



ARMA InNOVATIONS

President's Message, June 2011

**Join Us For Our
June 15, 2011**

**Installation of
Officers and End of
Year Celebration**

**Marco Polo Restaurant,
Vienna, VA**

with Speaker

**Tod Chernikoff, CRM
ARMA Mid-Atlantic
Region Coordinator,
Capital Area**

Register online at

[http://www.armamar.org/nova/
Register/prog1106_reg.htm](http://www.armamar.org/nova/ Register/prog1106_reg.htm)

Or Call

**Carolyn Offutt, Treasurer at
703-666-8190 (O)
703-655-3667 (C)
By June 14, 2011**

5:30 pm	Registration, Networking
6:00 pm	Dinner
7:00 pm	Program
Cost	\$25 member; \$30 non-member

See Page 3 for details.



On Wednesday, May 18, ARMA NOVA hosted Arian Ravanbakhsh, Electronic Records Policy Specialist, National Archives and Records Administration (NARA). His presentation title is Records Management, Transparency, and Open Government: An Update from the National Archives.

Mr. Ravanbakhsh discussed two recently issued NARA Bulletins, one on Records Management Implications of Cloud Computing and another on Managing Records in Web 2.0/Social Media platforms. The presentation was very interesting and it generated a lot of discussion.

June 15 Tod Chernikoff, ARMA Region Coordinator Installation of Officers & Chapter Awards, will swear in the new officers and we will present awards to board members. There will be drawings for prizes, including a top prize of a copy of the 15489 Standard, Part 1 and

Part 2, a \$220 value. Please join us to recognize your chapter leaders for their efforts in making this year a very successful one for the chapter.

Our final event of the season is our annual June Social. The event this year is an outing to see the Nationals play the Baltimore Orioles at Nationals Park. This event is a joint event with NCC AIIM and we expect 100 attendees - it is a great time, lots of fun, hope to see you there! (For details see page 10.)

Check the website for registration details - www.armamar.org/nova to register for our June meeting, and www.nccaiim.org to register for the June Social.

See you at the meeting
June 15!

Mark Mandel, President
NOVA ARMA
Madelm2001@netzero.com

ARMA NOVA CHAPTER

NEWSLETTER

ARMA InNOVations is published monthly from September through June by the Northern Virginia Chapter of ARMA International to inform chapter members of ARMA NOVA activities and to circulate news and opinions of the members.

SUBMISSIONS

We welcome articles, news stories, reports, and opinions. Please send submissions or Letters to the Editor to:

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Standard Unit Size	Width	Height	Cost
Full Page	7.5"	10"	\$80.00
Half-Page Vertical	3.5"	10"	\$60.00
Half-Page Horizontal	7.5"	4.75"	\$60.00
Quarter Page	3.5"	4.75"	\$50.00
Business Card	3.5"	2.0"	\$30.00

Advertisers must supply copy-ready art. There will be an additional charge for ads needing design. Costs listed are per issue. The newsletter is published 10 times during the chapter year, January - December. An advertisement placed for ten issues receives a 20% discount and new art work may be submitted for placement in any issue. Advertisers will receive one copy of each newsletter containing their advertisement.

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ARMA NOVA Meeting Announcement

Wednesday,

June 15, 2011

Installation of Officers & End of Year Celebration

with speaker

Tod Chernikoff, CRM

ARMA Mid-Atlantic Region Coordinator, Capital Area

About this event

This is our traditional year-end celebration and installation of officers meeting.

Tod Chernikoff will install our officers for 2011-12 and report to us on the state of the region. We will have our drawing for a full registration to the ARMA International Conference in October and perhaps a few other surprises.

About our speaker

Tod Chernikoff, CRM, is a Managing Consultant at IBM Global Business Services in the Financial Services Risk and Compliance Practice. He works as a Records Management SME on a team that frequently assesses the operations of large financial institutions. His experience spans the full lifecycle of records management program implementations including assessment, strategy, policy and procedure development, technology roadmaps, training and operations. He works with clients in the US and abroad, many who have multi-national operations.

