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# ARMA InNOVAtions



## Chapter Year Wrap-up Summary

Our chapter year ended with quite a splash. Not only did we have a wonderful chapter year-end wrap-up meeting at Clyde's of Tysons Corner on June 4, we hosted a very successful Regional Leadership Conference on June 12-14. I want to thank all the board members, speakers, and members who made it an extremely successful year.

For those who missed the June 4 meeting, here is a recap:

**Meeting Venue:** We changed our monthly meeting venue from the Marco Polo in Vienna, where we had met for the last 25 years, to Clyde's of Tysons Corner. We now meet in a lovely private dining room and enjoy fine cuisine – quite a welcome change for many of our members. Whether it was the venue or the outstanding education offered by our monthly chapter meetings, our average meeting attendance rose from an average of 20 in 2013-2014, to 24 this year.

**New Website:** Webmaster Elisabeth Butler did an outstanding job in launching a new, attractive, user-friendly website that is easy to navigate. She has done a great job of keeping the content up-to-date throughout the year. Elisabeth does her work quietly but very effectively – so much so, that I during our final chapter year meeting, I presented her with a plaque of appreciation.

**25<sup>th</sup> Anniversary:** In November the chapter marked a major mile-



stone – our 25<sup>th</sup> anniversary! We celebrated in December with a well-attended event where chapter leader George Darnell provided us with a recap of the history of our chapter through the years. George has been an energetic chapter volunteer for many years now, and we are grateful for all he has done to keep this chapter robust and welcoming to all. He also helped us cap off our chapter year with a "RIM Jeopardy" game that has become a favorite chapter tradition.

**Regional Conference:** We had the honor of hosting the last Mid-Atlantic Regional Conference, thanks in large part to George Darnell's groundwork in pulling together a proposal, and Director at Large John Krysa's inspiring leadership and follow-through. Marketing Director Charlie Herbek managed to raise more sponsor funds than any previous host chapter. Next year ARMA Inter-

national will be consolidating all of the regional conferences around the country, and the Mid-Atlantic Region will participate in a new Eastern Regional Conference.

**Outstanding Educational Offerings:** Education Director Tim Shinkle helped us put together a year of meetings that educated, inspired, and provoked us to explore our chapter year theme of "Leaving the Paper Paradigm Behind: eRecords and Information Governance." We had some amazing speakers throughout the year:

(see Page 2 for details)

**Annual Seminar:** We held a highly successful annual seminar featuring world-class speakers that attracted 47 participants. Our speakers:

- Kevin Charest, Chief Information Security Officer, Department of Health & Human Services
- Patrick Cunningham, Senior Director, Information Governance, Motorola Solutions
- Leigh Isaacs, Director – Records & Information Governance, Orrick, Herrington & Sutcliffe LLP
- John Isaza, Lead Partner, Information Management Practice, Rimon Law Group
- David McCue, Fortune 175 CIO, consultant and university professor

(Continued on Page 2)

Date	Speakers	Topic
9/4/2013	Paul Wester	Managing Government Records Directive: The Inside Story
10/2/2013	Tina Ayiotis, Esq., CRM	Global Information Governance: Security in a New Era
11/16/13	Sabrina Lozano, CRM, CIP	Meeting the Challenges of Building an Enterprise Information Governance Program
12/4/2013	George Darnell, CRM	ARMA NOVA 25th Anniversary Celebration
1/8/2014	John Krysa, CRM, CIP	Professional Ethics and Responsibility in an Age of WikiLeaks and Snowden
2/5/2014	Don Lueders, CRM, CDIA	Next Generation Records Management
2/28/2014	Annual Seminar	Leaving the Paper Paradigm Behind: eRecords and Information Governance
3/5/2014	Sharon D. Nelson, Esq. John W. Simek	Locked Down: Information Security for Lawyers
4/2/2014	Rob Van Hooser	Through a Glass, Darkly
5/7/2014	Jesse Wilkins, CIP, CRM, IGP	The Three Faces of Information Governance
6/4/2014	Elizabeth W. Adkins, CRM, CA, IGP George Darnell, CRM	Year-End Wrap-up  RIM Jeopardy

