

Keywords

Website:
www.armamar.org

Volume XXXVIII Issue V I



February 2010

Mark Your Calendar

MONDAY, FEBRUARY 1, MEETING

PLACE: Snyder's Willow Grove
841 N. Hammonds Ferry Rd.
Linthicum, Maryland 21090

TIME: 5:30 PM
Registration
&
Networking

6:00 PM
Dinner

Choice of:
Maryland Crab Cakes
OR
Roast Prime Rib
AND
Salad, Baked Potato, Broccoli
AND
Dessert

6:45 PM Announcements & Speaker
(See pg . 2 f or **Additional Information**)

COST: Members: \$35.00 Guests: \$40.00

RSVP: By **FRIDAY, JANUARY 29, 2010** to
Linda L. Staub via phone: 443-539-0219, Evite,
or email: lstaub@impaqint.com

**Please notify Linda for special dietary request*

DIRECTIONS: Take Exit 8 off of Baltimore Beltway (695)

NOTE: If you make a reservation for dinner and do not attend, you are responsible for payment to the Chapter.

GBMC ARMA
P.O. BOX 207
Simpsonville, MD 21150

Keywords is the official newsletter of the Greater Baltimore Maryland Chapter (GBMC). The Chapter's official address is above. The Keywords newsletter is published monthly from September through June of each year.

GBMC/ARMA is not responsible for the opinions of writers of articles published in this newsletter.

GBMC Officers and Key Personnel
Chapter Year 2009-2010

President

Linda Dorsey
(443) 778-4807
linda.dorsey@jhuapl.edu

VP Membership

Guido DiGiandomenico
(443) 909-0378
guido@atlanticdr.com

VP Programs

Greg Chalmers
(410) 884-9100
gchalmers@qualityassociatesinc.com

Secretary

Angela Minturn
(301) 324 - 0777 (ext. 106)
aminturn@grmims.com

Treasurer

Chad Doran, CRM
(443) 778-2391
chad.doran@jhuapl.edu

Director 3 yrs

Jeanne Upchurch
(410) 313-2280
jupchurch@howardcountymd.gov

Director 2 yrs

Valecia Winston
(703) 347-8644
winston.valecia@epamail.epa.gov

Regina A. Martin

(410) 951-7360
rmartin@crs.org

Director 1 yr

Tony Mallet
(410) 701-7358
tony_mallet@verizon.net

Linda Staub

(443) 539-0219
lstaub@impaqint.com

Past Presidents

Phyllis Pritchett
(410) 313-6195
ppritchett@howardcountymd.gov

Kevin T. Elmore

(410) 580-4662
Kevin.elmore@dlapiper.com

Phillip Albert, Sr.

(410) 531-3414
pkalbertsr@verizon.net

THIS MONTH'S SPEAKER: JOHN MINTURN

Information Security: How safe is your information ?

John will be speaking on the importance of a secure network as well as discussing options on how to keep your information protected. Mr. Minturn holds several certifications in network security and has worked within the industry for over 10 years. John Minturn is currently with the United States House of Representatives.

From the Desk of the President... As I see it...

On a recent Sunday night as I was preparing to go to bed, I felt a little more relaxed than I had been in a long time; then it dawned on me that I had not received any text messages on my Blackberry and I had not been on my laptop that day-I had actually spent the last twenty-four hours e-mail free. My Sundays actually used to be this way; that is, very relaxing and toned down. Now, since the days with handheld electronic communications gadgets, the Blackberry's and iphones in hand, and the laptop; reading e-mails is a very common way of multitasking. It makes me tired just thinking about it all.

I was listening to a talk show a couple of days ago and some comments were made that we have become a "task-disoriented" society. I notice people constantly texting for a long time and sometimes during an entire meeting and wondered why they had to be at this meeting. The trouble with that is – that doing too many things simultaneously often means doing some of them poorly. This show reported that researchers have published a study indicating that those who multitask "perform badly at a number of tasks." It went on to say that people who multitask often are easily distracted, often unfocused and prone to making mistakes.

Texting while driving is a good example, there are laws now that make it illegal to drive and text and I agree that there should be laws like this. It takes only a fraction of a second to lose control of a car and cause a fatal accident. Take note and above all, take care and do not text while driving because it is reckless (at the very worst).

It's been almost two weeks since the devastating earth quake in Port-au-Prince, Haiti and the efforts to get more hospitals and help for survivors to those who need it is still a major concern. If you have not donated, the hardship will be there for many more months, even years so please send a donation to help those Haiti.