Tod has almost twenty years of records and information management experience, much of it as a consultant in both the private and public sectors. Prior to joining IBM, Tod was a Senior Consultant in BearingPoint's Public Service Sector, serving clients in the defense and civil sectors of the federal government, as well as state government and large private sector enterprises. He also has experience as a municipal Records Administrator and Archivist and in within corporate records management programs, including serving as the Corporate Records Manager at the NASD (now FINRA). He is active in ARMA International, at both the local and international levels.

He holds a Masters degree in Urban Studies and a Bachelors degree in Geography from the University of Maryland.

Logistics

TIME: 5:30 PM Registration
6:00 PM Dinner
7:00 PM Program

PLACE: [Marco Polo Restaurant](#).

PARKING: Free at the restaurant

METRO: Vienna Metro plus a five minute cab ride

COST: \$25.00 ARMA/AIIM Member
\$30.00 Non-Member

Register: online @

www.armamar.org/nova/programs/prog1106.htm





Hot Topic covers the latest information management topics that are keeping professionals up at night. On this page you'll find a listing of the topics we're diving into, complete with tips to help you manage your information effectively.

Making the Jump to the Cloud? How to Manage Information Governance Challenges

Solving the SharePoint Puzzle - Where it Fits in Content Management Strategy

Taking A Closer Look - ARMA International's Generally Accepted Recordkeeping Principles

Gearing Up for E-Discovery - How to Meet the Challenges of the Post-Bailout World

Managing the E-Maelstrom - Strategies for Minimizing the Risks of E-Mail

Trimming Your Bucket List - An Approach for Increasing Retention Compliance

This graphic and information may look familiar to some of us but it serves a great reminder to me as to how to keep up with what is new in the information management realm. ARMA makes it so easy for us to keep up with what is going on by offering a wide variety of resources on their web site. When you get a chance, check out what is new!

Courtesy of Suzanne Swenson, Director at Large

Manager, Business Development
Zimmerman Associates, Inc.
10600 Arrowhead Drive, Suite 325
Fairfax, Virginia 22030
Direct: 703-259-6726
Blackberry: 571-405-4583
Cell: 703-402-3567



- Enterprise Correspondence Management
- Web-Based Solution
- Workflow Designer with Graphical Interface
- Electronic Folders and Files
- Create Custom Fields
- Full Text Search
- Document Version Control
- Attach Any File Type
- Integrated Scanning Utility
- Built-in & Ad Hoc Reports
- Productivity Statistics
- Multi-level Security
- Audit Trail



Why use eCase/Correspondence?

In today’s working environment, whether in government or in the private sector, we are constantly bombarded with requests and correspondence from a variety of sources. These requests can come in the form of mail, e-mail, online forms and others. Prompt and appropriate handling of these requests is the hallmark of an efficient and well-run organization. Some organizations, however, become overwhelmed by the sheer volume of requests, causing some inquiries to be neglected and others to be lost completely. Requests often become neglected when the workflow to resolve the request is in doubt. eCase alleviates this problem by tracking and organizing this information. Less lost or neglected correspondence means higher client satisfaction. In addition, with eCase’s reports features, offices can identify and solve problems in their correspondence and request management process before they become a crisis.

The Premier Solution for Enterprise Case/Correspondence Management

eCase is designed to meet all of your office’s correspondence tracking and processing needs. Electronic folders with flexible workflows tailored to your organization’s business processes allow you to electronically interface with members of your organization. Assign tasks, route documents for review/concurrence, generate discussion, manage document versions, and perform many other functions regarding correspondence and requests that boost your office productivity and efficiency.

Track & Monitor the Case/Correspondence Management Process

Track your entire correspondence lifecycle from reception, to processing, to close-out. eCase standard reports track all pending, overdue and completed actions. Need a custom report? The ad hoc reports feature allows users to customize their criteria for special reporting requirements. You can also customize your default case view, tailoring the view to only the information you want to see. Want more accountability? The folder action history log tracks every action performed to a folder automatically.

Automated Workflow

Configure your workflow model for different routing chains based on the type, sensitivity and security requirements of the correspondence. The case/correspondence folder is automatically moved to each person’s inbox in the routing chain. The workflow tool supports conditional routing to accommodate decision logic and approvals. Automatic email notifications alert the action officers when new tasks appear in the inbox.

