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# ARMA InNOVAtions



## Chapter Year Wrap-up Summary

Our chapter had another successful and productive year, during which we sponsored activities and events that advanced the education of our members while raising awareness of our profession. Significant accomplishments included:

- Celebrated the chapter's selection as ARMA International's 2014 Large Chapter of the Year
- Served 100 chapter members with monthly chapter meetings, an annual seminar, and our chapter website.
- Serviced the educational needs of 131 members and non-members through monthly chapter meetings and our annual seminar, with an average of 21 attendees at each monthly chapter meeting.
- Hosted an outstanding annual seminar with world-class speakers.
- Hosted an ARMA International Roadshow featuring the Retention Program Development Certificate
- Hosted a special screening of the documentary film "A Decade of Discovery."
- Co-sponsored two educational events with the Digital Government Institute (DGI) – one focused on Government Records Management, and the other focused on E-Discovery, Records and Information Management
- Raised \$1,045 for Training Futures and \$330.50 for the ARMA International Educational Foundation.

### Chapter Meeting Registration Fees

During the 2013-2014 chapter year, after 25 years of meeting at the same location (the Marco Polo restaurant



in Vienna, Virginia), we moved the venue for our monthly meetings to Clyde's in Tysons Corner. Despite an increase in the cost per meal at Clyde's versus the Marco Polo from an average of \$25 per meal to \$30 per meal, we decided to hold the line on our \$25 meeting registration fee, in an attempt to keep chapter participation affordable for our members. As the 2014-2015 chapter year progressed, it became clear that our bank account balance was rapidly declining, and that the push for more sponsorship fees was not making up for the negative cash flow. During the January 2015 meeting the board voted to increase meeting registration fees by \$5. Despite concerns that the increase might drive some members away, there were no complaints about the increase, and no dips in attendance.

### Education/Professional Development

- Attracted 131 different members and non-members to 10 monthly chapter meetings and an annual seminar.
- Hosted a very successful all-day seminar in February on the topic of "On-Ramps to Information Governance." Lined up a stellar panel of speakers: Christina Ayiotis, Esq., CRM (Co-Chair, Georgetown Cybersecurity Institute); Jason R. Baron, Esq. (Of Counsel, Drinker Biddle & Reath LLP); Eileen Carlson (Director, Information Governance, Baxter International Inc.); Linda Cureton (CEO & Founder, Muse Technologies, Inc.); Randy Haines (Worldwide Business Leader- Watson Content Analytics, IBM Watson Group); Richard Hogg (Global ILG Solution Leader, IBM); Tony W. Sager (Chief Technologist, Council on Cybersecurity); Jill Tummler Singer (VP AT&T Government Solutions); and Jason Stearns (CRM, IGP, Director Legal & Compliance - Information Governance, Black-Rock). A total of 55 people participated, including 32 members and 23 non-members.
- Hosted an all-day ARMA International Roadshow featuring the Retention Program Development Certificate.
- Co-sponsored an all-day seminar on records management and e-discovery hosted by the Digital Government Institute. Took advantage of selecting ARMA International's Session of the Month from past MER conferences and promoted their free availability to all of our members, through the ARMA website.

(continued on page 2)

Date	Speakers	Topic
9/3/2014	Barclay T. Blair & Derek Gascon	On Ramps to Information Governance
10/1/2014	Elizabeth Adkins, CRM, CA, IGP	Information Governance in the SharePoint Cloud
11/5/14	Mark Mandel, CIP, CDIA+	Best Practice Strategies for Agencies to Meet the Objectives of the NARA/OMB Managing Government Records Management Directive
12/3/2014		ARMA NOVA Large Chapter of the Year Celebration and Holiday Charity Gala Celebration with Training Futures
1/7/2015	Leigh Isaacs	The Cost and Risks Encountered with the "Save Everything" Approach to Information Management
2/4/2015	Tammy J. Strickler, CRM	An FBI Case Study: Incorporate RIM Into System Development Processes
2/23/2015	Annual Seminar	On Ramps to Information Governance
3/4/2015	Joel Westphal	Who Are We, Why Are We Here? The Current State of the Records Management Community
4/1/2015	Jason R. Baron, Esq.	20 Days to Transfer Official Email Records from a Private Server & Other Esoteric Provisions of the 2014 Amendments to the Federal Records Act
5/6/2015	Stacy Halota	Data Breach — What Kind of Target Are You?
6/3/2015	Elizabeth W. Adkins, CRM, CA, IGP Jason R. Baron, Esq	Year-End Wrap-up & Special Screening of "A Decade of Discovery"

