



ARMAWORKS

www.armamar.org/gwdc/

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

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What Happens in Vegas.....



Hello again! Welcome to another edition of the GWDC chapter newsletter. I hope that everyone is gearing up for a safe and healthy holiday season and new year. I also hope that all of you are preparing your organizations for fresh perspectives, new ideas, and growth. In keeping with this year's theme of "The Future of RIM: Integrating RIM Policy, Procedure and Process ("The Three P's"), we all have the responsibility to do all we can to move our profession forward.

I was fortunate enough to attend the 53rd Annual ARMA Conference and Expo and was excited that many of the educational sessions focused on not only current trends in the industry, but also where our profession will be in the upcoming years. In addition to the educational sessions geared towards future trends, the expo vendors also recognized that RIM professionals wanted better solutions for their companies. The expo had established, longstanding companies like Recall, InfoCurrent and others who have consistently shown a consistent dedication to the field. However, newcomers such as Google had booths and showed that they were interested in making a splash in the industry as well.

The conference opening ceremonies started off with introductions of current and future ARMA International officers as well as an interesting presentation from David Weinberger. The conference ended on a similarly interesting note with a presentation by Jeff Lanza of the FBI (Both presentations can be heard on the ARMA International website). I learned a great deal from both, but I was most interested in the first ever ARMA Cobalt Award presentation. ARMA International recognized New York Life for its organization wide commitment towards sound information management. Hopefully, we all can have the vision of New York Life and bring that vision and passion to our companies!

While I appreciated all of the sessions, vendors, and presentations, I most appreciated connecting with old friends and networking with new ones. We will benefit from all of the technological advances, but we STILL will learn most from each other. I saw groups of RIM professionals exchanging business cards and idea in between sessions, during the expo, and throughout the hotel lobby. I am hopeful that what happened in Vegas will not stay in Vegas!

James Thomas
Co-Editor

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Member Spotlight: Tony Donaldson

Tony Donaldson has been one of our chapter's veteran members. He's been a member of ARMA for 16 years and has held several offices in our Chapter. While he travels extensively for his job, he remains as active as ever.

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

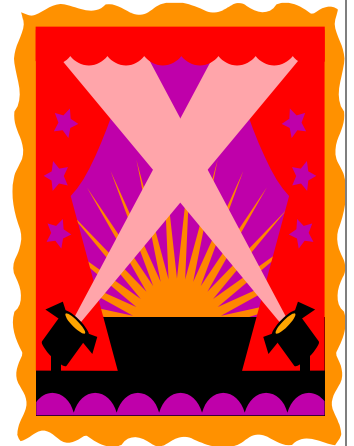
Tony: I was born right here in Washington DC. I graduated from Woodrow Wilson High School and attended George Washington University. I have three children, Jasmine (15), Kiana (13), and Tony Jr. (11).

E: Talk a bit about your professional experience in records management.

T: Currently, I am the East Coast Regional Records Manager at Morrison and Foerster LLP. I'm responsible for the records operations for our records operations in Virginia, D.C., New York, and London. Prior to my current position, I was the Records Manager at Dickstein and Shapiro or 6 years. I've been responsible for establishing records procedures, software conversions, records retention, offsite storage, and a host of other RIM responsibilities. I've been in the records management industry for over 17 years.

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

T: I've been a member for 16 years and I've served as President, Vice President, Director and Program Chair. My most rewarding
(story continued on page 5)



"I LOVE networking and I consider it one of the greatest rewards of being a member of ARMA!"



Sites of Interest

- Gaithersburg Chapter: www.armamar.org/gmd/
- Greater Baltimore Chapter: www.armamar.org/gbmc/
- Northern Virginia Chapter: www/armamar.org/nova/



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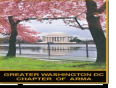
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Letter from the President

November 13, 2008

My, how we have grown! As I look at the GWDC ARMA Chapter today, I am filled with a sense of accomplishment. Our chapter family has grown – and has grown up! This year, we have a strong, energetic chapter. We have created this newsletter to communicate, educate and inform our readers. We have created exciting programs with terrific speakers. We are creating a vibrant website for our members at www.armamar.org/gwdc. (check it out!) And, most of all – we have you, our loyal chapter members, who support us and keep coming to the monthly programs and spreading the word about GWDC ARMA!

I want to thank each of the GWDC ARMA Board of Directors for their hard work this year. We are blessed to have a Board that cares deeply about the success of our chapter and are willing to be chapter leaders. Please feel free to reach out to any one of us to share your issues, concerns or suggestions. We are always looking for new ideas and – more volunteers. You can think about serving on the Board, or helping with an event or contributing an article. All of these are ways to help our chapter grow.

As we began this new program year, we chose as our theme, “**The Future of RIM: 3 P’s (Policies, Processes and Procedures).**” This year, we wanted to focus on the future, to take a glimpse at what we believe the future holds for records management professionals and our changing roles within our organizations. We also want to create a shared vision of what that future can be like, if we take the right steps now to achieve it. So, what will the future look like?

