

# ARMAWORKS

[www.armamar.org/gwdc/](http://www.armamar.org/gwdc/)

The Official Newsletter of  
the Greater Washington,  
DC Chapter of ARMA

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## It's Easy to be Green!

Folders, briefs, closing binders, contracts, forms, wills, printed emails. I'm sure all RIM professionals see many of these items on a regular basis. Traditionally, organizations print thousands of pages everyday with little regard to waste and sustainability. However, those days have come to an end for many of you in your homes and within your companies. Many organizations contribute to their sustainability campaign by putting a recycling bin next to their copiers. Others have launched a more in depth initiatives with committees and collaboration with their respective buildings on ways to "go green".

As the most recognized RIM organization in the world, ARMA has an obligation and duty to lead sustainability initiatives and educate its members on ways they can contribute to their organization's goals for preserving our planet. Our chapter should be no different. In this issue you will find an article on the importance of sustainability. Also, longtime GWDC chapter member Bill Carlson discusses ways that his organization, Redweld, contributes through their Redweld Green Initiative in our Member Spotlight. Peter Von Elling from the Sage Solutions Group leads the February program on ways we all make our companies more environmentally friendly and reduce costs. Last, but certainly not least, we are changing our newsletter distribution this month! Instead of providing you with physical copies of this issue, our chapter will only have electronic copies available through our website. Next year, we plan on only having electronic copies of the newsletter so we can reduce waste. Print it if you must, but please recycle!

RIM professionals can't stay silent on the subject of sustainability. We can't even take a passive approach! We should lead the charge in our own organizations and make sure that we do our part in minimizing costs and resources. I encourage all of you to take the challenge

James Thomas  
Co-Editor



### Inside this issue:

*From the Editor's Desk* 1

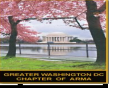
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## Member Spotlight: William “Bill” Carlson

Anyone who has been a member of the GWDC chapter knows Mr. Carlson. He has been a faithful and enthusiastic member for almost 30 years and he remains as committed as ever to RIM professional. Furthermore, he is a first class gentleman!

Editor: Talk some about yourself. Where were you born? Married? Children?

**Bill: I was born in the small seafood village of Crisfield on Maryland’s Eastern Shore. The Lord has blessed me with a Christian, outstanding wife of 47 years, four sons, and nine grandchildren.**

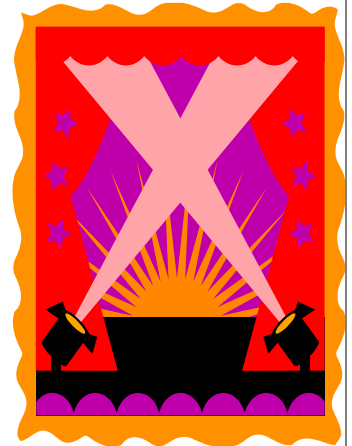
E: Talk a bit about your professional experience in records management. How have you seen it grow?

**B: Over 30 years ago, when I started with Kruysman/Redweld, there were very few professional Records Managers, just mostly file clerks with additional duties. Through hard work, education, diligence, the willingness to grow, and the taking on of additional responsibilities, the member of the Washington, DC ARMA Chapter have helped to make records management a true profession with the respect that it deserves.**

E. What does Kruysman/Redweld do in its organization as it pertains to sustainability? What can you tell us about “Redwelds Are Green”?

**B: Kruysman/Redweld is committed to the environment through our manufacturing processes and products. All GENUINE Redweld products are made in the U.S.A. All of our suppliers have Chain of Custody (CoC) certifications and are members of the Sustainable Forestry Initiative (SFI) and Forestry Stewardship Council (FSC).**

*(story continued on page 5)*



*“All GENUINE Redweld products are made in the USA”*



## Sites of Interest

- Gaithersburg Chapter: [www.armamar.org/gmd/](http://www.armamar.org/gmd/)
- Greater Baltimore Chapter: [www.armamar.org/gbmc/](http://www.armamar.org/gbmc/)
- Northern Virginia Chapter: [www/armamar.org/nova/](http://www/armamar.org/nova/)



## Greater Washington DC Chapter (GWDC) ARMA Board of Directors Roster 2008-2009

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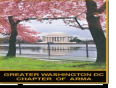
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## Make Your Green Program the Envy of Your Peers

Doug Smith

“Reduce, reuse, recycle” is the now very familiar mantra regarding conservation of our natural resources. Effective records management can not only aid the green effort, it can aid effective records management. In our quest to preserve essential information, we can help to conserve for future generations.