### 2014-2015 Sponsors

Our chapter deeply appreciates the support of our sponsors, who make it possible for us to keep our educational offerings affordable and available to a wide network of records management and information governance professionals.

#### Platinum Sponsors - \$1,500 per year

[AECOM](#)

[Iron Mountain](#)

[ZAI](#)

#### Gold Sponsors - \$1,000 per year

[FosterSoft, Inc.](#)

[iMC](#)

#### Silver Sponsors - \$500 per year

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### Summary

The ARMA NOVA chapter is proud of the leadership we brought to our community, our region, and to ARMA International during the past year. Activities such as the following led ARMA International to recognize ARMA NOVA as the Large Chapter of the Year in 2014.

- We spent more than a dozen hours in planning meetings during the summer to make sure that all chapter activities were top-notch.
- Our strong educational offerings attracted 131 different people and an impressive mix of mix of ARMA and non-ARMA members to 12 different events, giving very positive exposure to ARMA, and in some cases motivating non-members to join ARMA.
- We continue to provide a warm and welcoming environment for all who attend our meetings, ensuring that we provide the kind of networking value that makes ARMA International the leading professional association that it is.
- We continue to provide monthly online "on demand" educational content to

our members who cannot attend meetings by participating in ARMA International's "Session of the Month" offerings, featuring recordings of sessions from the annual Managing Electronic Records (MER) Conference.

- We continue to improve communications with our members, including via a new and improved website that chapter member surveys consistently identify as the most important sources of information about chapter activities.

None of this could have been accomplished without the hard work and dedication of our chapter leaders, and the active participation and feedback from our members. We look forward to another year of delivering excellence

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

## Program Announcements for 2014-15

### ARMA NOVA September 2014 Chapter Meeting

#### “ON-RAMPS TO INFORMATION GOVERNANCE”

Please join ARMA NOVA for our September chapter meeting. Our program theme for this Chapter Season is “On-Ramps to Information Governance.” Our speakers for September’s meeting are Barclay T. Blair and Derek Gascon. Barclay is the Founder and the Executive Director of the Information Governance Initiative (IGI), Derek is the Executive Director for the Compliance, Governance, and Oversight Council (CGOC).

Information Governance has never been more important to organizational success. In this session, hear from two leading Information Governance thinkers about the main on-ramps to this most significant of Information Super Highways, including how to establish frameworks for tackling it.

#### About our Speakers:



**Barclay T. Blair** is the Founder and Executive Director of the Information Governance Initiative and president of the consulting firm [ViaLumina](#). Barclay is the award-winning author of the books [Information Nation: Seven Keys to Information Management Compliance](#); [Information Nation Warrior](#); and [Privacy Nation](#). Barclay has written and edited dozens of publications, speaks internationally on information management compliance issues, and has taught at George Washington University. Barclay is currently writing [Information Governance for Dummies](#).



**Derek Gascon** is Executive Director of the Compliance, Governance, and Oversight Council (CGOC) and Program Lead for Information Lifecycle Governance (ILG) thought leadership at IBM. Prior to that Derek held executive positions in strategy, marketing, and solutions across related technologies including index/search, ECM, MAM, archive and storage with companies such as Dell, Hitachi Data Systems, Convera, and StorageTek. He has delivered large-scale solutions for content archiving and cloud storage in various industries, including health care, law enforcement, oil & gas, financial services and media & entertainment.