On a lighter note, Please remember that our chapter is hosting a Spring Seminar on March 26th, and and we would like to have all of our Chapter members attend.

Linda



The Blended Solution: Integrating Digital and Hard Copy Document Management

Business documents are the lifeblood of every organization, regardless of industry. They are intellectual assets that drive strategic business processes, and as such, must be easily accessible as well as protected. However, most document solutions vendors have a one-dimensional view of document management, providing either offsite hardcopy document storage or digital conversion and archival via a web-based repository. In reality, neither of these alternatives by themselves is the complete solution.

As desirable as it would be to migrate to a completely paperless environment, the fact is that paper continues to be a major piece of the critical information infrastructure of an organization. It is still a key component driving most business processes and supplements digital workflows.

Maintaining and managing all of a company's important records in one format fails to recognize the reality that most organizations have many years of both paper and electronic documents, requiring that they retain both digital and physical archives. While the long term goal is to convert paper documents to electronic files, the immediate need is for a blended solution that allows integrated management of documents and records in a variety of formats – however and wherever they are needed.

In most companies, documents exist in multiple locations, a number of different formats and media, and are managed by several systems and processes, both automated and manual. Rather than eliminating paper, the innovations brought about by technology have created even more in a lot of instances. And the number of paper documents created each year is continuing to rise. In this environment, organizations need a single integrated approach to classify, apply retention policies, and store their records according to fiscal, legal, and regulatory requirements, whether paper or electronic, active or inactive.

Integrated document management is not limited to one storage or conversion methodology, but is a blended solution tailored to the short and long term requirements of each customer's business. It is a systematic approach that creates a document storage, records retention and protection strategy that matches an organization's needs for archiving, accessing, securing, and managing their critical business data. To achieve competitive advantage in today's economy enterprises must manage their documents so they can be effectively utilized to attain organizational goals, and only a vendor that manages the complete lifecycle from content creation to disposal can meet this objective. This approach also addresses the most important priorities in today's document management environment.

Information Security, Privacy & Compliance.

With data becoming more decentralized, distributed through a variety of electronic and physical means, and a more mobile workforce, information security and privacy issues are becoming a top priority for every organization. With new legislation mandating how confidential records are accessed, used, transmitted, and disposed, organizations must move quickly to protect their documents, whether in paper or electronic form. This includes developing a comprehensive document privacy protection plan, outlining the processes and controls for maintaining chain of custody over critical records.

Managing Document Retention Policies

Records retention has recently become a hot topic for enterprises in all industries, primarily due to the increasing number of statutory requirements and legislation governing this area. The cost of poor retention practices can be in the tens of millions of dollars in fines, as some companies have learned, for noncompliance with Securities and Exchange Commission retention rules.

(CONTINUED ON PAGE 5)



However, a responsible records retention policy is not just about retaining records, it is also about records destruction. If a record is retained too long, it can also be expensive, as companies expose themselves to litigation risks, and could also be violating privacy rights. Although some high-profile court cases brought the records retention issue to light, the implication is clear: an integrated approach to managing all of your documents is the only way to gain control over the number of physical and digital records in existence and those being created on a daily basis.

Disaster Recovery

Enterprises run on their data, and the value of critical documents and records grows each year. With this vital data stored in both paper and digital formats, in multiple locations, it becomes an absolute requirement that these records be protected by a common, integrated document management solution. Internal practices and business policies currently in place may no longer be adequate to meet disaster recovery requirements, and they may not meet the security and retention standards of an auditor. An integrated strategy of off-site storage combined with a secure electronic document repository, ensures businesses that their records are secure, documents can be controlled and tracked, audit trails are in place, and their business continuity, data retention and security requirements are being met.

Litigation

According to the Third Annual Litigation Trends Survey (October, 2006, Fulbright & Jaworski LLP), eighty-nine percent of more than 300 U.S. companies had some form of litigation pending. Most of these companies were not prepared to provide the level of document discovery required in either a civil case or a regulatory investigation. With both paper and digital documents residing in multiple storage facilities and repositories, with different management practices, tracking capabilities, search tools, and retention and destruction policies, it is virtually impossible to comply with discovery requirements in a timely manner. The only reasonable approach to effectively meeting these requirements is a blended solution that manages all forms of documents, whether paper or digital, stored in an electronic repository or in an off-site facility.