#### Other Accomplishments:

- Raised \$2,390 for Training Futures
- Raised \$504 for ARMA International Education Foundation
- Sponsored Shred/Recycle Day for McLean Teen Center - \$600 donation, plus 5,000 pounds of paper shredded & recycled
- Updated the chapter's five-year strategic plan
- Updated the chapter's by-laws
- Conducted chapter financial review
- Reviewed and confirmed the chapter's records retention schedule

#### A Special Thank-You

During the June meeting, I presented thank-you plaques to our departing board members – Rebecca Conner, Mary Rawlings-Milton, Tim Shinkle, Jack Frost, Suzanne Swenson, and John Krysa. They all contributed their time and passion to our chapter, but I am sorry to say that three of them are getting ready to move out of our area.

- Mary is retiring and planning to move to West Virginia. Mary contributed to our chapter in many ways through the years, but most recently did a stellar job managing our finances as chapter treasurer.
- Suzanne, who retired a number of year ago, is selling her home and moving to Florida. She served in numerous chapter leadership positions through the years, most notably as the chapter's president a record four times.
- John is pulling the plug on part-time residency in Northern Virginia and fully retiring to North Carolina. John contributed a great deal of energy and thought leadership during his years on our board, but most recently made our chapter shine by putting the lion's share of our chapter's work into organizing the Regional Leadership Conference.

Also our thanks to our Chapter Sponsors this year — Platinum Level : CSC, Iron Mountain, OpenText, ZAI, and ZL Technologies. Gold Level — FosterSoft, NetSmith, and IMC. Silver Level — Gimmel, and Concept Searching

Looking Ahead: As we get ready to start planning the 2014-2015 chapter year, please reach out to me at [eadkins3@csc.com](mailto:eadkins3@csc.com) if you have ideas on how to improve our activities and educational offerings. The board is holding a series of planning meetings throughout the summer, and anyone who wants to sit in and contribute to the meetings is welcome to join us. Our first planning meeting will be the evening of July 9, hosted by CSC. Get in touch with me if you'd like to sit in!

Please visit our ARMA NOVA website at <http://www.arma-nova.org> for a description and registration information on upcoming events, as well as other chapter resources.

Elizabeth W. Adkins, CRM, CA, IGP  
President, ARMA NOVA

## Program Announcements for 2013-14

### ARMA NOVA September 2013 Chapter Meeting

#### MANAGING GOVERNMENT RECORDS DIRECTIVE: THE INSIDE STORY

##### Paul Wester, Chief Records Officer, US Federal Government

Please join ARMA NOVA for our September chapter meeting. Our program theme for this chapter season is "eRecords and Information Governance, leaving the paper paradigm behind." Our speaker for this meeting is Paul Wester, who will talk about **Managing Government Records Directive: What all Departments Need to Know.**

Mr. Wester will provide an update on 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.

#### About our Speaker:

Paul M. Wester, Jr. 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.

#### Logistics:

DATE: Wednesday, September 4, 2013

TIME: 6:00 PM Registration

6:30 PM Dinner

7:00 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA October 2013 Chapter Meeting

### GLOBAL INFORMATION GOVERNANCE: SECURITY AND PRIVACY IN A NEW ERA

**Christina Ayiotis, Esq., CRM**

Please join ARMA NOVA for our October chapter meeting. Our program theme for this Chapter Season is "eRecords and Information Governance, leaving the paper paradigm behind." Our speaker for October's meeting is Christina Ayiotis, who will discuss **Global Information Governance: Security and Privacy in a New Era.**

The risk of liability for a data breach remains high. Potential liability lurks nearly everywhere, from information governance to employee training to the rollout of new information systems. More than ever, avoiding mistakes and pitfalls is an integral part of business and having foolproof technical security is no longer enough. There is a crucial need for a dialogue on the reasonable limits of civil, criminal, and national security liability, as well as the need to keep abreast of changes in government oversight, cyber security developments, and data governance best practices.