DATE: Wednesday, September 3, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight August 31: \$25.00 Member, Government Employee, or student, \$30.00 Non-Member

After midnight August 31: \$30.00 Member or Government Employee, or student, \$35.00 Non-Member

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

## ARMA NOVA October 2014 Chapter Meeting

### RECORDS MANAGEMENT IN THE SHAREPOINT CLOUD

Please join ARMA NOVA for our October chapter meeting. Our program theme for this Chapter Season is “[On-Ramps to Information Governance](#),” and our speaker for October’s meeting is Elizabeth W. Adkins, who is Senior Principal for Information Governance at CSC and ARMA NOVA’s president.

As more and more companies and agencies leverage SharePoint and the cloud, information governance professionals are facing the challenge of how to address their requirements in a platform that has significant records management gaps. In this case study you will learn how CSC’s Information Governance team has been tackling the challenges. Elizabeth will share how she and her team were able to influence the design of CSC’s SharePoint implementation from the ground up, including mapping content types to CSC’s records retention schedule.

#### About our Speaker:



**Elizabeth W. Adkins**, CRM, CA, IGP, is a Senior Principal in CSC’s Business Technology organization, and is responsible for consolidated information lifecycle, data privacy, information classification, and e-discovery requirements for IT systems and projects. She is a highly respected expert in information governance, with more than 25 years of experience leading programs in large, multinational companies. Her previous experience includes 12 years at Ford Motor Company, where she led the company’s Global Information Management program, and 11 years at Kraft Foods, where she was manager of Archives Services. She is skilled in establishing processes, technology tools, and employee behaviors that leverage and control information assets in a consistent manner, to enable workplace efficiency and the quality of business decisions while meeting legal and regulatory obligations.

Adkins is a certified Information Governance Professional, Certified Archivist, Certified Records Manager, and a Fellow of the Society of American Archivists (SAA). She has a long and distinguished track record of professional leadership, including serving as treasurer and president of SAA, as president of the Academy of Certified Archivists, and as a leader in ARMA International. She is currently president of the Northern Virginia chapter of ARMA, and has been voted Chapter Leader of the Year for the past three years.

DATE: Wednesday, October 1, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight September 28: \$25.00 Member, Government Employee, or Full-Time Student; \$30.00 Non-Member

After midnight September 28: \$30.00 Member, Government Employee, or Full-Time Student; \$35.00 Non-Member

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

## ARMA NOVA November 2014 Chapter Meeting

### Best Practice Strategies for Agencies to Meet the Objectives of the NARA/OMB Managing Government Records Management Directive

#### Or... How to Avoid Being the Next Agency to Testify to Congress about Missing Email

Please join ARMA NOVA for our November chapter meeting. Our program theme for this Chapter Season is "[On-Ramps to Information Governance](#)," and our speaker for November's meeting is Mark Mandel, ECM/RM Solution Architect with OpenText Public Sector Solutions.

You've heard a lot about the upcoming deadlines for electronic email management in 2016 and all electronic permanent records in 2019. You've also heard a lot about policies and guidance, and once again this is an "unfunded mandate." Mr. Mandel will explain practical, real world strategies to move your agency forward in a best practice manner to meet these objectives. Explained and demystified are funding strategies, a five year strategic plan, best practices for email and information governance, the role of your agency enterprise architecture, the role of standards such as DoD 5015.02-STD, and organizational and change management approaches. These are proven, practical strategies that you can actually use to meet the objectives of the Directive, saving millions of dollars while at the same time improving the business processes of your agency.

#### About our Speaker:



**Mark Mandel** is a Records Management and ECM Solutions Architect for OpenText Public Sector Solutions. Prior to joining OpenText, he was the Chief Records Officer and Archivist for the District of Columbia. Mr. Mandel has been in the industry for over 35 years and is an AIIM Fellow and Certified Records Manager. He has earned a number of industry certifications, including AIIM CIP, AIIM ERM Master, AIIM BPM Master, CDIA+, and CPIM from APICS.

