



Beltway Bits



ARMA INTERNATIONAL

The Association for Information Management Professionals



2008—2009 Issue 1

Northern Virginia Chapter

September 2008

Please Join Us For Our
September 17, 2008
Monthly Meeting!

5:30 pm Registration
6:00 pm Dinner—\$25.00
7:00 pm Speaker Program

“RIM & The Security Function: Collaborate to Secure Your Success”

Speaker:

**Mr. Brian Ruf,
RIM Architect**

Booz Allen Hamilton

at the
Marco Polo Restaurant
RSVP: by noon
September 15, 2008



About our Speaker: *Mr. Brian Ruf*

- ◆ Brian is a member of Booz Allen Hamilton’s Integrated Records and Information Management Team, where he contributes his Security and Information Assurance background to the architecture of the firm’s RIM capabilities
- ◆ He supported the air traffic control systems for over 10 years. During this time his role expanded to include security for a modern air traffic control system. He was part of a core team defining and addressing the complete security needs for this system. In the spring of 2000 Brian earned his Certified Information System Security Professional (CISSP) credential.
- ◆ He left the FAA and went to worked for SRA International as a Security Engineer where he provided a wide range of security services for large law firms and various Federal Civil Agencies. He also developed of a fully compliant Security Program Plan for the Department of Labor.

About his Presentation: **“RIM & The Security Function: Collaborate to Secure Your Success”**

Collaborating with your organization is critical to achieving holistic records management, but who is interested and why? IT Security, Physical Security, Risk Management, Legal, Regulatory Compliance, Internal Audit, Business Resilience and Knowledge management are all departments key to your success.

What are the keys to success?

- ◆ What are their goals?
- ◆ What motivates them?
- ◆ What is their stake in RIM?
- ◆ Why is it important to engage them?
- ◆ What are the communication pitfalls?

This briefing will help you avoid false starts, move past roadblocks, and achieve RIM more completely and soundly in your organization. It will draw from 10 years of Information Management experience covering both US Government and industry.

Let's Celebrate!

Hold the date: December 17, 2008

NOVA will be celebrating their 20th Anniversary!

ARMA NOVA CHAPTER

NEWSLETTER

BELTWAY BITS 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:

Suzanne Swenson
Acting Editor, **BELTWAY BITS**
9302 Lee Highway, Suite 600
Fairfax, Virginia 22031
sswenson@zai-inc.com

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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.

2008-2009 ARMA NOVA CHAPTER

Board of Directors

George Darnell, CRM, President
571-280-2919
darnellgd@comcast.net

Suzanne Swenson, Chairman of the Board
703-883-0506
sswenson@zai-inc.com

Crystal Kurtzberg, CRM, Vice President
703-227-9024
crystalk@aol.com

Diane Dodge, Secretary
703-380-4918
dodger612@yahoo.com

Pat Huff, CRM, Treasurer
703-736-4758
Pat.Huff@baesystems.com

Mary Beth Weaver, CRM, Director at Large
703-268-6928
mweaver@mcneiltech.com

Daniel Harris, Membership Director
540-287-6433
dharris@edrmsolutions.com

Gary Lewis, CRM, ICRM Liaison and
Chapter Foundation Champion
703-380-4918
glewis69@yahoo.com

Christina Ayiotis, Esq., CRM, Parliamentarian
703-734-1237
cayiotis@cox.net

Sylvia Lacy-Crow, Chapter Archivist
703-736-4757
Sylvia.lacy-crow@baesystems.com

Jack Frost, AIIIM Liaison
703-819-7568
jack@estratl.com

David A. Noack, PMP, MIT, Webmaster
703-624-9275

VACANT, Newsletter Editor

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President's Message:

September, 2008



Wikis, Blogs and YouTube, Oh My! Welcome to ARMA NOVA's 2008-2009 Program Year, our 20th Anniversary Year! Your Board of Directors has been hard at work over the summer planning this year. They are an exceptionally talented and enthusiastic group of RIM professionals and I am extremely pleased and proud to be working with them. They are building on the legacy of 20 years of leadership in the Northern Virginia Chapter of ARMA International.

Social networking and Web 2.0 technology is coming of age, providing opportunities as well as challenges. So your Board selected "*Records and Information Management (RIM) in a Collaborative Environment*" as our theme for the year. There are two aspects of collaboration that we plan to focus on this year.

First is the need for RIM professionals to collaborate with other information related professionals to serve their organizations effectively.

Second is the need to capture and manage the information produced and shared with collaboration tools like wikis, blogs, and YouTube.