Join us October 2<sup>nd</sup> for a discussion regarding the necessary collaboration within organizations to mitigate information risk and better exploit information assets (whether delivering government services or maximizing corporate profits).

#### About our Speaker:



Christina Ayiotis has taught "Information Policy" as Adjunct Faculty at The George Washington University since January 2008, focusing on cyber, privacy, big data, social media, security, RIM, and e-discovery. She is an attorney and business executive with diverse legal and business experience at multinationals. During her present search for another Deputy General Counsel position, she volunteers, *inter alia*, as Co-Chair of The Sedona Conference on Cyber Liability; Co-Chair of the Georgetown Cybersecurity Law Institute; a member of AFCEA's Cyber Committee Co-Chairing its Future of Internet Governance Subcommittee; as a Board Director for the Women's Alliance for Financial Education; as a Board Director for the Metro Washington Chapter of Achievement Rewards for College Scientists Foundation; and as a member of WIT's Leadership Foundry (dedicated to increasing women's service on corporate boards). Her memberships include: Virginia State Bar, DC Bar, ABA, WBA, IAPP, FBA, AFCEA, WMACCA, HAWC, MWC ARCS, ICRM and ARMA. She has served on the Boards of the Fairfax Law Foundation, the Hellenic American Women's Council, ARMA NOVA and the Women's Bar Association of DC. She speaks internationally on information governance issues. She loves to cook and entertain. She is the extremely proud mother of a 16-year-old Baby Trojan.

#### Logistics:

DATE: Wednesday, October 2, 2013

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA November 2013 Chapter Meeting

### MEETING THE CHALLENGES OF BUILDING AN ENTERPRISE INFORMATION GOVERNANCE PROGRAM

**Sabrina Lozano, CRM, CIP**

Please join ARMA NOVA for our November chapter meeting. Our program theme for this Chapter Season is "eRecords and Information Governance, leaving the paper paradigm behind." Our speaker for November's meeting is Sabrina Lozano, CRM, CIP. As an information management practitioner, Ms. Lozano will speak about **Meeting the Challenges of Building an Enterprise Information Governance Program**.

#### Information Governance Programs and Records Management

Many firms recognize the need to establish information governance programs to improve the way records and documents are managed and many have started this important work. But there are challenges in building and sustaining momentum, in getting engagement from stakeholders and in implementing governance bodies. So what is the leadership role records managers can play in this and how can records manager's impact information governance initiatives? Come join us on November 6, 2013 to hear Ms. Lozano's presentation on this topic and join in a follow on discussion.

#### About our Speaker:



Sabrina Lozano is a leader and specialist in the area of information management with an emphasis in building and implementing records management and information governance programs. She has over 20 years of experience working on policies, managing enterprise programs, and executing on strategies that impact the entire organization. As the senior director of Freddie Mac's Enterprise Records and Information Governance program, Sabrina is driving governance-focused changes to improve operational efficiencies and the enterprise's management of information.

Before joining Freddie Mac to establish their enterprise program, Sabrina was a senior consultant in corporate risk management and electronic records management for Electronic Evidence Discovery, an e-discovery consulting firm. Prior to that, she played a leadership role in establishing a global records management program in the U.S., Asia and Europe for Seagate Technology, a high-tech manufacturing firm.

Sabrina has an MBA in Technology Management, a BA in Public Policy and she is a Certified Records Manager. In addition, Sabrina has certificates as a Certified Information Professional, an Enterprise Content Management Practitioner, and as a SharePoint Practitioner. She is also a speaker on information governance and records management topics at industry conferences and meetings.

