

# The Facet



**Diamond  
State Chapter**  
ARMA International

**Educating Delaware's Information and Records Professionals Since 1982**

## The Generally Accepted Recordkeeping Principles: The Future Has Arrived

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**Speaker:** John Montaña, Esq., principal of the PelliGroup

**Presentation:** The Generally Accepted Recordkeeping Principles: The Future Has Arrived

**Date:** Tuesday, September 21, 2010

**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 September 17, 2010  
To:

Alicia Reyes Santiago

[alicia.reyessantiago@bankofamerica.com](mailto:alicia.reyessantiago@bankofamerica.com)

OR

At the Diamond State Chapter website at  
<http://www.armamar.org/DS/meetingregistrationsc.html>

## About The Program and Our Speaker

With the introduction of the Generally Accepted Recordkeeping Principles (GARP), ARMA International has reiterated the importance of information governance and management, and raised the profile of the Records and Information Management profession.

The Principles codify existing good practice and for the first time, articulate objective standards upon which the maturity and effectiveness of a RIM program can be judged. They will be an effective tool both for selling the value of sound RIM, and as a tool for working with and improving existing programs.

This session will introduce GARP® to the Diamond State ARMA chapter, give an overview of the Principles, and offer some insights as to their uses and values, as well as a look at where they, and the RIM profession are headed.

The presenter, John Montaña of the PelliGroup, has been on the GARP® development task force since its inception.

John is a principal of the PelliGroup, formerly Cunningham and Montaña, Inc., a records and information management consulting firm based in Reston, Virginia. In this capacity he advises corporations, law firms and nonprofit organizations on records and information management. His work has included analysis and advice on a wide variety of records and information management issues, including records retention scheduling, advice on the legality of various information storage media, regulatory compliance, litigation and discovery, and other matters likely to impact information management considerations; as well as analysis, critique and modification of practices, policies and procedures, and retention schedules developed by others and start-to-finish development of records retention schedules, records management policies and procedures. He is widely recognized as one of the foremost records management experts in the country.

## President's Message

*Valerie L. Singler*



Welcome to the 2010-2011 Diamond State Chapter year and RIM according to GARP®. At the Mid-Atlantic Region Conference this summer, ARMA International introduced three strategic goals for this year:

- Establish Information Governance Standards & Best Practices
- Advance the Profession
- Provide Value to Members

The Board of Directors for the Diamond State Chapter is embracing these goals as well.

ARMA International created the Generally Accepted Recordkeeping Principles® (GARP®), eight principles representing sound policy and best practices to help organizations implement effective records systems



and policies. This year's program will focus on these principles starting this month with an overview of GARP® by chapter member John Montaña, Esq. Vice President and General Counsel of The PelliGroup. John has been involved in the development of these principles from the beginning and will be presenting *Leveraging GARP® to Achieve Organizational Excellence* on November 6, 2010 at a pre-conference seminar for this year's ARMA International Conference in San Francisco.

At our regular monthly meetings, we'll take a closer look at each of the principles and their application. The Board is committed to providing value to our members through opportunities to hear and talk with RIM professionals from a variety of industries, backgrounds and experience. If it's been a while since you've attended a Chapter breakfast meeting, I'd like to invite you to join us at least once this year. Our breakfast meetings are held on the third Tuesday of each month starting at 8:00 a.m. at the Christiana Hilton. You can reserve a seat by replying to our regular e-mail notice or by signing up on our website.

We'll also be providing information through our newsletter, articles on our website – which will continue to evolve this year – and our March 2011 Seminar.

The Board and I extend our sincere thanks to Lynda Martinez for serving as the Chapter President for the past two years. Her leadership and dedication kept the Board focused and helped us attain the goals we set out to achieve. We look forward to continuing to benefit from her experience and support as the Chapter's Immediate Past President.

This year, the Board welcomes Rainer Naus, Jamie Arnold from Bayshore Records Management, and Donna Klair from Nova Records Management. Special thanks go to Hutch Johnson for a very successful 2010 seminar and for agreeing to oversee our 2011 Seminar. Ian Janssen, who had served as Vice-President & Program Coordinator, had to leave the Board this past year. We wish him all the best and thank him for his service to the Chapter and its members.



Finally, I would like to thank you for your confidence in electing me as Chapter President. The Diamond State Chapter has been grown and cared for by a long line of dedicated professionals committed to sharing their knowledge, expertise and enthusiasm for records management, as well as to building a community of colleagues. With the help of the Board, and the experience that each member brings to the table, I look forward to continuing to help build our community and thank you all for this opportunity.

## Library Corner: Managing Archives In A Digital World

*Lynn Catanese*



Richard Shrake, Assistant Librarian for Technology and Security at the American Philosophical Society (APS), spoke at the April chapter meeting about “Managing Archives in a Digital World.” Richard is responsible for all deployments of technology at APS, a world-renowned manuscripts and special collections repository in Philadelphia. Richard discussed developments in access and preservation concepts concerning electronic records in the archival world. He specifically focused on software solutions including Fedora, DSpace, ERA, Archivemata, and the Archivists' Toolkit/Archon.

