



# ARMA InNOVAtions

Volume 3, Issue 6

March 2013

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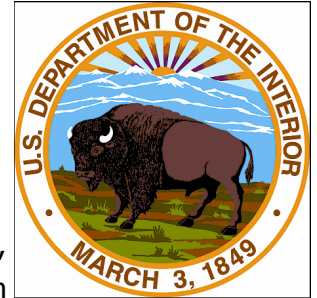
DGI Spring  
Conference  
and Expo

April 4.

Details inside.

## ECM/ERM In the Cloud

### Ed McCeney, Records Management Department of the Interior



Mr. McCeney is the lead records officer for DOI's eMail, Records, eDiscovery and Document Management System

(eERDMS), which is the largest and most complex program in a cabinet-level Federal agency. The program deployed in 44 days from award with support for 120,000 employees. It reduces overall operational costs by centralizing legacy records solutions and returning over \$30M to the DOI budget from inception. It will reduce user manual processes by 42% in the first 2 years.

In his presentation, Mr. McCeney will discuss the Department's innovative approaches to a cloud enabled records management systems, eERDMS. eERDMS is enabled by a metadata repository allowing users to search and cross-index information without accessing their legacy applications. (continues on page 4)

## March President's Message

**It's March Madness Time.**

**Escape the remaining winter weather at our "hot" program on March 20 with Ed McCeney of DOI speaking on "ECM/ERM in the Cloud."**

Celebrate the rites of Spring with your ARMA NOVA colleagues and friends at our dinner meeting on **Wednesday, March 20, 2013**, at the Marco Polo Restaurant at 245 Maple Avenue in Vienna VA featuring **Ed McCeney of the Department of the Interior (DOI)** speaking on **"The DOI ECM/ERM in the Cloud."** You can register at [www.arma-nova.org/main.htm](http://www.arma-nova.org/main.htm).

(continued on Page 3)

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

<b>Date</b>	<b>Speaker/Event</b>	<b>Subject</b>
9/13/12	Joint NCC– AIIIM	DOI Cloud Based Email Archive with RM and Autoclassification
9/19/11	Fred Pulzello	Assess Your Organization's Information Governance Using "The Principles"
9/23-25/12		ARMA International Conference in Chicago
10/04/12	CRM Preparation Workshop	Joint Meeting with Greater Washington DC and Metropolitan Maryland Chapters
10/17/12	Paul Wester, NARA	NARA RM Directive Update
11/14/12	Susan Cisco, Gimmel Group Sue Trombley, Iron Mountain Consulting	Putting the "People" in People, Process, and Technology
12/19/12	Representative from Training Fu- tures	Holiday charity fundraising event for Training Futures, a non-profit organization that prepares people for more stable, professional office careers – including jobs in records management
1/16/13	Doug Smith Legal Records and Information Man- ager, Wiley Rein	Massive ROI: A Case Study in Retention Disposition
2/20/13	Chad Doran	Best Practices and Standards for Managing Social Media Records
2/27/13	Various Speakers, Spring Seminar	Attorneys and Algorithms: The Case for Technology-Assisted Review and Categorization.
3/20/13	Ed McCeney DOI	ECM/ERM in the Cloud
4/04/13	Joint Event with Digital Govern- ment Institute	E-Discovery, Records & Information Management Conference & Expo
4/17/13	Maria Hishikawa Project Manager, Bureau of Alcohol, Tobacco, Firearms and Explosives	Microsoft 365 Email and Collaboration Services in the Cloud
5/15/13	Mack Sigman, Principal Consultant CSC	SharePoint Governance
6/19/13	Tod Chernikoff ARMA Region Co- ordinator	Installation of Officers & Chapter Year Wrap-up

Also, consider attending the annual “**E-Discovery, Records and Information Management Conference**” on **Thursday, April 4, 2013**, which we are co-sponsoring with the Digital Government Institute (DGI). Register at <http://www.digitalgovernment.com>. Registration for government is free (includes contractors with a current government email and ID) and for private industry is \$295 (if registered by March 22)

We just finished a great month in February with our annual Education Seminar on February 27 on “Attorney's and Algorithms: The Case for Technology Assisted Review and Categorization” and our dinner meeting on February 20 with Chad Doran of Arlington County speaking on “Best Practices and Standards for Managing Social Media Records.”

We started 2013 with our dinner meeting on January 16, 2013, featuring Doug Smith of Wiley Rein speaking on “Massive ROI: A Case Study in Retention Disposition.”

Make sure you use our **new ARMA NOVA website address** at [www.arma-nova.org/main.htm](http://www.arma-nova.org/main.htm) – please reset your bookmarks for the new URL.

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

Mark your calendar NOW with the dates for upcoming meetings in 2012-2013: Dinner meetings at the Marco Polo on March 20, April 17, and May 15 and our Annual Social in June on a date to be determined.