Mergers and Acquisitions

The trend in some industries toward accelerated merger and acquisition activity has put an increased focus, as well as burden, on effective document management. These transactions increase the need for an integrated storage management solution, as paper documents will be stored in physically different locations without a common tool to control, manage, or access records. Digital documents will reside in different repositories, usually accessible through separate software applications, with no common document management or integration. With eighty percent of an enterprise's data existing in the form of documents, files, images, and other similarly unstructured content, it is critical that an integrated approach be taken to ensure uninterrupted processes, proper compliance, continued customer loyalty, and full realization of the benefits of the merger.

Conclusion

In today's document-intensive environment, with the conversion and management of an increasing volume of both paper-based and digital information, it is critical for organizations to utilize the expertise of a company providing a blended document storage solution. While a lot of vendors offer either hardcopy storage or a digital document repository, neither of these services provides the complete document management solution. With the increased demands of information security, privacy and confidentiality, regulatory compliance, document retention policies, and disaster recovery, coupled with an organization's budget and space constraints, an integrated, blended approach is an absolute requirement.

National Archives and Records Administration Training - Federal Records Management Certification

The National Archives and Records Administration offers a certificate to federal Government and federal government contractors who successfully complete training in Federal records management. This certification is ideal for those individuals who are managing federal records at any federal government agency throughout the United States. Participants may take examinations upon completion of Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certificate of Federal Records Management Training, signed by the Archivist of the United States. Participants in NARA's records management courses will receive a comprehensive overview of managing information by performing practical task-oriented, hands-on exercises throughout each course. The courses focus on using records management as a tool for supporting agency business processes. Upon completion of these courses, participants will have the information and skills necessary to perform their records management duties more efficiently and effectively. These courses are:

Knowledge Area One - Records Management Overview

Knowledge Area Two - Creating and Maintaining Agency Business Information

Knowledge Area Three - Records Scheduling

Knowledge Area Four - Records Schedule Implementation

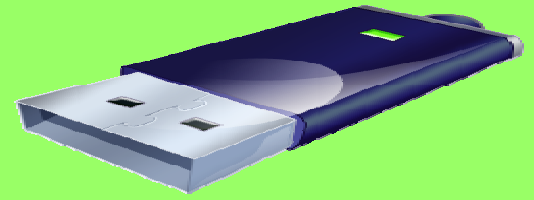
Knowledge Area Five - Asset and Risk Management

Knowledge Area Six - Records Management Program Development

NARA's Certificate of Federal Records Management Training does not result in the CRM designation as established by the Institute of Certified Records Managers (ICRM). Please see the [Certification FAQs](#) for more information. The goals of the NARA certification program are to:

- Raise awareness and improve effectiveness of Federal records management;
- Increase the level of professionalism of those managing Federal records;
- Give Federal records professionals a set of benchmarks to gauge their professional development, and
- Give NARA the ability to better assess the effectiveness of its training program.

For more information on this records management certification program, please refer to the link below.
<http://www.archives.gov/records-mgmt/training/certification.html>



GBMC ARMA's Spring Seminar topic:

Emerging Technologies & Records and Information Management

Friday, March 26, 2010

Johns Hopkins University Applied Physics Laboratory
Kossikoff Center
Laurel, Maryland

Please follow website link below for more information

<http://www.armamar.org/GBMC/>





GRM
Information Management Systems

IMAGING

DATA PROTECTION

DESTRUCTIVE

COMPLIANCE

RECORDS STORAGE

EVALUATION

PROVIDING ALL THE PIECES FOR YOUR RECORDS MANAGEMENT PROGRAM.

Get Connected. Get GRM.
WASHINGTON, DC
Call: 703-384-9777
www.grm.com

Canon imageFORMULA DR-X10C



- ✓ 256 IPM Color – Grayscale – Bitonal
- ✓ 3 Step Dust Prevention
- ✓ Superior Durability
- ✓ Low Cost Maintenance
- ✓ Excellent Image Quality
- ✓ Kofax – CGA Capable

Find out why at **MEDI**

- Area's Lowest Pricing - **Guaranteed**
- Immediate Onsite Response
- In Stock – Immediate Availability
- Factory Authorized Technicians

MEDI 800-731-6334

8227 Cloverleaf Drive • Suite 304 • Millersville • Maryland • 21108

www.medimicro.com



Image Filing Systems Division
Authorized Full-Service Dealer Network

SOCIAL NETWORKING: A new way of communicating and managing information

We all have heard of social engineering in some way or the other. Social engineering has taken us all by storm, it has become a way of life for many of us, from the college and high school alumni networks, such as the “ning” websites, Facebook, Twitter and professional networking tools such as “LinkedIn”. We have become such a “hunter-gatherer” society, it’s hard to even look back at how we used to communicate, before all of this technology came of age. While all of these advances are great, there are also risks and disadvantages as we put our livelihoods out for entire globe to view, manipulate, etc.