#### Logistics:

DATE: Wednesday, November 6, 2013

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Membe

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA December 2013 Chapter Meeting

### ARMA NOVA 25<sup>TH</sup> ANNIVERSARY CELEBRATION AND HOLIDAY CHARITY GALA CELEBRATION WITH TRAINING FUTURES

Please join us for a very special celebration at our December 4 chapter meeting, to be held at the [Italian Café](#) in Falls Church. During the meeting we will celebrate the chapter's 25<sup>th</sup> anniversary and hear a recap of our chapter's history from George Darnell. In addition, we will continue the tradition of supporting Training Futures, our chapter's charity partner for many years. **Dinner will be paid for by the chapter for every person who donates \$25 or more to Training Futures.** In addition, the chapter will donate \$200 and match any personal donation over \$25. (You give \$50; the chapter matches \$25). There are Bronze (\$25), Silver (\$35), Gold (\$50), Platinum (\$75), and Diamond (\$100) levels. Please invite your family and friends (your boss is most welcome) to join us and meet those dedicated and exciting ARMA people that you network with. Proceeds from the donations will be presented to a Training Futures representative at our January 8 meeting. Receipts will be available at the dinner.

While proceeds from the event will be sent to Training Futures in time to claim the donations on your 2013 tax return, a formal presentation to Training Futures will take place at our January 8 meeting.

#### About our Speaker:



George D. Darnell, CRM is an Electronic Records Management Consultant with BarnAllen Technologies. His current client is ATF, where he is engaged in records and information management (RIM) policy analysis and electronic recordkeeping systems scheduling. Before retiring as a senior information management officer with CIA, George was awarded the CIA Career Intelligence Medal and the National Reconnaissance Office (NRO) Gold Medallion for establishing and directing a comprehensive RIM program based on National Archives and Records Administration (NARA) standards, including construction and staffing of a NARA compliant records center. He led an interagency team that developed the first NRO records retention schedule and had it approved by NARA with unprecedented speed. He also established a program to ensure that electronic records were migrated during an information system platform conversion. Before being assigned to the NRO George was the Agency Records Officer at CIA.

George is twice Past President of the Northern Virginia Chapter of ARMA and is active in the Mid-Atlantic Region, where he served as the Coordinator for the Northern Area. He currently serves as the chapter's Public Relations Director. George speaks at ARMA chapter meetings and seminars on a variety of RIM topics from basic life cycle management to using taxonomies and metadata to manage electronic records. He and his wife, Michelle, a retired music teacher, reside in a semi-rural area of Manassas, Virginia. George has a BSEE from the University of Maryland and a Master of Public Administration degree from the University of Southern California and is a graduate of the National War College.

#### About our Charity: Northern Virginia Family Services (NVFS) Training Futures

Once again the Northern Virginia Chapter selected Training Futures, a non-profit organization that prepares people for more stable, professional office careers, as its charitable organization for the 2013 holiday season. Training Futures prepares people for more stable, professional office careers, via a 25-week career-training program, focusing on office and computer skills. The program is part of the Northern Virginia Family Services (NVFS) – a private, non-profit 501(c) (3) organization.

Training Futures provides a critical pathway to living-wage jobs for high-potential, underemployed individuals to develop marketable skills and obtain employment. Students are trained in medical terminology, health care insurance, billing and coding, MS Office Suite, Windows Internet/e-mail, key-boarding, business math/English, customer service, reception duties, filing, 10-key calculators, and professional development workshops. As part of their training, they learn core records management skills.