Perhaps I should start by making it clear what we mean by collaboration. "A common misconception is that communication is collaboration. Communication can be one-to-one or one-to-many and often is bi-directional. Collaboration is an output of communication by which participants jointly work toward a common goal that delivers mutual value. Collaboration cannot occur without communication. However, communication can occur without collaboration." (From *Working Collaboratively in an Electronic World* by ARMA International Standards Development Committee, Lenexa, KS ©, available from ARMA International Bookstore as a free PDF download for ARMA members)

Our September 17th speaker, Brian Ruf, an Information Security professional, will address the first aspect of collaboration for RIM professionals, the need to work collaboratively with security and legal professionals to ensure their enterprises have a holistic RIM

program. We cannot do it alone. Other speakers throughout the year will build on our theme.

You may have noticed that the ARMA NOVA website is stuck in a time warp resulting from a system failure at our hosting site. Dave Noack, our new webmaster, is working to develop a new website and capture as much content as he can from the old site. Dave is also establishing a PayPal account for all the chapters in the Mid-Atlantic Region so we can take credit card reservations for our events. If you have a personal PayPal account or a credit card registered with PayPal you should find registering and paying for ARMA NOVA events as easy as shopping on E-bay or Amazon.

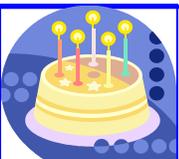
The NOVA Board decided to move our seminar this year to February 27 to avoid conflicts with the ARMA International Conference, NCC-AIIM Fall Seminar, and Spring Seminars of other ARMA chapters in our area. More information will be available later.

Finally, we decided to celebrate the 20th anniversary of our charter during our December 17th holiday meeting at the Marco Polo. Suzanne Swenson is planning the event and searching for contact information of former presidents and board members to send them invitations. Contact her if you can help—another opportunity for collaboration. Suzanne is also acting as our Newsletter Editor until we can find someone to fill this position on the Board. Templates and software will be provided if you are interested. Contact Suzanne.

Best regards and hope to see you of September 17th at the Marco Polo,

George D. Darnell, CRM

President, Northern Virginia Chapter
of ARMA International



Happy 20th Anniversary NOVA!

About the ARMA NOVA Chapter

History

The Northern Virginia Chapter of ARMA International ("ARMA NOVA") was established in November, 1989 by a group of ARMA members from the [Greater Washington DC Chapter](#) to serve RIM professionals who live or work in Northern Virginia. They selected the Marco Polo Restaurant in Vienna, Virginia to hold dinner meetings. We are still meeting there today. From a charter membership of about 20 members we have grown to about 100 members. Originally named "The Northern Virginia/Fairfax Chapter," we are now simply "The Northern Virginia Chapter" or ARMA NOVA for short. A more detailed history is being researched.

The Area We Serve

The area of Virginia south and west of the Nation's Capital, bounded roughly by the Appalachian Mountains to the west, the Potomac River to the north and east, and the Rappahannock River to the south, is commonly known as [Northern Virginia](#). Enclosed by the historic cities and towns of [Alexandria](#), [Leesburg](#), [Winchester](#), [Warrenton](#), and [Fredericksburg](#), with booming high technology enterprises along the [Dulles Technology Corridor](#) from [Tysons Corner](#) to the new town of [Reston](#) and beyond, it is more than a bedroom suburb of Washington, DC. It is a thriving and [diverse](#) area of its own, home to many government agency headquarters such as the [Pentagon](#), [CIA](#), [NRO](#), and [NGA](#), as well as [Fort Myer](#), [Fort Belvoir](#), [Marine Corps Base Quantico](#), the [United States Patent and Trademark Office](#), and the [United States Geological Survey](#). Many industry giants such as [Airbus](#), [AOL](#), [AT&T](#), [BAE Systems](#), [Boeing](#), [EDS](#), [ExxonMobil](#), [Lockheed Martin](#), [Northrop Grumman](#), [Raytheon](#), [SAIC](#), [Sprint Nextel](#), [USA Today](#), and [Verizon](#) have headquarters or major regional offices here. NOVA is also home to many associations such as the [NRA](#), [AFCEA](#), [Marine Corps League](#), [Association of Old Crows](#), and [NRECA](#). With abundant cultural and recreational opportunities, from [Mount Vernon](#), [Gadsby's Tavern](#), [Wolf Trap Farm Park](#) and the [Air and Space Museum](#) to [Great Falls](#) and the [Manassas Battlefield](#), visitors and residents alike have [plenty to do and see](#). Northern Virginia is truly a diverse and progressive area that has not lost touch with its history. ARMA NOVA is proud to serve the area "where history is neighbor to the future."

