency Kit can be found at the end of this newsletter. He also talked about the creation of the Emergency Response Working Group for University Collections and Records (ERWG) (<http://www.udel.edu/ERWG/>), the group’s mission and its activities, which included:

- Establishment of a constitution and bylaws
- Formation of education and training, vendor research, and survey and mapping working groups
- Sponsorship of training programs in emergency kit production and salvage of water damaged records
- Creation of a volunteer labor pool
- Development of website

- Exploring contacts with local emergency response and recovery groups and entities (DDAT)

Reference: Janssen, I. (2008) *Strategies and Tactics for Emergency Preparedness*, slide 20

Emergencies can happen anytime, anywhere to anyone. Marcia and Ian demonstrated that being prepared goes a long way toward mitigating and handling them when they do occur.

For more information, check out the Library Corner in this issue for links to information about emergency preparedness. You will also find Marcia's and Ian's presentations posted on the Chapter website.

Library Corner: Emergency Preparedness

Lynn Catanese



Ian Janssen, Director of University Archives and Records Management, and his colleague Marcia Nickle, Emergency Preparedness Coordinator—Campus and Public Safety, presented "Emergency Preparedness, Risk Management, and Records Management at the University of Delaware" at the December meeting. The following websites contain information on this important topic.

University of Delaware Emergency Response Working Group
<http://www.udel.edu/ERWG/index.html>

University of Delaware Taskforce on Enterprise Risk Awareness and Assessment
<http://www.udel.edu/taskforce/risk/index.html>

Delaware Disaster Assistance Team, "Development of Statewide Disaster Preparedness and Response Consortium," consultant's report, July 2008
http://state.lib.de.us/For_Libraries/Planning/NEH_PAG_2008.doc

Emergency Management for Records & Information Programs, Virginia A. Jones, CRM and Kris E. Keyes, ARMA, 2001
<http://www.arma.org/pdf/articles/EmergencyManagement.pdf>

Council of State Archivists, Intergovernmental Preparedness for Essential Records
<http://www.statearchivists.org/iper/index.htm>

Society for College and University Planning, "Emergency Management Planning: Facing Our New Realities"
<http://www.scup.org/emp/sources.htm>

NFPA 1600, *Standard on Disaster/Emergency Management and Business Continuity Programs*, 2007 edition
<http://www.nfpa.org/assets/files/PDF/NFPA1600.pdf>

Mark Your Calendar

Unless noted otherwise, meetings are scheduled for breakfast on the third Tuesday of each month at:

*The Christiana Hilton
100 Continental Drive
Newark, Delaware*

January 20, 2009

8:00 a.m. Breakfast Meeting

Speaker: Linda Davis, DuPont

Presentation: RFP for Implementing an Intellectual Property Database with a Records Management Focus

February 17, 2009

8:00 a.m. Breakfast Meeting

Identify Theft

Speaker: Daniel J. McCusker, Esquire

Priority Shred / Priority Archives

March 19, 2009

INFO XXVII

Speaker: John Montaña, Esq., Vice President and General Counsel
The PelliGroup.

Presentation: Information Privacy - Security - Authenticity

April 21, 2009

8:00 a.m. Breakfast Meeting

Speaker: Stephanie Iannone, Office Movers

Presentation: Office Relocation

May 19, 2009

Afternoon Meeting (Tour)

Winterthur

Speaker: Rich McKinstry, Manuscripts Curator

Presentation: Winterthur Library Tour

June 16, 2009

8:00 a.m. Breakfast Meeting

Induction of Officers & Awards Ceremony

Speaker: Pete Casey, CRM – Mid-Atlantic Region Coordinator

Presentation: "State of the Region"

Diamond State Chapter Leadership 2008 - 2009

President

Lynda Martinez
Records Manager
Bank of America
302-457-3110

lynda.martinez@bankofamerica.com

Vice President/Program Chair/Seminar Chair

Wendy Sapp, CRM
Records Manager
Connolly Bove Lodge & Hutz LLP
302-888-6313

wsapp@cblh.com

Secretary/Facet Editor

Valerie Singler
Computer Sciences Corporation
302-391-6831

vsingler@csc.com

Treasurer

Felix Spittle
Records Storage Analyst
E I DuPont de Nemours and Company Inc
302-999-4475