I stumbled upon an article just the other day, which talked about the custody of your information on Yahoo about Facebook, for those of us, who have Facebook profiles and how to be cautious of what you are saying and/or doing on this social website. As with any social networking website and its content, you must always exercise judgement and safeguard your information. The positive or upside to these social websites are that work well for finding or recruiting hidden or buried talent in your career searching, inexpensive marketing for businesses, as well as business-building and collaboration. In more recent news, social networking websites proved to be useful communicative tools in getting in touch with friends and family of one of the world’s most devastating disasters—the earthquake in Haiti. Loved ones from all over the world were in touch with one another through these new breakthrough social networking tools, such as Facebook and Twitter.

Information Assurance Education Information

For a Complete List of the
National Centers of Academic
Excellence in Information Assurance
Education please visit:

<http://www.nsa.gov/ia/academia/ade00001.cfm>

IA-Related Study Concentrations

IASP Qualifying Studies Include:

- Biometrics
- Business Management or Administration
- Computer Engineering
- Computer Forensics
- Computer Programming
- Computer Science
- Computer Support
- Computer Systems Analysis
- Cryptography
- Database Administration
- Defensive Information Systems
- Electrical Engineering
- Electronics Engineering
- Information Assurance
- Information Assurance Systems
- Information Assurance Training, Education and Management
- Information Security
- Mathematics
- Operations of Computer Emergency Response Teams
- Operations Research
- Product Acquisition
- Risk Management
- Software Engineering
- Systems/Network Administration and Operations
- Systems Security Engineering
- Threat and Vulnerability Assessments
- Web Security

Information Assurance

Securing Our Nation

Today, more than at any time in the past, the U. S. Department of Defense depends upon a vast, interconnected, global information infrastructure to conduct its operations. By utilizing and securing the most sophisticated networked information systems in the world, the DoD maintains a substantial information advantage over any potential adversary, which is a key contributor to mission success. Protecting and securing this information advantage is critical to the national security of the United States and its allies.

Do you have what it takes to
secure our Nation?



AskIASP@nsa.gov

Information Assurance Scholarship Program

*Scholarships.
Service.
Security.*



SERVICES FOR TODAY'S LEGAL NEEDS

Materials for publication may be submitted to Keywords editor at the following address:

Valecia Winston
 U.S. Environmental Protection Agency
 National Center for Environmental Assessment
 2733 Crystal Drive
 Two Potomac Yard North, Room # N-7322
 Arlington, VA 22202
 703-347-8644
 Winston.Valecia@epa.gov or
 Valecia.Winston@asrcms.com



- IMAGING
- LAMINATING
- OCR SCANNING
- CD DUPLICATION
- COLOR LASER COPYING
- COMPUTER GENERATED GRAPHICS
- ELECTRONIC DATABASE MANAGEMENT
- EXHIBIT PREPARATION AND DIGITAL COLOR OUTPUT
- LITIGATION & HIGH SPEED DOCUMENT COPYING
- ON-SITE DISCOVERY COPYING
- X-RAY DUPLICATING SERVICES
- LARGE DOCUMENT COPYING
- VHS & CASSETTE COPYING
- DOCUMENT NUMBERING
- DRYMOUNTING
- BINDERY

Baltimore

38 South Street
 Baltimore, Maryland 21202
 410-685-1100
 dhudghton@courthousecopy.com



Washington

2029 K Street NW, Lower Level,
 Washington, D.C. 20006
 202-872-1100
 rtabler@courthousecopy.com

CONTRIBUTIONS OR GIFTS TO THE ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS, INC. ARE NOT DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS FOR FEDERAL INCOME TAX PURPOSES.

Color Ad Size and Rates	Business Card (3.5 x 2") or Internet Banner	1/4 Page (3" x 4.5")	1/2 Page (6.5" x 4.5")	Full Page (6.2" x 9")
Non-Member 1 Issue/Month/ Newsletter	\$26.00	\$39.00	\$65.00	\$130.00
Member 1 Issue/Month Newsletter	\$12.00	\$26.00	\$45.00	\$85.00
Non-Member 10 Issue/Month Newsletter	\$195.00	\$325.00	\$585.00	\$900.00
Member 10 Issue/ Month/ Newsletter	\$90.00	\$195.00	\$360.00	\$585.00