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

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

Carolyn K. Offutt, CRM, PMP  
President  
Northern Virginia Chapter of ARMA International  
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## ECM/ERM In the Cloud

eERDMS and its metadata repository will also support paper records conversion projects and enable the ordering of documents in both paper and electronic form from the eERDMS interface. By capturing required metadata, all documentation, which may be created or received through DOI's business processes, can be electronically managed in a legally acceptable manner, while safeguarding privacy and other sensitive information. From the user perspective, employees will have access to eERDMS through their browser to create, receive, process, disseminate, use, store and conduct final disposition of records.

### About our Speaker:

Mr. McCeney has an extensive career in the area of records management, information technology and process management spanning more than 30 years in both the public and private sectors. As the DOI Departmental Records Officer, he provides records management policy, strategic direction, oversight and guidance to the Department's bureaus and offices. The bureaus within the Department have a significant mission: managing one out of every five acres in the United States, overseeing energy projects on federally managed land supplying 33 percent of the nation's energy production, and stewarding relationships with 562 Indian tribes.



Mr. McCeney holds a Bachelors of Science in specializing in Horticulture, Ornamental and Flora Culture and Landscape Architecture; Computer Science, Systems Architecture, Operating System and Design; and a Master of Science in Telecommunications Management, Distributed Business Process and Telecommunications System Management. In addition, Mr. McCeney has certificates, coursework in Architecture, Management, Business Modeling, Systems Administration, Process Management, Risk Management, and Software Design and Development.

## Meeting Logistics

**DATE:** Wednesday, March 20 , 2012

**TIME:** 5:30 PM Registration

6:00 PM Dinner

7:00 PM Program

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

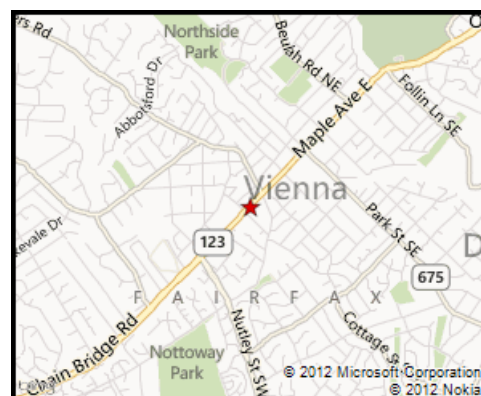
**PARKING:** Free at the restaurant

**METRO:** Vienna Metro plus  
a five minute cab ride

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

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

## Directions



## Meet A Member: Mary Rawlings-Milton

I have lived and worked in the Washington, D.C. area since 1974. I spent several years researching and finding records for researchers at the National Archives, then moved on to creating and maintaining records and finally to running a records management program.

Having spent more than a decade working as a paralegal, and about the time I began managing a records program, I returned to college and received my master's degree in public administration from Virginia Tech's Center for Public Administration and Policy. The next thing I knew, I was writing a doctoral dissertation on the affect electronic information was having on the federal records program. I defended my dissertation on Records Management Day in April 2000.

My dissertation concluded that the federal records program was failing. As a result, I decided working for only one federal agency was never going prevent the program's failure throughout government. So, after spending twenty plus years in the federal government and receiving my doctorate, I took a position with Millican & Associates, Inc., an information and records management services company. For the last twelve years, I have been working on a variety of records management projects for federal agencies and quasi-federal organizations. I prefer to see my work at Millican as my attempt to help organizations embrace records management and, I hope, make the conclusion of my dissertation inaccurate.

Relaxation takes the form of reading, cooking and attending Washington Nationals games. My husband of thirty-six years has been remarkably patient with all of my educational activities, as well as the fact of my mother living with us. In turn, however, he is the source of addiction to baseball: I started attending Nationals games because he was interested but now I am as I interested in being there as he is.



Mary and Herb traveling in the American Southwest

Mary Rawlings-Milton, PhD  
Millican & Associates, Inc.  
[Mary\\_rm@millican-](mailto:Mary_rm@millican-)



## E-discovery, Records & Information Management Conference and Expo

Ronald Reagan Building  
April 4, 2013

Sponsored by: ARMA NOVA

With the overwhelming growth of digital information, the scope of electronic records management has expanded exponentially and is an increasingly critical issue for government agencies, particularly as it relates to being able to provide secure storage, access, and retrieval of this information.

The Administration's August 2012 release of the Managing Government Records Directive creates a robust records management framework that complies with statutes and regulations to achieve the benefits outlined in the 2011 Presidential Memorandum on Managing Government Records. This directive requires agencies to reform records management policies and practices and to develop a 21st-century framework for the management of Government records.

Join government and industry experts at this 10th Annual event -- which is **free for government professionals** -- who will discuss current technology-based requirements and examples of successful electronic records management and e-discovery programs, as well as the workflow challenges and debate over changing preservation rules.

### Keynote Speakers Include:



**Paul Wester, Jr.**; (Chief Records Officer for the US Government)



**The Honorable Frank Maas**; (United States Magistrate Judge, Southern District of New York)

**For More Information** see: <http://www.digitalgovernment.com/Events/Conferences/E-Discovery-Records--Information-Management-Conference--Expo.shtml>





**2012-2013**

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## **Newsletter**

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

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

## **Submissions**

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

**Justin Isaac**

**Editor, ARMA InNOVations**

**P.O. Box 3763**

**Merrifield, VA 22116**

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