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Volume 3, Issue 3

October 2012

Managing Government Records Directive: The Inside Story

Please join ARMA NOVA for our October 17th chapter meeting. Our program theme for this chapter season is "State of the Art in Records and Information Management." Our Speaker for this evening is Paul Wester, the National Archives' Chief Records Officer. He will talk about developments since the landmark Presidential Memo on Managing Government Records was issued in November 2011.



Mr. Wester will outline what the Archivist of the United States and the Office of Management and Budget (OMB) addressed in the groundbreaking Records Management Directive issued in August 2012, based in part on input from government agencies. This bold new directive sets a new course for federal electronic recordkeeping requirements, including email, social media, and the cloud. Mr. Wester will explain what is expected of agencies as a result of the Directive, and will answer questions and concerns about implementation.

(See page 3 for more information about Mr. Wester)

New Chapter Year

A new Chapter Year has started and exciting things are planned. Look inside for the new speaker series.

Please Note:
The ARMA NOVA website has
changed to
www.arma-nova.org/index.htm

Meet a Member: Suzanne Swenson



Suzanne Swenson, Manager, Business Development, is retiring from ZAI after 15 years of service. As part of her BD duties, she represented ZAI as a member of the Board serving four terms as President, two as Chairman of the Board and Vice President, and single terms as Treasurer, and Director-at-Large. While President in 2007, Suzanne led the Chapter when they received Honorable Mention for Chapter of the Year 2007 in the Large Category from ARMA International. The Northern Virginia Chapter competed against 16 other

chapters ranging in size from 80-125 members. In 2008, Suzanne was asked to serve as a member of a Task Force to review and make recommendations for any revision, deletion or addition to the various awards given by ARMA International. The group recommended several changes which were accepted by ARMA. As a retiree, Suzanne will continue her association with ARMA and support the Chapter as Hospitality Chairman for the 2012-2013 chapter year.

ARMA NOVA Membership Report

	2011						2012						
ARMA NOVA Members	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
All	93	90	96	91	87	94	99	102	102	102	101	102	
New		8	8	4	1	5	5	1	2	4	2	4	

Do You Have Speaker Suggestions

Our chapter programs are planned to provide interesting, educational subject matter for our local ARMA membership. Program topics are selected by the ARMA NOVA Board using membership and industry input, sur-

veys and market research in an attempt to bring you the best educational events available. Dates are scheduled to work together with other trade and association activities to avoid scheduling conflicts and give you the

information you need and ask for. Suggestions for topics, speakers, locations or anything related to chapter programs should be directed to: [Elizabeth Adkins](#)

Who is Paul Wester?

Paul Wester is the first Chief Records Officer for the U.S. Government. David Ferriero, the Archivist of the United States, named Mr. Wester to this position effective March 13, 2011. As the Chief Records Officer, Mr. Wester leads records management throughout the Federal Government, with an emphasis on electronic records. He is responsible for issuing Federal records management policy and guidance; liaising with Office of Management and Budget (OMB), the U.S. Congress, and other stakeholders on records management issues; and serving as an ombudsman between agencies and the Archivist to ensure that NARA and the agencies it serves meet their statutory mandates and records management requirements.

Prior to his current appointment, Mr. Wester served as the Director of Modern Records Programs in the National Archives and Records Administration's Office of Records Services –Washington, DC. In this position, Mr. Wester was responsible for the overall management and performance of NARA's agency-facing activities in the Washington, DC area. Mr. Wester also directed NARA's National Records Management Program, coordinating the activities of headquarters and regional records management staff in support of NARA's overall strategic plan. Mr. Wester holds an undergraduate degree in history and Master of Arts and Master of Library Science degrees from the University of Maryland.

Free Online On-Demand Conference Session!

October's session of the month is "Will Technology-Assisted Predictive Modeling and Auto-Classification End the "End User" Burden in Records Management?". This session comes from the 2012 Managing Electronic Records (MER) Conference. This resource is provided free to chapter members through the ARMA NOVA website. Special thanks to Leanne Peterson of Archive System for selecting this month's session.

Meeting Logstics

DATE: Wednesday, September 19, 2012

TIME: 5:30 PM Registration

6:00 PM Dinner

7:00 PM Program

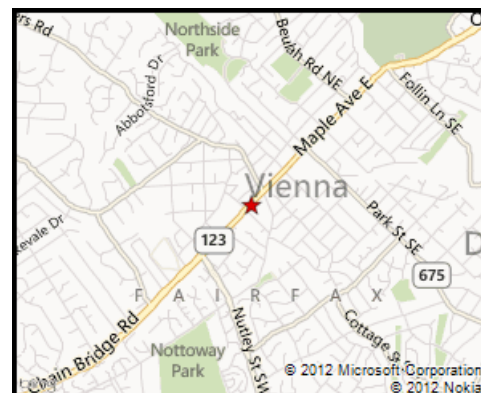
PLACE: Marco Polo Restaurant,
245 Maple Ave. W., Vienna, VA 22180
703-281-3922