Since its inception in 1996, Training Futures has trained more than 1,000 people – with 90% of its graduates obtaining permanent positions, making significantly more money than what they could have earned without the training. Part of this success stems from the program's focus on teaching problem-solving and communication skills, in a simulated office environment. Trainees must arrive on time, dress professionally, complete assigned office projects, and receive periodic performance reviews. The Training Futures website is <http://www.nvfs.org/trainingfutures.htm>

#### Logistics:

DATE: Wednesday, December 4, 2013  
 TIME: 6:00 PM Registration  
 6:30 PM Dinner  
 7:30 PM Program  
 PLACE: Italian Café, 7161 Lee Highway, Falls Church, VA (703) 241-1829 Directions can be found here:  
<http://www.italiancafefallschurch.com/location.htm> >  
 PARKING: Free at the restaurant (plenty of parking behind the restaurant)  
 METRO: West Falls Church Metro plus a five to ten minute cab ride  
 COST: \$25.00 Minimum Donation

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32335>

## ARMA NOVA January 2014 Chapter Meeting

### PROFESSIONAL ETHICS AND RESPONSIBILITY IN AN AGE OF WIKILEAKS AND SNOWDEN

Please join ARMA NOVA for our January 2014 chapter meeting. Our program theme for this Chapter Season is “eRecords and Information Governance, leaving the paper paradigm behind.” Our speaker for January's meeting is John Krysa, CRM, CIP. Mr. Krysa will speak about **Professional Ethics and Responsibility in an Age of WikiLeaks and Snowden.**

As an additional special event, a formal presentation on Training Futures will also take place. The presentation will be given by Beth Lavin, Career and Alumni Coordinator, Training Futures on Investing in Talent, Investing in the Future.

#### About our Speaker:



John Krysa, CRM, CIP is a Principal Consultant at Millican & Associates providing information and records management services to private sector organizations and Federal agencies, particularly agencies with national security responsibilities. John retired from the FBI Senior Executive Service as Section Chief for Records Automation where he was responsible for electronic records management programs and certification of IT systems for compliance with Federal laws and regulations. He also served as Program Management Executive for the Document Inventory Management and Control Program to inventory, implement disposition, and barcode 178 miles of records FBI-wide to reduce risk and ensure compliance. He previously served in the Pentagon as a Division Chief on the Joint Staff, and then OSD, responsible for records and information management programs. He is currently on the ICRM Board of Regents. His 38 year professional career spans government, military and corporate sectors.

#### Additional Special Event: Northern Virginia Family Services (NVFS) Training Futures

Once again the Northern Virginia Chapter selected Training Futures, a non-profit organization that prepares people for more stable, professional office careers, as its charitable organization for the 2013 holiday season. Training Futures prepares people for more stable, professional office careers, via a 25-week career-training program, focusing on office and computer skills. The program is part of the Northern Virginia Family Services (NVFS) – a private, non-profit 501(c) (3) organization.

Training Futures provides a critical pathway to living-wage jobs for high-potential, underemployed individuals to develop marketable skills and obtain employment. Students are trained in medical terminology, health care insurance, billing and coding, MS Office Suite, Windows Internet/e-mail, keyboarding, business math/English, customer service, reception duties, filing, 10-key calculators, and professional development workshops. As part of their training, they learn core records management skills.

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#### Logistics:

DATE: Wednesday, January 8, 2013

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA February 2014 Chapter Meeting

### 'NEXT GENERATION RECORDS MANAGEMENT'

Please join ARMA NOVA for our February 2014 chapter meeting. Our program theme for this Chapter Season is “eRecords and Information Governance, leaving the paper paradigm behind.” Our speaker for February’s meeting is Don Lueders, CRM, CDIA. Mr. Lueders will speak about **Next Generation Records Management**.

The explosive growth of information technology over the last three decades - and the corresponding tidal wave of newly created recorded information - has been both a blessing and a curse for those of us in the Records Management profession. And yet, in many ways, we behave as if things haven't really changed all that much. We often talk about managing electronically stored information and leveraging the latest technologies, but subconsciously many of us are still thinking in terms of paper-based solutions. That paradigm has not been relevant for a very long time and we must separate ourselves from it and embrace the new (often better) methodologies that modern technologies provide. Change of this kind is never easy, but I believe there are a few simple, yet powerful ways we can make this happen quite quickly and I'd like to provide them to you at the next ARMA NoVA meeting.

