

ARMAWORKS

www.armamar.org/gwdc/

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

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Fight the Good Fight

We are in the middle of crazy times. We have tighter budgets at work as well as at home. Companies expect its employees to do more with less. We've either experienced our workplaces go through reorganizations or know someone who had their job change as a result of economic concerns. The need for education and efficiency is at an all time high and it critical that we all stay committed to ourselves and our profession.

The good news is that many of you have risen to the challenges and excelled. Our challenging economic situations have inspired creativity in many of us. Through our hard work, discipline, and desire to learn, we've all found ways to enhance ourselves as well as contribute positively to our companies.

GWDC ARMA faced similar challenges with working harder and smarter and remained committed towards education. Many members still offered their firms for Chapter meetings. Vendors still extended their generosity and provided the Chapter with generous gifts and raffle prizes. Speakers still donated their time and spoke on a variety of topics critical to the future of RIM. GWDC ARMA couldn't continually survive this year (or any year) without all of you. Thank you.

James Thomas
Co-Editor



Inside this issue:

From the Editors Desk 1

Article from ARMA International 1

Member Spotlight: Darren Bruening 2

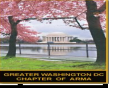
Sites of Interest 2

Article by Doug Smith 4

Board of Directors 8

ARMA Challenges Organizations to Implement Better Recordkeeping

Records are the foundation of compliance and the key to success for organizations—big or small, public or private - in any industry. Litigation professionals, too, are becoming painfully aware of the need to manage e-mail at an organizational level in order to mitigate risk during the legal discovery process. Businesses are also coming to realize greater efficiency and cost savings due to better information management. *(continued on page 4)*



Member Spotlight: Darren Bruening

Darren has been a mainstay on the GWDC ARMA Board of Directors for a number of years and has served in a variety of ways. Aside from serving as the Vice President of Membership this year, Darren's company InfoCurrent has been a consistent sponsor and supporter of our chapter.

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

Darren: I work for InfoCurrent – The Findability People. Our expertise is placing records management professionals for permanent and temporary positions.

I grew up in Bowie , MD and now live in Dunkirk , MD , about 8 minutes from the Chesapeake Bay , with my wife and two sons ages 12 and 9.

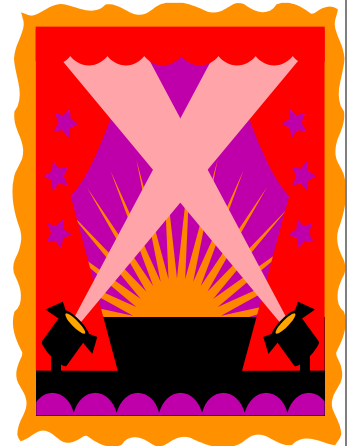
E: Talk a bit about your professional experience in records management.

D: I am not a Records Manager. We recruit for Records Management professionals and provide staffing solutions for records management initiatives. I have been fortunate that my 5 years with InfoCurrent, many of our clients have been willing to sharing their knowledge, insight and expertise. What I know about Records Management I have learned from speaking with records managers every day, and from attending GWDC ARMA Meetings and the ARMA International Conference.

E: What experience(s) have you found most rewarding in Records Management?

D: The most rewarding experience is helping a person change their life for the better by helping them find a new job and further developing their career in Records Management. This equally applicable for a records specialist who earns a position after being a temporary employee as it is for placing a senior level records manager in the perfect position.

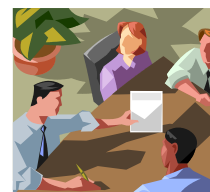
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"The most rewarding experience is helping a person change their life for the better..."

Sites of Interest

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





Letter from the President
Ekita Mitchell

ROOTS AND BRANCHES

REPLICATE SUCCESS

EMBRACE CHANGE

LIVE LONG AND PROSPER (ok, that one is from Star Trek)

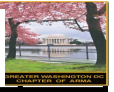
Greetings!

Spring is here! After all the rain, all the clouds and all of the cold weather, it finally feels like spring. This is a busy and exciting time for our chapter. Our May and June programs are underway. Chapter elections for the Board of Directors are taking place. Out with the old, in with the new!

Up above are the titles of previous President's letters that I have written in past issues. As we bring our chapter year of 2008 – 2009 to a close, I am also moving on. This is my last year as chapter President and my last President's letter to you. As I move on, I am filled with both a sense of joy and some nostalgia. I feel as if we have been together on an awesome journey, of discovery and reflection, of strength and resolve, of growth and development.

When I joined ARMA and the Washington, DC chapter in 2003, little did I know of the journey that would lie ahead. Like most of you, I just wanted to reach out to others in the records management profession, get some training and contribute what little I could offer to a community of associates. When I came to my first chapter meeting, I remember meeting Lennie Walker, Deb Marshall, Tony Donaldson, Darren Bruening, Ashera Stanton, Tammy Barclay, Steve Barclay, Mike Allen, Bill Carlson, and so many others, who welcomed me as though we had known each other for ages. I began to think about how I could serve the chapter in some capacity. Little did I know that getting involved on the Board of Directors in 2004 would lead to one day taking the plunge into chapter leadership. After two terms as Program Director, three terms as President and four terms on the Board of Directors, I can honestly say that I have enjoyed every minute of it.