With eCase:

- | | |
|--|-------------------------------------|
| • Reduce Paperwork | • Customize workflows |
| • Simplify tracking and monitoring of correspondence | • Create custom email notifications |
| • Build accountability for actions | • Auto schedule reports |
| • Eliminate redundant entries | • Save Work |
| • Easily search for documents | • Save Time |
| • Improve correspondence security and control | • Save Money |



Information is your domain.
Know what you need to know.

Managing paper and electronic information together is no easy task. How do you expand your records management program to include an ever-growing volume of electronic information? You partner with the company thousands have trusted to help store, access and manage their information regardless of format – Iron Mountain. With unmatched experience, putting us at your side makes information easier to manage. We can do more, together.

Do more with information. Visit us at ironmountain.com.



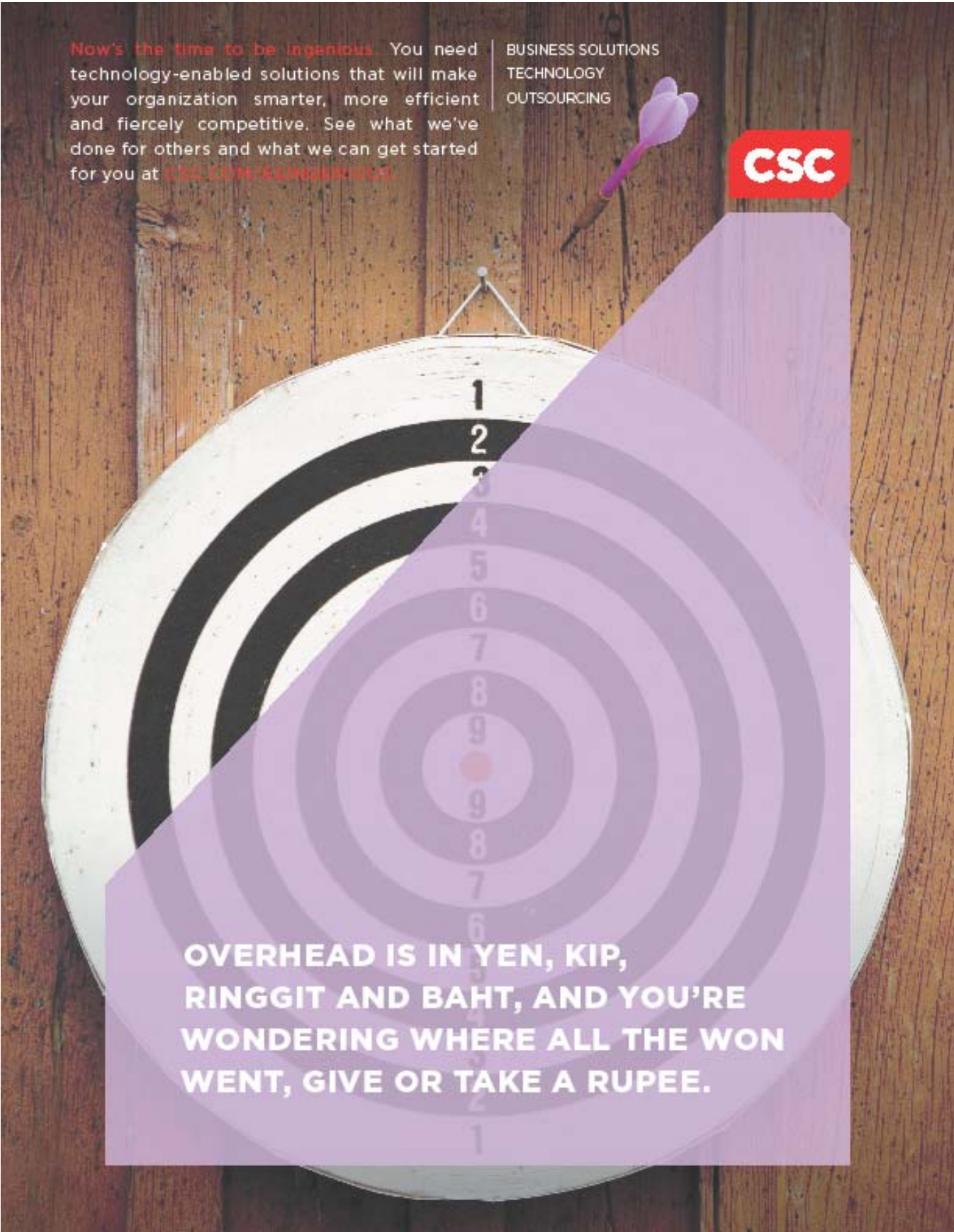
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**OVERHEAD IS IN YEN, KIP,
RINGGIT AND BAHT, AND YOU'RE
WONDERING WHERE ALL THE WON
WENT, GIVE OR TAKE A RUPEE.**