Here are just a couple of the components of what I believe the future will look like:

The future of RIM will require breaking down silos between records management, information technology and information security.

The future of RIM will require a collaborative and cooperative effort based on the mutual interests between information creators, information caretakers (technology, security, legal and compliance) and information users. The RIM professional will be the “hub” within this information network.

The future of RIM will require multi-dimensional skill sets, as RIM managers will face increasingly higher demands within the organization around organizing, storing and retrieving, and end of life cycle destruction of information.

Throughout this year, we are going to be calling on you to share your ideas of what you think the future holds for RIM professionals. We have planned programs that will bring experienced records management speakers to talk about their vision of the future and to share their expertise on how to prepare for the evolving roles we will play. Since email is increasingly monopolizing information resources, we will also host a spring seminar on eDiscovery and the challenges involved for RIM professionals.

We are starting this year with a “2008-2009 GWDC ARMA Chapter Challenge”. This challenge was introduced during our first program, held in October, by our speaker, Jeffrey Ritter. Jeff talked with us about the top challenges that we can tackle to get ready for the future. We plan to send out the “Challenge List” and ask each chapter member to take a pledge and pick at least one item from the challenge list that they will work on for the year. As you work on this challenge, we will be checking in on you throughout the year to see how you are progressing toward your goal. Next October, 2009, we will report back on how we did in meeting the challenge!

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Member Spotlight (cont.)

experience was implementing RFID in a previous law firm in 2000 when the technology was new to the legal industry.

E: What do you find most rewarding through your GWDC ARMA membership?

S: I love networking and I consider it one of the greatest rewards of being a member of ARMA! I personally enjoy bringing people together with the goal of helping each other out. I've also benefitted from some tremendous mentors through the chapter. Some of my early mentors were Gates Angle, the late Rita Holt, Brian McCauley, and George Cunningham. I've also mentored dozens of people who I've met in the chapter!

E: Please include anything else interesting about yourself that you would like to share.

S: I enjoy traveling, dancing, spending time with my children, and following my beloved Dallas Cowboys!

Thanks, Tony!

Chapter Announcements

- **GWDC ARMA Spring Seminar - March 18, 2009, 8am-4:30pm**

Practical E-Discovery - What Records Managers can do to facilitate E-Discovery: an Overview and Practical Guide To Litigation Support

Speakers include:

-Jason Baron, NARA Director of Litigation will talk about government e-discovery issues (including the White House);

-Christina Ayiotis, Esq., CRM, will share her expertise on corporate RM;

-Thomas Smith, K&L Gates partner and founder of his firm's E-Discovery Analysis and Technology Group, will speak to us about the urgent need for records management professionals to be informed about e-discovery.

An afternoon workshop on Toolkits for E-Discovery will present and review sample documents that can be used to facilitate records management tasks for e-discovery. A vendor panel of e-discovery compliance and administration software tools is also in the works.

The seminar will include a catered lunch and networking opportunities.

Register now before January 31st and pay only \$135 for members and \$145 for nonmembers. After January 31st the cost increases to \$150 for members. Registration should be available on our website soon (www.armamar.org/GWDC) or you can contact our treasurer, Shawn Gerlach at gerlachs@hugheshubbard.com

- CRM Study Group now forming. Please contact Doug Smith at DSmith@wrf.com or Leigh Isaacs at leigh.isaacs@hellerehrman.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.



Letter from the President (cont.)

As we celebrate the future this year, we are not going to forget the past. We will be recognizing and showing our appreciation to those who came before us and paved the way for us to get this far. In December, we will recognize Tony Donaldson, who won our Chapter Member of the Year Award at ARMA for 2007-2008. We will also pay special tribute to our past chapter leaders who contributed so much over the years. Looking back over the years, we certainly have a lot to celebrate!

The future of RIM is in our hands. It is not handed to us, but is created by us. We can resolve now to create the different RIM future that we want to see. It is in our hands and it is within our power.

Get involved. Take the challenge

Ekita Mitchell
President

GWDC – ARMA Program Schedule and Upcoming Events *Note: Topics & Locations Subject to Change

<i>Date</i>	<i>Location</i>	<i>Time</i>
9/17/08	White & Case	5:30-7:00
10/20-10/23/08	Las Vegas, NV	53rd Annual Arma international Conference
10/15/08	Wiley Rein	11:30-1:30
11/19/08	Sutherland Asbill & Brennan	11:30-1:30
12/17/08	Deloitte Services	11:30-1:30
1/21/09	Dickstein Shapiro	11:30-1:30
2/18/09	Wilmer Hale	11:30-1:30
3/18/09	Kirkpatrick & Lockhart	11:30-1:30
4/15/09	Holland & Knight	11:30-1:30
5/20/09	TBD	11:30-1:30
6/17/09	TBD	6:00