Where and When We Meet

The Northern Virginia Chapter meets on the third Wednesday of the month, September through June, at the [Marco Polo Restaurant](#) in [Vienna](#), Virginia for dinner programs. Registration and networking begin at 5:30 PM, dinner at 6:00 PM, and program at 7:00 PM. We are usually finished and on our way home by 8:00 PM. A chef's choice dinner is \$30 for members and \$35 for non members. Online registration with credit card payment is available. A \$5 discount is provided to those who pay by check or cash at the door. No shows who do not cancel with the Treasurer 24 hours in advance will be billed.

Our Members

ARMA NOVA members include RIM professionals working in local and federal government agencies, commercial enterprises, and non-profit organizations, as well as RIM service providers and consultants. RIM experience ranges from those who are just starting their careers to those in senior management ranks. We are a truly collegial group ready to share our knowledge and experience, as well as our challenges and frustrations. Everyone is welcome. Join us some evening at a meeting, or contact us by Email. You will be glad you did.

Congratulations to the New ICRM Board of Regents 2009-2010 Term of Office

Newly elected and re-elected ICRM Board of Regent members!

Secretary: Martha Adcox, CRM

Treasurer: Virginia Jones, CRM

Regent, Certification Standards: William LeFevre, CRM

Regent, Certification Maintenance: David McDermott, CRM

Regent, Examination Development: Don Schewe, CRM

Regent, Examination Grading: Janet Pomeroy, CRM

Irish Draught Horse Society *of North America*

NOTE: In June 2008, the NOVA Chapter was approached by the South East Regional Chair asking for help in straightening out their records. The following is the report written by Gary Lewis in response to Sue Rowdon's request.

RIM Assistance for the Irish Draught Horse Society of North America

Overview

The Society is a 501(c) 5 nonprofit Corporation. They have Articles of Incorporation, by-laws, and monthly Board meeting minutes. Their bylaws contain a code of conduct. They recently instituted financial oversight procedures because of an alleged embezzlement problem with a previous treasurer.

Their public website holds the registration policies, forms, and regulations regarding society membership. The Society also publishes a newsletter. Board minutes and documents are posted in a Yahoo! Groups list. The group is for members only. The Secretary is responsible for maintaining and backing up meeting minutes and the Treasurer is responsible for maintaining and backing up financial reports from QuickBooks. These minutes and reports are all electronic.

Problem Areas

The Society does not have:

A whistleblower or conflict of interest policy,

A document retention and destruction policy or retention schedule, or

A backup policy other than informally requiring the Secretary and Treasurer to make backups.

A clear definition of a record for the society. Documents are referred to as "copies," but it is not clear if the original or record document actually exists. For example, the location of the

original Articles of Incorporation document is unknown.

The minutes are stored as electronic

documents on the Group's site, but are not signed. Detailed financial reports are not normally produced for the Board meetings.

Deliverables

Sue asked us for two items:

- 1) Governance guidelines to recommend solutions to address the missing policies; and
- 2) a Document Retention and Destruction Policy.

Proposed Actions

For Governance Guidelines:

Provide guidance and rationale on preparing whistleblower and conflict of interest policies from IRS, ASAE, Free Management Library, etc.

For Document Policy:

- 1) Define a Society record, and then describe procedures for creating, posting, copying, destroying, and back up.
- 2) Create or modify an existing non-profit document retention and destruction policy (ARMA-NOVA and/or other non-profits) for the Society to use as a guide.

Next Step:

Gary is waiting for Sue to review the plan and to see if she has more questions before finalizing the project.





Redesigned Web Site

Your Foundation Trustees redesigned your Foundation's web site (www.armedfoundaton.org) to be functional and useful. You will be able to download Research Reports directly from the new home page. You can also make Donations, Contributions, and Pledge Payments from the home page.

Memorial Gift

Did you know you can make a monetary gift to your Foundation offered in memory of an individual who is no longer with us, but whose life made an impact, or a difference, in the field of records and information management? Memorial gifts can be made by friends, relatives, co-workers, chapters or regions to recognize the work and contributions of such an individual. Go to www.armaedfoundation.org/memorial.html for more information.

Silent Auction

Your Foundation is soliciting prizes for its upcoming Silent Auction, to be held at the ARMA International Conference in Las Vegas, NV, on October 20 - 23, 2008. For complete information on the Silent Auction, click Las Vegas Silent Auction Information on the home page. To download a copy of the donation form, click Silent Auction Donation Form.