Mark is past president of the ARMA NOVA chapter and NCC AIIM, and has served on the Board of Directors of AIIM International. Mark has many years of experience in ECM, RM, FOIA, capture technologies, case management, claims processing, declassification, configuration management, PII, and DoD 5015.02-STD. Past experience highlights include Unisys, Sallie Mae, Intrafed, Radian Systems, and Vredenburg/AMS.

DATE: Wednesday, November 5, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight October 31: \$25.00 Member, Government Employee, or Full-Time Student; \$30.00 Non-Member

After midnight October 31: \$30.00 Member, Government Employee, or Full-Time Student; \$35.00 Non-Member

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

## ARMA NOVA December 2014 Chapter Meeting

### ARMA NOVA LARGE CHAPTER AND WEBSITE OF THE YEAR AND HOLIDAY CHARITY GALA CELEBRATION WITH TRAINING FUTURES

Please join us for a very special celebration at our December 3 chapter meeting. During the meeting we will celebrate the chapter's recognition from ARMA International as Large Chapter of the Year plus Large Chapter of the Year Website and continue our chapter's decade-long tradition of supporting Training Futures.

**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.

During the meeting we will hear from Beth Lavin, Training Future's Career and Alumni Coordinator. We will also hear from one of the students enrolled in the Training Futures training program.

#### **About Training Futures:**

Training Futures prepares high-potential, underemployed individuals 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. 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, earning 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>

The ARMA NOVA chapter has supported Training Futures for the past ten years. Last year, the chapter raised a record \$2,390 for this very worthy organization. Let's see if we can surpass that record!

#### **Logistics:**

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Minimum \$25 donation

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

## ARMA NOVA January 2015 Chapter Meeting

### The Costs and Risks Encountered with the “Save Everything Approach,” to Information Management

#### Or... Just Because Storage is Cheap \$\$ Doesn't Mean You Should Buy It

Please join ARMA NOVA for our January chapter meeting. Our program theme for this Chapter Season is “[On-Ramps to Information Governance](#),” and our speaker for the January meeting is Leigh Isaacs, Director, Records & Information Governance for [Orrick, Herrington, & Sutcliffe LLP](#).

*“Information governance increasingly is being recognized as critical to leveraging the value of information while simultaneously reducing the costs and risks that surround it, particularly as it relates to records management, e-discovery and litigation readiness,” said Leigh Isaacs, VP of the information governance Peer Group at ILTA and Information Governance Initiative (IGI) Advisory Board member.*

#### About our Speaker:



**Leigh Isaacs:** Leigh currently serves as the Information Governance Peer Group Vice President at [ILTA](#) (the International Legal Technology Association). She is also a Steering Committee member for the Law Firm Information Governance Symposium and is a Trustee for the [ARMA International Education Foundation](#). She is a published author and speaker on issues relating to information governance. Leigh has over 25 years of combined legal and information management experience. Leigh’s expertise includes deployment of enterprise programs, development of information management programs, on and off-site storage considerations including outsourcing, process improvements, evaluation and implementation of technology solutions and the disposition of information for dissolved enti-

ties.

DATE: Wednesday, Jan 7, 2014

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

ETRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight January 2: \$25.00 Member, Government Employee, or Full-Time Student;  
\$30.00 Non-Member

After midnight January 2: \$30.00 Member, Government Employee, or Full-Time Student; \$35.00  
Non-Member

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

## ARMA NOVA February 2015 Chapter Meeting

### An FBI Case Study: Incorporate RIM Into System Development Processes

Please join ARMA NOVA for our February chapter meeting. Our program theme for this Chapter Season is "On-Ramps to Information Governance," and our speaker for the January meeting is Tammy Strickler, Management and Program Analyst at the Department of Justice/FBI.

This session will show how the FBI has incorporated records management into the IT Governance processes throughout the life cycle management of IT systems. The illustration of this "best practice" in the Federal government will reflect a new strategy to ensure systems can meet regulatory requirements and ensure proper information management to meet e-discovery guidelines.