Why should we lead this effort? Many localities are now mandating the conservation of resources. The District of Columbia enacted a law, “DC Solid Waste Management and Multi-Materials Recycling Act of 1988,” which requires businesses to adopt a recycling program. Businesses are required to submit their plan for approval every two years. The Act is very specific. It requires the separation of recyclable materials from other solid waste, that adequate containers be supplied to the office and that a licensed recycler be hired to remove the materials. Fines for violating the Act can reach up to \$1,000/infraction.

### **REDUCE**

How can we reduce the amount of materials we use? There are several easy ways to reduce the amount of paper generated in our offices. Each of these ways can be employed widely throughout any organization. They will not work in all areas at all times, but with the appropriate education and strong organizational leadership, users can learn new tricks no matter how old they are.

Do not print – maintain information in electronic form

When printing, print double-sided when possible – this saves paper and makes documents lighter to carry or store

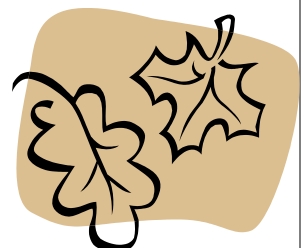
Turn off power – idle machines, and even chargers, consume a lot of power

### **REUSE**

We need to make every effort to reuse the materials that we do use to reduce the need to produce new materials. It is very important when reusing materials to ensure that confidential information is not exposed inappropriately to people within or outside the organization. There are many creative ways to reuse materials.

Boxes which contained documents to be destroyed can be reused once those documents have been removed and recycled

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## Member Spotlight (cont.)

E: How long have you been a member of GWDC ARMA? What do you find most rewarding?

B. I have been a member of GWDC ARMA for 28 years. I was with Kruysman/Redweld for 2 years before I called on Rita Holt's law firm. She assured me that joining the chapter would be a benefit and she was right! I find my membership in ARMA most rewarding when I fellowship with Chapter members. They are intelligent, fun loving professionals in a growing profession. It is inspiring and uplifting to be associated with GWDC ARMA.

Thanks, Bill! I'm sure we all feel the same way about you. Please visit [www.redweld.com](http://www.redweld.com) to find out more about Kruysman/Redweld's efforts.

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### Chapter Announcements

- CRM Study Group now forming. Please contact Doug Smith at [DSmith@wrf.com](mailto:DSmith@wrf.com) for more information.

Going forward, we will be featuring a Member Announcements section in each newsletter. Please submit any newsworthy items to either James Thomas or Leigh Isaacs. Items received will be posted in the next upcoming newsletter.

## GWDC SPRING SEMINAR

- ◆ HOW READY ARE YOUR RECORDS FOR E-DISCOVERY
- ◆ Internationally Known Speakers
- ◆ Useful, Practical Workshops
- ◆ Networking and Lunch Included
- ◆ March 18, 2009
- ◆ Hosted by K&L Gates, 1601 K St., Washington, DC
- ◆ 8:30 – 4:00
- ◆ Please go to [www.ARMAMAR.com/GWDC](http://www.ARMAMAR.com/GWDC) to register.



*(article continued from page 4)*

Broken boxes or craft paper used to ship materials to you can be used as packing materials when shipping documents to storage, clients or remote offices

Magnetic signage can be used rather than paper or stickers – magnets can be moved, labeled over or re-sized depending on the need

## **RECYCLE**

Recycling the immense amount of paper used in our organizations is probably the single biggest element of the required recycling program. Client materials need to be destroyed to ensure confidential information is properly safeguarded. By recycling these materials you not only serve the RIM need for information security, but you also secure resources for future generations. Not all paper needs to go to a secure destruction vendor. Non-confidential materials can be recycled by the licensed recycling vendor for the building.

Confidential information needs to be destroyed securely by a reputable vendor. Paper destruction vendors can eliminate the paper in several ways. Some vendors will simply destroy the materials and then dispose of them in a landfill. You can accomplish your RIM goal of information destruction and still contribute to a healthier planet by selecting a vendor who removes the paper and sells it to a recycler. These recyclers turn the paper into pulp which is then used to create new paper, shopping bags or greeting cards. By recycling paper in this way, we accomplish several goals.

Trees are saved – 188 pounds of recycled paper saves the harvesting of one tree

Every ton of paper recycled instead of produced from virgin pulp saves 7,000 gallons of processing water

One ton of paper made from recycled pulp saves the 380 gallons of oil it takes to harvest and process the lumber to create one ton of non-recycled paper

It is our job as RIM practitioners to preserve and protect our organizations' information resources. It is our responsibility as citizens of the planet to conserve natural resources any way we can. Our profession and our professionalism require us to be good stewards.

This stewardship is especially important today to the planet on which we live.