PARKING: Free at the restaurant

METRO: Vienna Metro plus
a five minute cab ride

COST: \$25.00 Member,
\$30.00 Non-Member

Directions



**"State of the Art in Records Management"
2012-2013 Chapter Year Meetings**

Date	Speaker/Event	Subject
9/13/12	Joint NCC– AIIIM	DOI Cloud Based Email Archive with RM and Autoclassification
9/19/11	Fred Pulzello	Assess Your Organization's Information Governance Using "The Principles"
9/23-25/12		ARMA International Conference in Chicago
10/04/12	CRM Preparation Workshop	Joint Meeting with Greater Washington DC and Metropolitan Maryland Chapters
10/17/12	Paul Wester, NARA	NARA RM Directive Update
11/14/12	Susan Cisco, Gimmel Group Sue Trombley, Iron Mountain Consulting	Putting the "People" in People, Process, and Technology
12/19/12	Representative from Training Futures	Holiday charity fundraising event for Training Futures, a non-profit organization that prepares people for more stable, professional office careers – including jobs in records management
1/16/13	Doug Smith Legal Records and Information Manager, Wiley Rein	Massive ROI: A Case Study in Retention Disposition
2/20/13	Speaker TBD	TBD
2/27/13	Various Speakers	Spring Seminar: State of the Art in Auto-Categorization
3/20/13	Joint Event with Digital Government Institute	E-Discovery
4/17/13	Speaker TBD	TBD
5/15/13	Maria Hishikawa Bureau of Alcohol, Tobacco, Firearms and Explosives	Microsoft 365 Email and Collaboration Services in the Cloud
6/19/13	Speaker TBD	TBD
7/TBD/13	Tod Chernikoff	Installation of Officers & Chapter Year Wrap-up

ARMA NOVA President's Message, October 2012

It's October already – The year is well underway. We are continuing with our theme of "**The State of Art of Records Management**" for our 2012-2013 program year.

We begin October with a **CRM Preparation Workshop** on **Thursday, October 4, 2012**, as a joint education event sponsored by ARMA NOVA, Greater Washington DC ARMA, and Metro Maryland ARMA. This is a great opportunity to brush up on your RM skills and sit for the exam to be a Certified Records Manager (CRM). The workshop will be at the offices of Wiley Rein, LLP, 1776 K Street, NW, Washington, D.C. Register at www.arma-nova.org/index.htm.

On **Wednesday, October 17, 2012**, we welcome back **Paul Wester of NARA** to share with us the

(Continued on page 5)

“Update on the NARA Records Management Directive,” which resulted from the Presidential Records Management Order. We will have registration at 5:30 PM, dinner at 6:00 PM, and the program at 7:00 PM. You may want to invite others to come to this meeting. Register at www.arma-nova.org/index.htm.

We will continue our program year with a dinner meeting on **Wednesday, November 12, 2012**, at the Marco Polo Restaurant at 245 Maple Avenue in Vienna VA with **Susan Cisco and Sue Trombley** speaking on **“The Role of Records Coordinators”**

We have a **new address for our ARMA NOVA website** at www.arma-nova.org/index.htm – please reset your bookmarks for the new URL.

I hope to hear reports from our members who attended the 57th ARMA International Conference in Chicago on Sept. 23-25.

We began the year with a joint meeting with NCC-AIIM on September 13, 2012, with a presentation at the Department of Interior (DOI) Headquarters in Washington DC by DOI speakers about the implementation of the DOI ECM/ERM in the Cloud. Edwin McCeney, Departmental Records Officer, and John Montel, eRecords Service Manager, spoke about the DOI-wide eMail, Records, eDiscovery and Document Management System (eERDMS).

We kicked off our own season with a dinner meeting on Wednesday, September 19, 2012, with Fred Pulzello, who spoke about using the Generally-Accepted Recordkeeping Principles to assess an organization’s information governance

The Executive Board coordinates and directs the activities of the Northern Virginia Chapter of ARMA and helps facilitate programs and educational opportunities to benefit our members. Please go to our ARMA NOVA Website at <http://www.arma-nova.org/index.htm> for more information or to become more involved in ARMA NOVA.

Our thanks to our Sponsors for the past year! Their financial support and assistance with our programs allow us to better serve our members. If your organization would like to become a sponsor in 2012-2013 to raise its profile and further the work of the Chapter, please contact me or one of the Executive Board members.

Mark your calendar NOW with the dates for upcoming meetings in 2012-2013: Dinner meetings at the Marco Polo on the third Wednesdays on October 17, November 14 (moved to 2nd Wednesday), December 19, January 16, February 20, March 20, April 17, and May 15; all-day Education Seminar at CSC in February; and our Annual Social in June on a date to be determined.

Make the most of opportunities that the Chapter provides. Come to meetings, get involved in our committees. Committee work is a backbone of our Chapter’s success. Please let me know, if you are interested in joining a committee or if you have suggestions that can improve our Chapter.

I look forward to sharing some time with you this Fall.

Carolyn K. Offutt, President
Northern Virginia Chapter of ARMA International
(703) 666-8190 coffutt@o3star.com



2012-2013

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Newsletter

ARMA InNOVations is published monthly from September to June by the Northern Virginia Chapter of ARMA International. This newsletter is used to inform chapter members about programs and professional information. ARMA NOVA holds a monthly professional meeting and occasional social programs.

Information and opinions expressed in this newsletter are strictly those of the authors and do not necessarily reflect the official policy of ARMA International or ARMA NOVA. The information in the newsletter also does not necessarily represent the views of the membership or editor. No endorsement of advertisements, seminars, articles, calendar events, or commentaries is intended.

Submissions

ARMA NOVA welcomes contributors to the newsletter, by both members and non-members. Individuals can submit articles, news stories, reports, opinion pieces, chapter notes, and calendar items. Please send any items for publication by the 1st of the month to:

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