#### About our Speaker:



**Tammy J. Strickler:** With more than 25 years of experience in Records Management in the Federal sector, Tammy has a great appreciation for the challenges that are faced by records and information/technology managers as their disciplines become forever intertwined. She is presently responsible for ensuring that electronic records are being properly managed and protected by electronic systems at the Federal Bureau of Investigation.

DATE: Wednesday, February 4, 2015

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

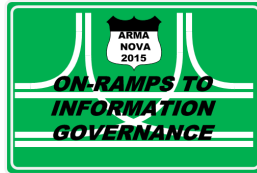
METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight January 30: \$30.00 Member, Government Employee, or Full-Time Student;  
\$35.00 Non-Member

After midnight January 30: \$35.00 Member, Government Employee, or Full-Time Student; \$40.00  
Non-Member

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

## ARMA NOVA Annual Seminar



What is all the buzz about **Information Governance**? What **disciplines** does it entail? Is it another name for what we used to call **Knowledge Management** or **Information Management**, or is it something different? How does an **Information Governance Practitioner** in a related information profession get started on expanding the existing information program to a broader-based information governance **focus**? How do we “**sell**” Information Governance? Join ARMA NOVA for our annual seminar as **world-class speakers** discuss these and other information governance matters!

DATE: Monday, February 23, 2015

TIME: 8:00 AM – 4:15 PM

PLACE: George Mason University Arlington Campus - Founders Hall, 3351 Fairfax Drive, Arlington, VA 22201

**Agenda:**

8:00-8:15 *Welcome/Introductions:* Elizabeth W. Adkins, ARMA NOVA President

8:15-9:15 *Opening Keynote:* Jason R. Baron, Of Counsel, Drinker Biddle (former Director of Litigation, NARA)

9:15-10:15 *The Value (and Risk) of Data:* Tony Sager, Chief Technologist at Council on CyberSecurity

10:15-10:30 *Break*

10:30-11:30 *Panel Discussion- Real-World Information Governance On-Ramp Successes:*

Eileen Carlson, Director Information Governance, Baxter International, Baxter International

Richard Hogg, ILG Defensible Disposal Solution Lead, IBM

Jason Stearns, Director Legal & Compliance - Information Governance, BlackRock

11:30-12:30 *Lunch*

12:30-1:30 *“What is the Future of Data, Watson?:”* Randy Haines, Worldwide Business Leader- Watson Content Analytics, IBM Watson Group

1:30-2:30 *Panel Discussion- How To “Sell” Information Governance*

Jason R. Baron, Of Counsel, Drinker Biddle (former Director of Litigation, NARA)

Linda Y. Cureton, CEO and Founder, Muse Technologies, Inc. (former CIO, NASA)

Jill Tummler Singer, VP, AT&T Government Solutions (former CIO, NRO)

2:30-2:45 *Break*

2:45-3:45 *Round-Table Discussion- Your Information Governance Next Steps*

Moderator: Christina Ayiotis, Esq., CRM, Co-Chair, Georgetown Cybersecurity Law Institute

3:45-4:15 *Conclusion/Wrap-up:* Elizabeth W. Adkins, ARMA NOVA President

**About our Speakers:**



**Christina Ayiotis, Esq., CRM, Co-Chair, Georgetown Cybersecurity Institute**

Christina is an attorney and business executive with expertise in cyber, privacy, ethics, collaboration, Internet governance, innovation, board service and diversity.



**Jason R. Baron, Esq., Of Counsel, Drinker Biddle & Reath LLP**

An internationally recognized speaker and author on the preservation of electronic documents, Jason serves as Of Counsel in the Information Governance and eDiscovery Group at Drinker Biddle in Washington, D.C. He also is Co-chair of the Information Governance Initiative, a vendor neutral consortium and think tank.



**Eileen Carlson, Director, Information Governance, Baxter International Inc.**

Eileen has over 25 years of experience with the implementation of new systems and business process improvement, with expertise in accounting, finance information technology, data governance, and information governance.