#### About our Speaker:



Don Lueders is a Certified Records Manager (CRM) and a Certified Document and Imaging Architect (CDIA) with over 20 years of Enterprise Content and Records Management (ECRM) experience. Don is the founder and president of HarborPoint Information Management, LLC, a leading provider of products and services helping customers implement ECRM solutions in a Microsoft ecosystem. Don has worked extensively with numerous records and information lifecycle management products and has been working closely with SharePoint since initially supporting the Microsoft development team as they began to integrate records management functionality into their MOSS 07 platform.

Prior to founding HarborPoint, Don was Director of Compliance Products at a leading SharePoint ECRM products and services company. Don is the owner and author of the popular blog, [SharepointRecordsManagement.com](http://SharepointRecordsManagement.com), an internationally recognized resource for SharePoint information lifecycle management. Don is also a founding author and administrator of the online forum, [NextGenRM.org](http://NextGenRM.org), a website dedicated to providing news and commentary on meeting the records and information management challenges of the modern era.

#### Logistics:

DATE: Wednesday, February 5, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA Annual Seminar

### LEAVING THE PAPER PARADIGM BEHIND: eRECORDS AND INFORMATION GOVERNANCE

Please join the Northern Virginia Chapter of ARMA for our 2014 seminar. You won't want to miss this opportunity to explore the topic of eRecords and Information Governance with presentations from internationally renowned speakers.

When: Friday, February 28, 2014

Where: George Mason University – Arlington, Founders Hall, 3351 Fairfax Drive, Arlington, VA

Register at: <http://www.arma-nova.org/Programs/Programs.html>

Many organizations are starting to adopt information governance as a program that encompasses records and information management, eDiscovery, data privacy, security, IT, data storage, and compliance. Records and information managers now find themselves with new titles and an evolving focus: from records management, to information management, to enterprise content management, to information governance. At the same time, the volume and variety of information objects are growing exponentially, even as our organizations embrace cloud services, social media and mobile devices to support the business.

This seminar brings together world-class speakers spanning different information governance disciplines to share their vision for how to address these challenges.

#### Speakers:

- KEVIN CHAREST, PhD, CISSP, PMP, Chief Information Security Officer, U.S. Dept. of Health & Human Services
- PATRICK J. CUNNINGHAM, CIP, FAI, Senior Director, Information Governance, Motorola Solutions, Inc.
- LEIGH ISAACS, CIP, Director, Records and Information Governance, Orrick
- JOHN ISAZA, Esq., FAI, Partner, Rimon Law
- DAVID McCUE, Fortune 175 CIO, consultant and university professor
- DOUG SMITH, ECMp, Business Solutions Manager, Wiley Rein LLP,

#### Logistics:

DATE: Friday, February 28, 2014  
TIME: 8:00 AM – 4:15 PM

PLACE: George Mason University – Arlington, Founders Hall, 3351 Fairfax Drive, Arlington, VA Directions can be found here: <http://info.gmu.edu/Maps/ArlingtonMap12.pdf>

PARKING: Available at Founders Hall

METRO: 1.5 blocks from Virginia Square/GMU Metro Station

#### COST:

##### Early Registration (prior to February 14):

\$125 for members

\$150 for nonmembers

\$50 for full-time students

\$75 each for 3 or more from the same company/agency (must all register at the same time to receive the discount)

##### Full Registration (after February 13):

\$150 for members

\$175 for nonmembers

\$50 for full-time students

\$100 each for 3 or more from the same company/agency (must all register at the same time to receive the discount)

Register at <http://www.arma-nova.org/Programs/Programs.htm>

## ARMA NOVA March 2014 Chapter Meeting

### ‘LOCKED DOWN: INFORMATION SECURITY FOR LAWYERS’

Please join ARMA NOVA for our February 2014 chapter meeting. Our program theme for this Chapter Season is “[Locked Down: Information Security for Lawyers](#)” Our speakers for March’s meeting are Sharon D. Nelson, Esq. and John W. Simek.