ARMA NOVA Board Meeting minutes for May 2011 delayed

Courtesy of Angela Tayfun, CRM, Secretary

ICRM Liaison Report

Courtesy of Suzanne Swenson, Director at Large

For your planning purposes, here is the latest schedule of the ICRM examinations:

2011 Exam Schedule

Summer: Parts 1-5, August 1-5, 2011 | Part 6, August 11, 2011

Registration Open: May 20, 2011 - July 28, 2011

Fall: Parts 1-5, November 7-11, 2011 | Part 6, November 17, 2011

Registration Open: August 19, 2011 - November 3, 2011

CRM Examination Preparation Workshop

Thursday, June 9, 2011, 8:00 AM to 5:30 PM

Portsmouth, Virginia

Registration Form at

http://www.armamar.org/Region/LC/2011/ICRM_Mid_Atlantic_Region_Regis_060911.docx

AIEF Report

ARMA International Educational Foundation Board Approves Tripling Funding for Programs; Strengthens Partnership with ARMA International and International Records Management Trust.

Denver, CO January 23, 2011: The Board of Trustees of the ARMA International Educational Foundation today approved an immediate 66% increase in the total funding for core programs of research, scholarship and education from the current \$22,000 to \$64,000. The allocation of the new level of funding includes \$10,000 in support of the African Book Project to provide educational texts to sixteen universities in Central and Southern Africa for use by students pursuing degrees in records and information management and \$5,000 dedicated to the new Academic Award for Excellence in Records and Information Management Education, which is expected to be awarded to the two best Educators within the field in late 2011. The Foundation's scholarship and research programs have been allocated \$20,000 each with the balance of the funds to be utilized for core mission programs at the discretion of the Board of Trustees.

During the initial day of the two-day meeting, the Foundation Board of Trustees was joined by ARMA International President, Nicholas De Laurentis, ARMA's Executive Director, Marilyn Bier and the Executive Director of the International Records Management Trust, Dr. Anne Thurston. The three organizations agreed that a focus in the near-term should be a strengthening of the partnership with a focus on ensuring synergy of efforts as well as results. To that end, ARMA International suggested that the parties conduct a conference call on a quarterly basis to ensure open communication and harmony across the diverse set of shared and individual projects each organization is working upon.

On Friday, January 21st, representatives Barbara Voss, Denver Regional Director and Paul Wester, Director of Modern Records for the United States National Archives and Records Administration (NARA) spoke to the group regarding the effort to evolve the Agency towards supporting the challenges of managing records and information in the digital age. Upon the conclusion of the discussion, the leaders of ARMA, the IRMT and The Foundation all felt that an opportunity exists to work more closely with NARA in partnership to ensure consistency in educational and research-oriented efforts going forward.

[ARMA 2010 Conference Research Paper Available](#)

[Metadata in Court: How the Courts Have Been Treating This Issue](#)

Researcher: John J. Isaza, Esq. Click here for a copy: [Metadata and the Courts](#)



June Social & Baseball Game
Nationals vs. the Baltimore Orioles
Friday, June 17, 2011
Afternoon-Evening Event
National's Stadium
Washington, DC



This is a Joint Event with NCC-AIIM.

About this event:

With all the talk of economic and political changes in the news, NCC- AIIM and Northern Virginia Chapter of ARMA are pleased to announce we are embracing change and having fun doing it too! After a very successful similar event last year, this year's June Social will be hosted at the new Nationals stadium in Washington DC.



In Memory Of This event is dedicated to Frank McGovern a long term chapter member and good friend who passed away in January. More information is available on NCC-AIIM [Home Page](#).