**Linda Cureton, CEO & Founder, Muse Technologies, Inc.**

Linda is the CEO of Muse Technologies, Incorporated, an exciting new start-up that specializes in IT transformation. As the former Chief Information Officer (CIO) of the National Aeronautics and Space Administration (NASA), she led one of the best IT organizations in government.



**Randy Haines, Worldwide Business Leader- Watson Content Analytics, IBM Watson Group**

With more than 20 years of experience in Enterprise Content Management, Randy has gained an impassioned interest for the challenges that are faced by line of business workers as well as information/technology workers.



**Richard Hogg, ILG Defensible Disposal Solution Lead, IBM**

Richard's career covers more than 20 years of experience across document, information and records development and deployment solutions.



**Tony W. Sager, Chief Technologist, Council on Cybersecurity**

Tony spent 35 years in federal service, 34 of which were dedicated to cryptography and cybersecurity with the National Security Agency. During his extended government career with the NSA, Mr. Sager headed the Systems and Network Attack Center, and was the Chief Operating Officer for the Information Assurance Directorate.



**Jill Tummler Singer, Partner, Deep Water Point**

Jill recently completed 27 years of direct Federal Service. Her last federal assignment was as the Chief Information Officer (CIO) for the National Reconnaissance Office (NRO), where she was responsible for Information Technology, Information Assurance, and Information Management.



**Jason Stearns, CRM, IGP, Director Legal & Compliance - Information Governance, BlackRock**

Jason is a member of BlackRock's Legal and Compliance Group. He is responsible for the global implementation of Information Governance standards and requirements.

## ARMA NOVA March 2015 Chapter Meeting

### Who Are We, Why Are We Here? The Current State of the Records Management Community

Please join ARMA NOVA for our March chapter meeting. Our program theme for this Chapter Season is “On-Ramps to Information Governance,” and our speaker for the February meeting is Joel Westphal, Deputy Director Department of the Navy Records Management.

The title of Joel’s presentation is, “Who Are We, Why Are We Here?” He will provide his perspective about the current state of the records management profession, based on his experiences at the Department of the Navy, Office of Personnel Management, the United States Central Command, and numerous Federal agencies. He will discuss the changing role of records managers in the emerging field of information governance.

#### About Our Speaker



Joel Westphal is the Deputy Director, Directives and Records Management Division within the Department of the Navy’s (DON) Office of the Assistant for Administration under the Secretary of the Navy and is also the designated Records Officer of the DON. Prior to this position he has served as the Agency Records Officer for the Office of Personnel Management and as the Command Records Manager for United States Central Command in Tampa, Florida, as the Chief, Records Management Section. During this time, Mr. Westphal also served as the Executive Agent for the Preservation of all Operation IRAQI FREEDOM and Operation ENDURING FREEDOM records created by Central Command and all subordinate Joint Task Forces in Iraq and Afghanistan. In his role as the Command Records Manager for a Combatant Command, Mr. Westphal also served as the records management oversight for United States Forces-Iraq and United States Forces-Afghanistan and worked with them on collecting and preserving their operational records.

Prior to his work at Central Command, Mr. Westphal worked as a records manager at numerous Federal Agencies, including the Federal Trade Commission, Federal Railroad Administrations, Environmental Protection Agency, and also worked as the Head Processing Archivist at Naval History and Heritage Command at the Washington Naval Yard.

He is a graduate of the University of Wisconsin-Milwaukee, where he taught American and military history and received Master’s Degrees in history and Library and Information Science.

#### Logistics:

DATE: Wednesday, March 4, 2015

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight February 27: \$30.00 Member, Government Employee, or Full-Time Student;  
\$35.00 Non-Member

After midnight February 27: \$35.00 Member, Government Employee, or Full-Time Student;  
\$40.00 Non-Member

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

## ARMA NOVA April 2015 Chapter Meeting

### 20 Days To Transfer Official Email Records From A Private Server & Other Esoteric Provisions of the 2014 Amendments to the Federal Records Act

Please join ARMA NOVA for our April chapter meeting. Our program theme for this Chapter Season is "[On-Ramps to Information Governance](#)," and our speaker for the meeting is Jason R. Baron, Of Counsel at Drinker Biddle, co-chair of the Information Governance Initiative, and former Director of Litigation for the US National Archives and Records Administration.