Lawyers have an ethical duty to be competent and to keep their client data confidential. Clients too want to have their confidential data protected. All too often, information security is not prioritized by law firms. It costs money to protect data and businesses frequently resist budgeting for security, even though an ounce of prevention is far less expensive than a pound of cure. Investigating and remediating data breaches is hideously expensive, not to mention the necessity of complying with state data breach notification laws. This presentation will cover:

- How data breaches occur – human error, tech snafus, hackers, insiders, cybercriminals – and the NSA
- How to prevent data breaches using a combination of technology, policies and training
- Secure computing when you’re on the road
- Encryption
- The new rules for strong passwords
- How to manage smartphones in a BYOD (bring your own device) world
- What you must do after a data breach
- Stories of real-life law firm data breaches.

#### About our Speakers:



Sharon D. Nelson, Esq., is the President of Sensei Enterprises, Inc, a digital forensics, information security and information technology firm in Fairfax, Virginia.

Ms. Nelson is the author of the noted electronic evidence blog, *Ride the Lightning* and is a co-host of the Legal Talk Network podcast series called “*The Digital Edge: Lawyers and Technology*” as well as “*Digital Detectives*.”

She is a frequent author (eleven books published by the ABA and hundreds of articles) and speaker on legal technology, information security and electronic evidence topics. She is the President of the Virginia State Bar June 2013 – June 2014.

She may be reached at [snelson@senseient.com](mailto:snelson@senseient.com)



John W. Simek is the Vice President of Sensei Enterprises, Inc. Mr. Simek has a national reputation as a digital forensics technologist and has testified as an expert witness throughout the United States.

In addition to his EnCase Certification (EnCE), Mr. Simek is a Certified Handheld Examiner, Certified Novell Engineer, Microsoft Certified Professional + Internet, Microsoft Certified Systems Engineer, NT Certified Independent Professional, and a Certified Inter-network Professional. He currently provides information technology support to over 220 area law firms, legal entities and corporations. He is a co-author of nine books and hundreds of articles and speaks frequently on legal technology, information security and electronic evidence throughout the country.

He may be reached at [jsimek@senseient.com](mailto:jsimek@senseient.com).

#### Logistics:

DATE: Wednesday, March 5, 2014  
TIME: 6:00 PM Registration 6:30 PM Dinner 7:30 PM Program  
PLACE: Clyde’s of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901  
COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA April 2014 Chapter Meeting

### “THROUGH A GLASS, DARKLY;”

Please join ARMA NOVA for our April 2014 chapter meeting. Our program theme for this Chapter Season is “[eRecords and Information Governance, leaving the paper paradigm behind.](#)” Our speaker for April’s meeting is Robert J. Van Hooser, JD. Rob Van Hooser is an attorney and will speak about **Helping you to better see your organization’s views of Information and of Governance.**

Information Governance and Records professionals are alternatively challenged to be ready for Legal Discovery, technology changes, and budget cuts. It is very often difficult to know if we are “vital to the well-being of the enterprise” or “irrelevant in the age of Google searches.” It is important to be able to do self-assessments of who you are, what you do, and how well you do it. This discussion will provide an Informaic view of organizational information and a framework for assessment of your position, your team, your mission, and your organization’s view of, and commitment to, governing its information.

#### About our Speaker:



Rob Van Hooser is an attorney with an extensive legal practice background who has pioneered the Informaic approach to organizational information. The Informaic approach emphasizes the importance of governing and managing the totality of the organization’s information and its activities which impact or are impacted by information while recognizing the interdependence of various components, forms, and formats. Over the past 16 years Rob has successfully managed projects and advised and assisted clients, in a variety of industries and government agencies. Rob is the architect of, and has successfully employed, the comprehensive multi-functional Informaic Approach and methodology that addresses assessment, planning, preparation, and implementation across the six substantive elements.