The afternoon and evening will consist of:

- Networking with other members of the local AIIM and ARMA communities at the Nationals Stadium Conference Facilities.
- National Stadium VIP Tour & IT Infrastructure Tour
Premium Seating, Red Loft Bar and Grill. Check it out at:
http://washington.nationals.mlb.com/was/ballpark/ballpark_panoramas.jsp
- Attendance includes: A Premium Baseball Game Ticket, Passed Hors d'oeuvres and open bar during pre-program in conference center; and \$20 on any concession in the park included in your ticket during the ball game.

Dress is casual

About our Speakers:

Jason Zachariah, Director IT for Washington Nationals and the Lerner Corporation
Presenting: IT and Baseball

John Mancini, President, AIIM International
Presenting: The State of the Industry.

Logistics:

Enter the stadium through the center field gate. Conference room 6 is on the Mezzanine level. This event is dress casual. Coats and ties are NOT permitted!!! Please remember to keep your ticket stub as you will need it to redeem your \$20 concession credit during the game.

Date: June 17, 2011

Time: 2:00 PM	Arrival and Registration
2:30 PM	Nationals Stadium Tour (if interested, starts promptly at 2:30pm)
3:30 PM	Networking, Cocktails, and Hors d'oeuvres
4:25 PM	In Memory of Frank McGovern
4:30 PM	Program Speaker – Jason Zachariah
5:00 PM	Program Speaker – John Mancini, President AIIM International
5:30 PM	Annual NCC AIIM Awards
6:00 PM	Programs ends – Seating for Game
7:05 PM	Play Ball!!!!
7:15 PM	Nationals Stadium IT Infrastructure Tour (For those interested, meet at Conference room 3)

(Continued on page 11)

June Social & Baseball Game
Nationals vs. the Baltimore Orioles
Friday, June 17, 2011

Continued

Logistics continued:

Place: Washington Nationals Baseball Club
Nationals Park
1500 South Capitol Street SE
Washington, DC 20003-1507
202.640.7652

<http://washington.nationals.mlb.com/>

Parking: Available at the Stadium and nearby: Many options available, including parking online!!!
Check out the Nationals web site for more details.

http://washington.nationals.mlb.com/was/ballpark/parking_options.jsp

Metro: Navy Yard Station, Green Line

COST: AIIM, ARMA, IAC/ACT Member Rate \$69, Non-Member Rate \$89. Members who are NOT members of the National Capitol Chapter may be asked to show their Membership card/ID at registration to qualify for the member discount.

Note: Once reserved, NO CANCELLATIONS are allowed. Just like a ticket you buy directly from the Nationals, the ones NCC-AIIM purchases for you through this special event cannot be returned.

Register online by June 10 at

<http://www.nccaiim.org/Programs/program1106.htm>



Upcoming Events

June 9-10 Tidewater, VA	Region Leaders	Mid-Atlantic Region Leaders Conference
June 15 Marco Polo	Tod Chernikoff	Installation of Officers & Year End Celebration
June 17 Nationals Stadium	Jason Zachariah John Mancini	JOINT Social with NCC-AIIM and Baseball Game

Newsletter Contributions

The Editor thanks the following people for their contributions to this month's newsletter:

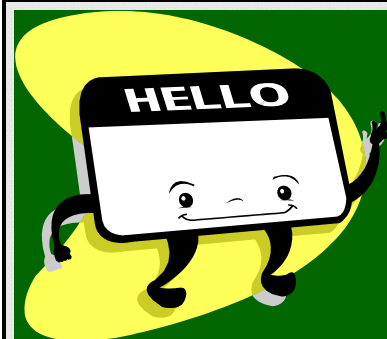
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Elizabeth Adkins, CRM, CA

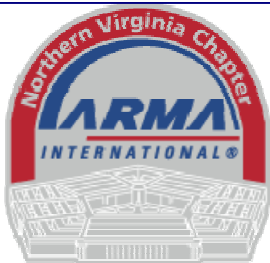
Preston Shimer, CRM, AIEF

Jack Frost



*Join us for our
next meeting!*

Please plan to join us at a future meeting, event, activity or seminar in the coming year.



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