Jason will provide his perspective on the firestorm that has greeted Hillary Clinton in light of her choice to conduct State Department business via email on a private server, rather than using government-provided email and infrastructure. He will discuss the importance of the Presidential and Federal Records Act Amendments of 2014, especially in light of the current controversy.

#### About our Speaker:



An internationally recognized speaker and author on the preservation of electronic documents, Jason serves as Of Counsel in the Information Governance and eDiscovery Group at Drinker Biddle in Washington, D.C. He also is Co-chair of the Information Governance Initiative, a vendor neutral consortium and think tank. Jason previously served as Director of Litigation for the US National Archives and Records Administration, and as a trial lawyer and senior counsel at the Department of Justice. In those capacities, Jason played a leading role in the government's adoption of electronic recordkeeping practices and acted as lead counsel in landmark cases involving the preservation of White House email. He has served on the Board of Directors of ARMA International, and is currently a member of the ARMA IGP Certification Board. Jason is a recipient of the prestigious Emmett Leahy Award for Outstanding Contributions and Accomplishments in the Records and Information Management Profession, as well as the Justice Tom C. Clark Outstanding Government Lawyer award given by the Federal Bar Association. He is prominently featured in the recent documentary film, *The Decade of Discovery*, which follows events that unfolded between 2002 and 2012,

when Jason took on a quest to find a better way to search White House email.

- DATE: Wednesday, April 1, 2015
- TIME: 6:00 PM Registration  
6:30 PM Dinner  
7:30 PM Program
- PLACE: Clyde's of Tyson's Corner 8332 Leesburg Pike, Vienna, VA (703) 734-1901
- PARKING: Free at the restaurant
- METRO: Five-minute walk from Greensboro station on the Silver Line
- COST: Prior to midnight March 27: \$30.00 Member, Government Employee, or Full-Time Student; \$35.00 Non-Member  
After midnight March 27: \$35.00 Member, Government Employee, or Full-Time Student; \$40.00 Non-Member

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

## ARMA NOVA May 2015 Chapter Meeting

### Securing and Protecting Information Assets

Please join ARMA NOVA for our May chapter meeting. Our program theme for this Chapter Season is "[On-Ramps to Information Governance](#)," and our speaker for the meeting is Stacey Halota, Vice President, Information Security and Privacy, Graham Holdings. Stacey will speak with us about securing and protecting information assets.

#### About our Speaker:



Stacey Halota joined Graham Holdings Company (then The Washington Post Company) in 2003. She leads the development and implementation of information security and privacy programs, including Sarbanes Oxley, privacy law, Payment Card Industry compliance and other data protection efforts. Halota has more than 20 years of experience in the information technology, security and privacy field. Before joining Graham Holdings, she served as the federal government and southeast region leader of Guardent (now part of Verisign), a security and privacy consulting and managed security services company. Prior to Guardent, she worked at PricewaterhouseCoopers in the Technology Risk Services consulting practice.

Halota was named Secure Computing Magazine's 2009 Chief Security Officer of the Year, and was also named 2009 Mid-Atlantic Information Security Executive of the Year (Commercial Category) by the Executive Alliance. She is a Certified Information Systems Security Professional (CISSP), a Certified Information Privacy Professional (CIPP) and a Certified Information Systems Auditor (CISA).