Back in 2003, the biggest issue in records management was management of paper records and the burgeoning of electronic document management. IKON was the biggest player in terms of document copying, storage and retrieval. When I started out, information was something IT had a monopoly on and we were considered merely the collectors at the end of that creative process. Today, we are at the front end, i.e., information specialists, wrestling with issues such as data security, email management, identity theft and phishing, and the movement of information along all kinds of media and venues, such as Facebook, Twitter, and IM. Forget your PDA – the next generation of communication devices will make it look like a stone tablet! I have also grown in many ways to embrace the possibilities that new technology brings to us, without losing the values of the old. I try to send emails only to those "with a need to know" (do not automatically hit reply all). I have incorporated "green" into my everyday activities, such as recycling, donating items for reuse, conserving our resources, such as water, gasoline, and paper, whatever the resource may be! I encourage each of you to do the same and to incorporate "green" *(continued on page 5)*



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As a result, recordkeeping best practices have become a process and skill needed by not only records professionals, but by every employee. Due to the exponentially expanding volume of information available and the pressing need to manage information correctly, ARMA International is pleased to announce a set of Generally Accepted Recordkeeping Principles (GARP). These principles, ARMA International provides a framework for guidance in implementing information management programs to help business leaders, legislators, the judiciary, and other stakeholders understand and address the key components of records and information management as a discipline and as a best business practice.

The principles were developed from related information management legislation, the combined experiences of the task force members, applicable ARMA International, ANSI, and ISO standards, the recommendations of ARMA International's more than 11,000 professional practitioners, and case law. Each of the eight principles has an expanded description containing detailed information on how to ensure organizations are meeting the criteria for a sound information management program. These descriptions, as well as other information on the principles, can be found at www.arma.org/garp.

The eight Generally Accepted Recordkeeping Principles are:

- Accountability
- Integrity
- Protection
- Compliance
- Availability
- Retention
- Disposition
- Transparency

Using these generally accepted principles as a guide helps to ensure that the company's most important assets, their records, are used correctly to support the organization's essential activities such as budgeting, planning, demonstrating compliance with laws and regulations, and other day-to-day operations.

A task force was initially formed to help encapsulate these principles. It was comprised of a multi-disciplined group of widely respected professional practitioners at the highest levels of their professions. ARMA International members and non-member stakeholders then reviewed the proposed principles and

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each of you to do the same and to incorporate "green" ideas into your records management programs. Our non-renewable resources are precious and we should use them wisely.

I look back now and I am proud of our accomplishments as a chapter. We have a strong Board of Directors, whose members are active and committed to the success of the chapter. We have stronger finances and a capable financial team. We have a website and a chapter newsletter. We have exciting speakers and programs that continue to capture interest and meet the needs of our members. But most of all, we have vibrant, active and engaged chapter members who continue to step forward to serve and

strengthen the chapter. These accomplishments are not mine. They have come about due to the hard work and effort of many talented and focused individuals, with whom I have been privileged to laugh, cry, work, and play. We have been through good times and sad - but mostly happy events. We have shared so much in such a short time.

So now, as I move on, I am happy to report that GWDC ARMA is yours to keep. You have a legacy to uphold and a chapter commitment to continue to nurture. Time is fleeting but friendships and memories are forever.

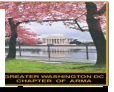
I have appreciated each and every one of you and the trust you had in me to carry the GWDC chapter forward, just a little bit. I will still see you often at chapter meetings when I am able to attend, and at ARMA conferences - and – as my grandkids say – holla back at me!

Ekita Mitchell

President

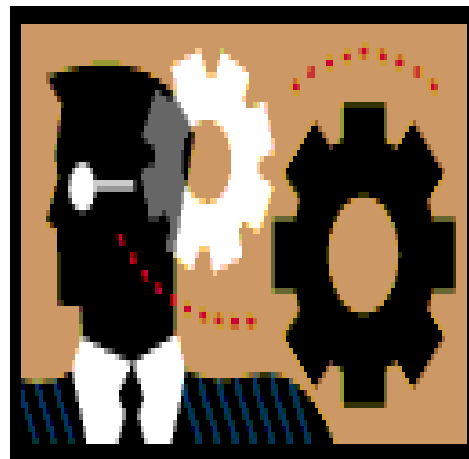
GWDC ARMA

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submitted comments that were taken back to a task force for review and consideration. This same task force will continue to monitor legislation and case law and will recommend changes to the principles when appropriate. The principles have been approved by the ARMA International Board of Directors.





Member Spotlight (cont. from page 2)

E: How long have you been a member of GWDC ARMA? What have you found most rewarding about your membership in the chapter?

D: I have been a member of GWDC ARMA for 5 years. I enjoy being a conduit of information. When members encounter a records management dilemma, it is unlikely that I will have the technical solution, but I am often able to connect the person with another member who may have been through a similar challenge.

E: Where do you see Records Management in the next 10 years?

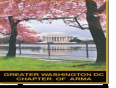
D: Records Management in 10 years will still have the dichotomy of managing paper and electronic information. They will coexist throughout the records community until nearly every organization electronically stores all of their new information and commits to purging hard copy files through an active retention schedule. That will not happen until today's young visionaries who have grown up in an electronic world are in executive roles within their organizations. That transformation is underway, but it will take more than 10 years.

E: Is there anything else that you would like to share with the membership?

D: ARMA is one of the best professional tools available to develop a records management program and ultimately provide outstanding service to one's internal customers.

Chapter Announcements

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.



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