The following websites contain additional information about this topic:

Fedora: <http://fedoraproject.org/>

DSpace: <http://www.dspace.org/>

Electronic Records Archives (ERA):  
<http://www.archives.gov/era/>

Archivemata:  
[http://archivemata.org/wiki/index.php?title=Main\\_Page](http://archivemata.org/wiki/index.php?title=Main_Page)

Archivists' Toolkit: <http://www.archiviststoolkit.org/>  
Archon: <http://www.archon.org/>

## RIM According to GARP®

*Valerie Singler*

ARMA International notes on its website that “it has not always been easy to describe what ‘good recordkeeping’ looks like” (ARMA International, 2010, ARMA International Maturity Model for Information Governance). Many of our Chapter members have first-hand experience with trying to convince senior management of the importance of investing time, leadership, effort and the right resources into their RIM program.

While most executives understand the benefits of standards like the Generally Accepted Accounting Principles (GAAP), as well as the consequences of ignoring those standards, there was no counterpart that the RIM community could point to that could lend the same authority to their positions. In these challenging economic times, incremental increases in efficiency or cost savings are not enough for most executives. However, talk to them about accepted standards and practices, and how those standards can be used to manage, reduce or avoid risk altogether, then executive minds open.

In 2009-10, ARMA International published its Generally Accepted Recordkeeping Principles® (GARP®), eight principles “that form the basis upon which every effective records program is built and are the yardstick by which any recordkeeping program is measured” (ARMA International, 2010, Preamble). Developed by experienced records and information management professionals, including Diamond State Chapter member, John Montaña, the eight principles are:

- The Principle of Accountability
- The Principle of Integrity
- The Principle of Protection
- The Principle of Compliance
- The Principle of Availability
- The Principle of Retention
- The Principle of Disposition
- The Principle of Transparency

These principles, along with a Maturity Model for Information Governance covering five levels of compliance, from sub-standard to transformational, can help RIM professionals evaluate and educate their organizations.

This year, our goal is to provide opportunities for our Chapter members to learn about GARP® and how to introduce these principles to their organizations. **We’re kicking off with John Montaña’s presentation *The Generally Accepted Recordkeeping Principles: The Future Has Arrived at our September 21<sup>st</sup> breakfast meeting.*** Throughout the year, GARP® will be a recurring theme, with articles in *The Facet* and on our website, and presentations by our speakers.

The Diamond State Chapter is a community rich in experience and creative ideas, a community that believes that advances are made when people work together. We hope that you’ll join us and share your successes and challenges in applying the GARP® principles throughout the year, so that we can learn together.

*Never doubt that a small group of thoughtful, committed people can change the world.  
Indeed, it is the only thing that ever has.*

Margaret Meade

## Mark Your Calendar

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

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*The Christiana Hilton*  
*100 Continental Drive*  
*Newark, Delaware*

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**October 19 , 2010**

8:00 a.m. Breakfast Meeting

Speaker: Rebecca Brown, DuPont

Topic: GARP® Principles - Accountability

**November 16, 2010**

8:00 a.m. Breakfast Meeting

Speaker and Topic: To Be Determined



## Diamond State Chapter Leadership 2010 – 2011

### President/Webmaster

Valerie Singler  
Contracts Specialist  
Computer Sciences Corporation  
(302)391-6831  
[vsingler@csc.com](mailto:vsingler@csc.com)

### Secretary/Librarian

Lynn Catanese  
Head, Manuscripts And Archives Department  
Hagley Museum And Library  
(302)658-2400  
[lcatanese@hagley.org](mailto:lcatanese@hagley.org)

### Treasurer

Felix Spittle  
Records Storage Specialist  
E. I. DuPont de Nemours and Company Inc  
(302)999-4475  
[felix.m.spittle@usa.dupont.com](mailto:felix.m.spittle@usa.dupont.com)

### Director/Membership Chair

Donna Klair  
Sr. Project Manager  
Nova Records Management  
(302)327-6219  
[dklair@novarecordsmgmt.com](mailto:dklair@novarecordsmgmt.com)

### Director/Seminar Chair

Hutch Johnson  
Records Manager  
Young Conaway Stargatt & Taylor  
(302)571-4754  
[hjohnson@ycst.com](mailto:hjohnson@ycst.com)

### Director

Rainer Naus  
RIM Consultant  
Records Systems Associates  
(610)869-9123  
[Nausre@verizon.net](mailto:Nausre@verizon.net)

### Director

Richard Loring  
Records Manager  
Morris James LLP  
(302)888-6903  
[rloring@morrisjames.com](mailto:rloring@morrisjames.com)

### Director

Jamie Arnold  
Business Development  
Bayshore Records Management  
(302)547-1354  
[jarnold@bayshoreteam.com](mailto:jarnold@bayshoreteam.com)

### Director/Facet Editor

Bill Cochran  
RIM Process Specialist  
E. I. DuPont de Nemours and Company Inc.  
(302)892-5632  
[William.A.Cochran@usa.dupont.com](mailto:William.A.Cochran@usa.dupont.com)

### Immediate Past President

Lynda Martinez  
Records Manager  
[lyndamartinez51@yahoo.com](mailto:lyndamartinez51@yahoo.com)