DATE: Wednesday, May 6, 2015

TIME: 6:00 PM Registration

6:30 PM Dinner

7:30 PM Program

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: Prior to midnight May 1: \$30.00 Member, Government Employee, or Full-Time Student; \$35.00 Non-Member

After midnight May 1: \$35.00 Member, Government Employee, or Full-Time Student; \$40.00 Non-Member

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

## ARMA NOVA June 2015 Chapter Meeting

**Special Screening of “A Decade of Discovery,” Featuring Jason R. Baron Esq.!**

**Door Prizes!**

**Drawing to Win Free Registration for 2015 ARMA International Conference  
and for ARMA NOVA 2016 Seminar!**

Please join ARMA NOVA for our June chapter meeting. It's been a great chapter year, and we plan to end it with a big celebration – a special screening of “A Decade of Discovery” (with commentary by chapter member Jason R. Baron Esq.), swearing-in of our new chapter officers, a chance to win door prizes, and a FREE registration for the ARMA NOVA 2016 seminar. We will also have our traditional drawing for a free registration for the 2015 ARMA International conference, which will be in D.C. this year. It's a great opportunity to celebrate the year together. Don't miss it!

We are extremely fortunate to be able to host a screening of the documentary titled “A Decade of Discovery.” This acclaimed film has been making the rounds internationally, and among those featured is our very own Jason R. Baron, Of Counsel at Drinker Biddle, co-chair of the Information Governance Initiative (IGI), and former Director of Litigation for the US National Archives and Records Administration.

IGI's website provides this synopsis of the film: “The film details the quest of government attorney Jason R. Baron to find a better way to search White House e-mail ... The documentary also tells the story of the late Richard G. Braman, the founder of The Sedona Conference, and a teacher who took a stand for civil justice on the electronic frontier. Together, Baron and Braman sparked a revolution. “The Decade of Discovery” charts their 10-year journey, ultimately revealing the surprising truth they uncovered.”

We will enjoy the film while we eat another delicious Clyde's meal and reflect on a great chapter year. Before the film begins, we will swear in our new officers, and at the end of the film, Jason will field questions and answers. Before the night ends, one lucky attendee will win a free registration to next year's ARMA NOVA annual seminar – YOU MUST BE PRESENT TO WIN! We will also draw one lucky chapter member's name to receive a free registration to the 2015 ARMA International conference (you need not be present to win, but the more you attended this year's meetings, the better chance you have to win this prize!).

### About our Speaker:



An internationally recognized speaker and author on the preservation of electronic documents, Jason serves as Of Counsel in the Information Governance and eDiscovery Group at Drinker Biddle in Washington, D.C. He also is Co-chair of the Information Governance Initiative, a vendor neutral consortium and think tank. Jason previously served as Director of Litigation for the US National Archives and Records Administration, and as a trial lawyer and senior counsel at the Department of Justice. In those capacities, Jason played a leading role in the government's adoption of electronic recordkeeping practices and acted as lead counsel in landmark cases involving the preservation of White House email. He has served on the Board of Directors of ARMA International, and is currently a member of the ARMA IGP Certification Board. Jason is a recipient of the prestigious Emmett Leahy Award for Outstanding Contributions and Accomplishments in the Records and Information Management Profession, as well as the Justice Tom C. Clark Outstanding Government Lawyer award given by the Federal Bar Association. He is prominently featured in the recent documentary film, The Decade of Discovery, which follows events that unfolded between 2002 and 2012, when Jason took on a quest to find a better way to search White House email.

DATE: Wednesday, June 3, 2015

TIME: 6:00 PM Registration

6:30 PM Dinner & Film

7:30 PM Drawings/Q&As

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

PARKING: Free at the restaurant

METRO: Five-minute walk from Greensboro station on the Silver Line

COST: \$35.00 Member, Government Employee, or Full-Time Student; \$40.00 Non-Member

Register at <https://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 Past President Elizabeth W. Adkins, CRM, CA, IGP

#### 2014-2015 ARMA NOVA CHAPTER Board of Directors

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

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**Charles Herbek**  
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**Leane Cooper**  
Hospitality Chairman

#### 2014-2015 ARMA NOVA Chapter Membership

The chapter started the year with 97 members and ended the year with 102 members.

In addition, ARMA NOVA maintains an Email announcement list of 268 professionals on Wiggio.