felix.m.spittle@usa.dupont.com

Director/Membership Chair

Ian Janssen
University of Delaware

ijanssen@udel.edu

Director

Bill Cochran
DuPont

William.A.Cochran@usa.dupont.com

Director

Brad Mundy
Bayshore Records Management
302-996-4884

bmundy@bayshoreallied.com

Director

Anne Roberts
Records Manager
Nationwide
302-452-4020

aroberts@nationwide.com

Director

Richard Loring
Records Manager
Morris James LLP
302-888-6903

rloring@morrisjames.com

Director

Hutch Johnson
Records Manager
Young Conaway Stargatt & Taylor
302-571-4754

hjohnson@ycst.com

Immediate Past President

Linda Cleary
Records Manager
Access Group Inc
302-477-4172

lcleary@accessgroup.org

Librarian

Lynn Catanese
Head, Manuscripts And Archives Department
Hagley Museum And Library
302-658-2400

lcatanese@hagley.org

Webmaster

Jeanne Forester
AstraZeneca
302-886-5217

jeanne.forester@astrazeneca.com

STRATEGIES AND TACTICS FOR EMERGENCY PREPAREDNESS AND RISK MANAGEMENT

Ian Janssen
University Archives and Records Management
University of Delaware

Basic Emergency Kit

- Copy of your emergency plan
- Clipboard with notepads
- Pencils, pens, permanent markers
- Scissors
- Door wedges
- First Aid Kit
- Anti-bacterial wipes
- Masks or respirators
- Work gloves
- Non-latex gloves
- Safety goggles
- Large cellulose sponges
- Plastic buckets
- Paper towels
- Absorbent materials (white towels, blotting paper, rags, etc.)
- Flashlights and extra batteries
- Heavy-duty electrical cords with multiple heads.
- Power strips
- String for tying cords up out of water, tying doors open, etc.
- Polyethylene sheeting, large roll of 4-mil for tenting areas
- Duct tape with dispenser
- Plastic bags (clear food-grade, light weight and heavy duty in a variety of sizes, including trash)
- Nylon cable ties
- Tarps
- Basic toolkit – hammer, flat-head and Philips head screwdriver, pliers, tape measures
- Utility knives and blades
- Communication devices
- Adhesive labels

Resources

- Heritage Preservation. 2006. *Field Guide to Emergency Response*.
- Jones, V. A. & K. E. Keyes. 2001. *Emergency Management for Records and Information Management Programs*. (ARMA)
- Lemieux, V. L. 2004. *Managing Risks for Records and Information*. (ARMA)
- Moeller, R. R. 2007. *COSO Enterprise Risk Management: Understanding the New Integrated ERM Framework*.

ARMA - DIAMOND STATE CHAPTER OF ARMA, INC.

PROFIT AND LOSS STATEMENT

INCOME & EXPENSES - ACTUAL vs BUDGET

November 1, 2008 - November 28, 2008

INCOME	Current Month	Year to Date	Budget
Dues	75.00	360.00	1,000.00
Interest Income	9.04	41.10	200.00
Meeting Receipts	360.00	1,040.00	2,500.00
Seminar Registrations	0.00	0.00	8,000.00
Seminar Vendor Exhibitors & Sponsors	0.00	0.00	6,000.00
Uncategorized Income	30.00	50.00	300.00
50/50 ticket sales receipts	50.00		
Seminar extra lunches	0.00		
Seminar internet connections	0.00		
 Total Income	 474.04	 1,491.10	 18,000.00

EXPENSE

Audit Fee	0.00	0.00	425.00
Awards	0.00	0.00	150.00
Contributions	0.00	0.00	600.00
Educational Grants	0.00	0.00	1,000.00
Meetings(House/Food Room)	385.00	1,169.50	3,500.00
Membership Committee	0.00	0.00	570.00
Membership Drive	0.00	0.00	100.00
Newsletter/Website	0.00	0.00	150.00
Post Office Box rental	0.00	94.00	72.00
Program Speakers & Gifts	53.95	211.85	1,000.00
Region Support	0.00	0.00	150.00
Region Conference Expense	0.00	0.00	750.00
Seminar Expenses	36.60	1,239.24	12,075.00
AMEX Fees	10.95		
Audio/Visual/Electric	0.00		
Brochure postage	0.00		
Brochure printing expense	0.00		
Committee Expense	52.10		
Credit Card expenses	175.60		
Door prizes	0.00		
Event/Facility expenses	1,000.00		
Handout printing expense	0.00		
Signage	0.00		
Speaker expenses	0.00		
Supplies	0.00		
Vendor ad mailing printing expense	0.00		

Uncategorized Expense		13.00	111.17	400.00
Anniversary invitations/paper stock	0.00			
ARMA Convention Gift	59.17			
ARMA Tenure Pins	0.00			
Bi-Chapter Meeting Door Prizes	0.00			
Commercial Service Charges	52.00			
Franchise Fee	0.00			
Total Expense		488.55	2,825.76	20,942.00
Net Income		-14.51	-1,334.66	-2,942.00