#### Logistics:

DATE: Wednesday, April 2, 2013

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde’s of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA May 2014 Chapter Meeting

### “THE THREE FACES OF INFORMATION GOVERNANCE”

Please join ARMA NOVA for our May 2014 chapter meeting. Our program theme for this Chapter Season is “[eRecords and Information Governance, leaving the paper paradigm behind.](#)” Our speaker for May’s meeting is Jesse Wilkins, is CIP, CRM, IGP, is the Director, Research & Development for AIIM International and will speak about **The Three Faces of Information Governance**.

With information being the world’s new currency, effective information governance has never been more important to organizational success. In this session, learn about:

- The “Three faces of Governance” – Context, Reality, and Opportunity,
- The importance to achieving successful governance in all three contexts,

The importance of your role in convincing your organization to move forward aggressively.

#### About our Speaker:



Jesse Wilkins, CIP, CRM, IGP, is the Director, Research & Development for AIIM International. He has worked in the information management industry for eighteen years as an end user, vendor, consultant, and trainer. His areas of expertise include enterprise content management, electronic records management, email management, document imaging, digital preservation, and social business technologies. He is a frequent speaker and author on information management topics and has presented at AIIM 2003-2014, ARMA 2003-2013, and MER 2010-2014.

#### Logistics:

DATE: Wednesday, May 7, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

COST: \$25.00 Member or Government Employee, \$30.00 Non-Member

Register at <https://co.clickandpledge.com/advanced/default.aspx?wid=32497>

## ARMA NOVA June 2014 Chapter Meeting

### **RIM JEOPARDY NIGHT, INSTALLATION OF OFFICERS, AWARDS, AND PRIZES**

Please join ARMA NOVA for our June 4, 2014, chapter meeting. This is the last meeting in the 2013-2014 program year. We are planning a fun and informative night with dinner followed by a brief overview of the year's accomplishments, a RIM Jeopardy game, installation of officers for the 2014-2015 program year, and awards. We will have an assortment of prizes to tempt you to come.

Al Minnick, ARMA Mid-Atlantic Region Coordinator, will install the following officers for 2014-2015:

- \* President: Elizabeth Adkins
- \* Vice President: Rebecca Conner
- \* Treasurer: Bruce Bailey
- \* Secretary: Mary Beth Weaver
- \* Membership Director: George Darnell

There will be a drawing for a free registration to the ARMA Conference in San Diego in October 2014. We expect there to be other prizes, yet to be determined.

The highlight for the evening will be the RIM Jeopardy game led by George Darnell challenging a select group of contestants and all attendees to quickly determine the questions to go with the answers provided.

We will also give you an update on the status of the ARMA Mid-Atlantic Region Leadership Conference that ARMA NOVA is hosting. It's not too late to register; check our website [arma-nova.org/Conference/2014%20Mid-Atlantic%20Regional%20Conference.html](http://arma-nova.org/Conference/2014%20Mid-Atlantic%20Regional%20Conference.html).

Please register and join us for the final meeting in this fantastic program year.

Logistics:

DATE: Wednesday, June 4, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

PLACE: Clyde's of Tysons Corner 8332 Leesburg Pike, Vienna, VA  
(703) 734-1901

PARKING: Free at the restaurant

METRO: Dunn Loring-Merrifield station plus a ten to fifteen minute cab ride

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

Register at [co.clickandpledge.com/advanced/default.aspx?wid=32497](http://co.clickandpledge.com/advanced/default.aspx?wid=32497)



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ARMA InNOVations is normally published monthly from September to June by the Northern Virginia Chapter of ARMA International (ARMA NOVA). This newsletter is used to inform chapter members about programs and professional information. ARMA NOVA holds a monthly professional meeting, an annual seminar, 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.

This end of year summary newsletter was compiled by George D. Darnell, CRM to provide a history of the 2013-14 chapter year using material provided by chapter members, particularly President Elizabeth W. Adkins, CRM, CA, IGP

#### 2013-2014 ARMA NOVA CHAPTER Board of Directors

**Elizabeth W. Adkins, CRM, CA**  
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