GoodSearch

Help grow your Foundation endowment by making your web searches generate income for the Foundation. GoodSearch.com is a new Yahoo-powered search engine that donates half its advertising revenue, about a penny per search, to charities that its users designate. Follow this link to read more and to consider using this service to benefit your Foundation: www.GoodSearch.com.

Graduate Level Scholarships

Are you in Graduate School or know someone who is? The ARMA International Educational Foundation offers a \$3,000 Graduate Level Scholarship to encourage the development of the records and information management community with an appropriately educated records and information management workforce. Scholarship eligibility requirements and the application process are described at your Foundation's web site: www.armaedfoundation.org/grants_scholarships.html. Your Foundation Scholarship Committee will announce the winner of the 2008 Graduate Level Scholarship at the ARMA International Annual Conference in Las Vegas, Nevada on October 21, 2008.

Research Reports Available For Downloading

For the past several years, your Foundation has responded to the growing interest of records practitioners and educators for research on records and information management concepts, experiences and practices of worldwide interest. This research activity is funded by the Endowment Fund of the Foundation and the results are made available to you without charge. For downloading instructions, follow this link to the home page:

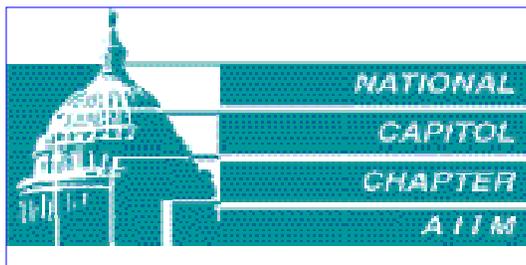
<http://www.armaedfoundation.org>

Make a Donation to Your Foundation

To help your Foundation continue funding research and scholarships, please consider donating to your Foundation using the website's Credit Card Payment System. You can also make pledge payments by credit card. A link to the credit card payment system is on your Foundation's home page: <http://www.armaedfoundation.org>



Where else can you find the perfect place to advertise your company's products, services and reach over 100 RIM professionals? Contact Suzanne for the details! (sswenson@zai-inc.com)



The National Capital Chapter of AIIM is pleased to announce its 2008—2009 series of topics given by industry experts, which evolves around “the Evolution of Information Management”. The speaker is L. Reynolds Cahoon, Director, Advanced Programs, Civil Mission Solutions, Lockheed Martin.

The inaugural event Content: Will you Know It When You See It? Will explore the evolving notion of content in today's enterprise and suggests a whole systems approach to managing that content end to end. The event is scheduled for 9/10/2008 from 3-5 PM at the Capital Hilton and there is no charge. The presentation will follow the AIIM International's seminar “Automating Document Centric Process; Is SharePoint Enough?”

Regular September Dinner meeting: Thursday September 18, 2008
“Capturing Content in or for an ECM Environment”
Panel Moderator: Russ Burns, Edmond Scientific Company
Panel Members: Vaughn Gardineer, UNICOR, US Prison Industries

For more information: check their website: <http://www.nccaiim.org/>

2008– 2009 Calendar of (Selected) Events

September 17	ARMA NOVA dinner meeting	Vienna, VA
September 18	NCC AIIM dinner meeting	Arlington, VA
October 15	ARMA NOVA dinner meeting	Vienna, VA
October 20—23	ARMA International Annual Meeting and EXPO	Las Vegas, NV
November 19	ARMA NOVA dinner meeting	Vienna, VA
December 17	Happy Anniversary ARMA/NOVA	Vienna, VA

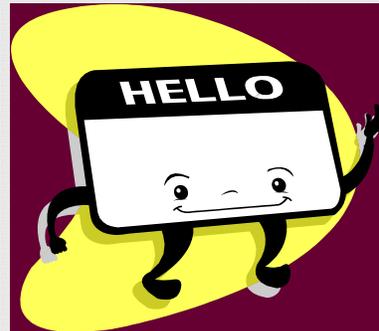


*Newsletter
Contributions*

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

Gary Lewis, CRM, George Darnell, CRM,
Jack Frost, and Diane Dodge

The ARMA NOVA Chapter Board of Directors appreciates the efforts of the above people who volunteer their time to provide quality information for the Chapter Membership.



*Join us for our
next meeting!*

September 17, 2008



BELTWAY BITS
ARMA NOVA CHAPTER
c/o Suzanne Swenson
Zimmerman Associates, Inc
9302 Lee Highway, Suite 600
Fairfax, Virginia 22031

TO: