



ARMA InNOVAtions

Volume 3, Issue 7

May 2013

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SharePoint Governance

Mack Sigman
CSC



Please join ARMA NOVA for our May chapter meeting. Our program theme for this chapter year is “The State of the Art in Records and Information Management.”

Many federal agencies are grappling with how to manage records and information in an environment increasingly dominated by SharePoint. This month, Mack Sigman, Public Sector SharePoint Practice Lead for CSC, will provide an overview of the SharePoint environment and some advice on how to address information governance requirements.

(continues on page 4)

May President’s Message

Vote by May 10 for 2013-2014 ARMA NOVA Officers and register for the May 15 dinner meeting with Mack Sigman of CSC speaking on Sharepoint Governance.

We are approaching our final meetings for the 2013-2014 program year. Join your ARMA NOVA ARMA NOVA colleagues and friends at our dinner meeting on **Wednesday, May 15, 2013**, at the Marco Polo Restaurant at 245 Maple Avenue in Vienna VA featuring **Mack Sigman of CSC speaking on “Sharepoint Governance”** You can register at www.armanova.org/main.htm.

Inside this issue:

| | |
|------------------|---|
| Calendar | 2 |
| Meet a member | 5 |
| Sponsored events | 6 |
| Chapter News | 8 |

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

| Date | Speaker/Event | Subject |
|-------------|---|---|
| 9/13/12 | Joint NCC- AIIIM | DOI Cloud Based Email Archive with RM and Autoclassification |
| 9/19/11 | Fred Pulzello | Assess Your Organization's Information Governance Using "The Principles" |
| 9/23-25/12 | | ARMA International Conference in Chicago |
| 10/04/12 | CRM Preparation Workshop | Joint Meeting with Greater Washington DC and Metropolitan Maryland Chapters |
| 10/17/12 | Paul Wester, NARA | NARA RM Directive Update |
| 11/14/12 | Susan Cisco, Sue Trombley, | Putting the "People" in People, Process, and Technology |
| 12/19/12 | Training Futures | Holiday charity fundraising event for Training Futures |
| 1/16/13 | Doug Smith Legal Records and Information Manager, 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 DGI | E-Discovery, Records & Information Management Conference & Expo |
| 4/17/13 | Maria Hishikawa Project Manager, ATF | Microsoft 365 Email and Collaboration Services in the Cloud |
| 4/15/2013 | Join event with Potomac Forum | Presidential Directive Conference (see page 6) |
| 5/15/13 | Mack Sigman, Principal Consultant CSC | SharePoint Governance |
| 6/11/2013 | Join Events with ARMA | CRM Workshop (see page 7) |
| 6/19/13 | Tod Chernikoff ARMA Region Co- ordinator | Installation of Officers & Chapter Year Wrap-up |

Please vote by May 10 for 2013-2014 ARMA NOVA Officers by responding to the email message you received on April 24 from our Secretary, Rebecca Conner, on ARMA Northern Virginia 2013-2014 Elections.

We just finished another great month for ARMA NOVA with a presentation April 17, 2013, at the Marco Polo Restaurant at 245 Maple Avenue in Vienna VA featuring Maria C. Hishikawa of the ATF, DOJ, speaking on “Microsoft 365 Email and Collaboration Services in the Cloud”

On March 20, we had Ed McCeney of DOI speaking on “Big Data, Big Records in the Cloud”

In February, we had 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 – 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 May 15 and on June 19 for installation of the new officers.

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 Spring.

Carolyn K. Offutt, CRM, PMP
President

SharePoint Governance

Topics to be covered during Mack's presentation include:

- SharePoint site provisioning and governance - what to look out for, how to make ongoing governance easier to manage
- Managing event-based retention in SharePoint
- Cascading retention schedule changes to Record Centers

Addressing DOD5015 compliance in SharePoint

Mack will also suggest resources for more information, including online SharePoint communities that he helps lead: <http://www.fedspug.org> and <http://www.meetup.com/fedspug-wspdc>

About our Speaker:

Mack Sigman has 28 years experience in the information technology arena, including considerable expertise in Portal design, information architecture and knowledge management. He is a Microsoft Certified Systems Engineer specializing in SharePoint and Information Worker collaborative solutions based on the .NET Framework. A retired Naval Officer (retired at the rank of Commander), he is currently the Senior SharePoint Architect / SharePoint Practice Lead for CSC's Federal Consulting practice. Mack is chairman of the Federal and DoD SharePoint Users Group / Women in SharePoint DC and was recently named to the top 50 most influential people in SharePoint.



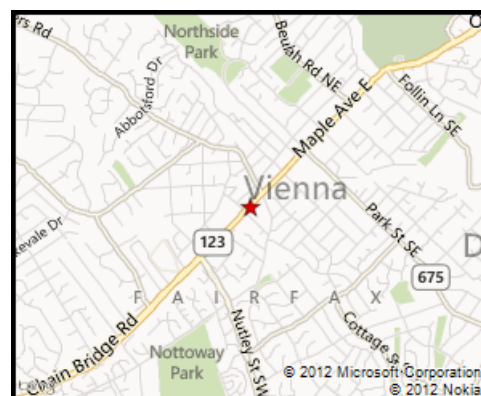
Meeting Logistics

DATE: Wednesday, May 15, 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: Steve Dibelius

Steven Dibelius is a software engineer with MicroLink, LLC, an HP Autonomy company. Steven's work at MicroLink includes implementing electronic records management systems and training clients on how to use those systems and integrate them with their existing records management programs. He has been a member of the ARMA NOVA chapter for two years now, and has made a commitment to become more involved in the chapter, including running for a position on next year's Board.

He just finished taking and passing his Certified Records Manager exams. Congrats Steven on becoming a newly minted CRM! Steven has a Master's degree from the University of Michigan School of Information, and a Bachelor's from Rochester Institute of Technology. Steven

When not in the office, Steven enjoys hiking, going to the movies, and working on minor repairs around the house. Steven has also built several desktop PCs and is called by family with computer questions more often than he would like.



Steven Dibelius
steven.dibelius@gmail.com

Upcoming Chapter Sponsored Events

The Potomac Forum is hosting a one day conference on:

Managing Government Records Directive from OMB and NARA

Wednesday 15, 2013

Website: <http://www.potomacforum.org/content/managing-government-records-directive-omb-and-nara-workshop-iii-omb-m12-18>



This One-Day Workshop will provide the attendee with information to better understand what has been done and what needs to be done by government agencies to comply with the Presidential Records Management Memo. Lessons learned from the first nine months will be discussed. Agencies will learn from other government Records Officers and Senior Agency Officials. Attending this training can save your agency significant time and effort in implementing an effective records management program.

This 3rd Potomac Forum Workshop on the August 24th memo will continue the important training for government. The previous two Potomac Forum Training Workshops on the Presidential Memo were rated as “Excellent” by previous government and industry Attendees.

Potomac Forum understands the current training budget environment and has significantly reduced its Registration Fee to enable government attendance. We also have implemented a special “send a team” rate – the 2nd government attendee can register for 50% of the current rate to encourage a team to learn together. The One-Day format minimizes the time away from the office and maximizes the information presented.



Certified Records Manager (CRM) Examination Preparation Workshop



Jointly sponsored by the Washington DC area
ARMA Chapters: NOVA, Metro MD and GWDC



Date: Tuesday, June 11, 2013
8:00 a.m. – 5:00 p.m.

Participants will select to attend
one of two concurrent
sessions:

Track 1

All about the Institute and
CRM Certification and
presentations on Parts 1-5 of
the examination:

- Introduction to the CRM Exam
- Part 1 – Management Principles and the RIM Program
- Part 2 – Records Creation and Use
- Part 3 – Records Systems, Storage and Retrieval
- Part 4 – Records Appraisal, Retention, Protection & Disposition
- Part 5 – Equipment, supplies and Technology

Track 2

Part 6 – Case Studies

- Exam requirements, time management and strategic tips for passing Part 6
- Hands-on experience answering two sample case studies, with in-class review and feedback
- Attendees must bring their own laptop

Location: K & L Gates, LLP
1601 K Street, NW
Washington, DC 20006

Cost: ARMA sponsoring chapter members - \$59
Non-members - \$99

Description:

In this all-day workshop, experienced Certified Records Managers from our local ARMA chapters will present the ICRM-licensed CRM Exam Preparation Product materials covering Parts 1-6 and practice case studies. The sessions are designed to guide CRM candidates through the entire examination process. Presentation handouts, ICRM Handbook, and ICRM Bibliography of Resources are included in the registration fee. Continental breakfast, snacks and lunch will also be provided.

To register go to:

<https://co.clickandpledge.com/advanced/default.aspx?wid=57660>

Directions:

K&L Gates is conveniently located near the Metro Red, Orange, and Blue lines. For directions, see:
<http://www.klgates.com/washington-dc-united-states-of-america/#overview>

Questions?

Contact Doug Smith
DSmith@wileyrein.com phone: 202.719.4874

Upcoming Meetings

**June Chapter Meeting:
Wednesday June 19, 2013**

**End of the Year Review, Chapter Awards and
Installation of Officers**

Tod Chernikoff
ARMA Region Coordinator



NOVA ARMA Membership Report Executive Committee Meeting April, 2013 Jack Frost

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

| PROFESSIONAL MEMBERS IDENTIFYING WITH NOVA ARMA | 2012 | | | | | | 2013 | | | | | | Total |
|---|------|------|-------|------|------|------|------|------|------|------|-----|------|-------|
| | Jul. | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. | |
| All | 102 | 102 | 103 | 102 | 101 | 103 | 103 | 104 | 103 | 103 | | | |
| New | 1 | 1 | 5 | 3 | 1 | 0 | 0 | 0 | 0 | 0 | | | |

**ARMA Northern Virginia Chapter
Executive Board Meeting
March 20, 2013
Marco Polo**

Secretary's Report

Rebecca began the meeting by going through the action items from the previous meeting and marking items complete. Action item follow-up is in the minutes and action items following. February meeting minutes were approved.

DGI Sponsorship

We have a table at the DGI event on April 4th. George will do an email blast to members. Elizabeth will email the brochure electronic file to Carolyn for printing and distribution. We will bring the pens, tablecloth, and brochure.

Chapter of the Year

Carolyn will call Anna to discuss the progress of the Chapter of the Year nomination.

Board Meeting Attendance

The bylaws state that board members may not miss three or more consecutive board meetings.

Survey for CRM Seminar Participants

As so much time has passed, this is deferred to the upcoming seminar.

Location and Dues

As the location of meetings is still in question, the board voted to keep the dues as they are for the next fiscal year.

Seminar

The attendee list was sent to seminar sponsors. There were 72 attendees, 33 of whom were complimentary. Rebecca will work with Katherine and Elizabeth on pulling together an after action report.

There were very few responses to the survey. Elizabeth will send the survey to those for whom we captured email addresses. Elizabeth will also ask those who may have had to pay to exit the parking garage to let her know so the chapter can reimburse those people.

Katherine will send a thank you note and gift cards to the speakers. Rebecca will ask Denise Bedford for her mailing address.

Treasurer's Report

As of February 22, 2013, the bank account balance was \$17,641.19. Current balance is \$16,065.56. Payments include:

- ☑ \$225.00 to the Department of Justice for seminar overpayment
- ☑ \$119.84 to John Krysa for the pens
- ☑ \$50.00 to Tina Ayiotis for the Virginia CLE credit application
- ☑ \$1,834.75 for food at George Mason University
- ☑ \$1,350.00 for seminar space and services at George Mason University (proposed bill)

Member Report

The chapter has 103 members. All new members have received welcome letters. Welcome letters do not go to renewals.

(Minutes continued on next page)

(minutes continued from page 7)

Education

Elizabeth reached out to GWDC and Metro Maryland about doing another CRM seminar. It will be June 11th or 13th, depending on the available space and facilitators. It is close in date to the Mid-Atlantic Regional Leadership Conference, but that conference is far enough away that there will be little if any overlap.

Shred Day

Shred Day will be April 6, 2013, from 9:00 AM to 1:00 PM. Pro-Shred will be behind the Giant in McLean. The chapter will pay a \$650 fee and we will have a table there. Money will go to the McLean Teen Council. The board approved this activity and expense.

Carolyn spoke with Mark Moore about working with Cornerstone on a shred day. The thought is to have this semi-annually. McLean is not particularly loyal to Pro-Shred. Cost is \$125 per hour, reimbursing \$50 for each 2,000 pounds shredded.

Website

Elisabeth showed her proposed website redesign. She plans to have it implemented in the next fiscal year. Meeting adjourned at 5:34 PM.

In April the Chapter Sponsored a Shred Day in Mclean



McLean Shred Day

Saturday, April 6, 2013

9:00 am - 1:00 pm

1420 Beverly Road in McLean

(intersection of Beverly Rd. and Ingleside Ave., behind Giant)

Sponsored by

**The Old Firehouse Teen Center in McLean and
The Northern Virginia Chapter of ARMA
International**

Contact for further information:

www.mcleancenter.org/teens or www.arma-nova.org/main.htm, 703-448-8336

Training Futures

In recent years our chapter has helped to sponsor and provide support to Training Futures through our December monthly meeting.

Training Futures is an innovative 6 month curriculum in a simulated office environment. The program has two primary goals:

- **To meet the needs of metropolitan area employers who seek qualified entry level workers.**
- **To help under-employed or unemployed people secure a rewarding career, potential for professional advancement and permanent employment.**

Please join us to celebrate the

Ribbon Cutting for our newest Training Futures site

Thursday, May 30th
Open House, 8:30 – 10:00 am*
Ribbon Cutting, 9:00 am

9485 Innovation Drive
Manassas, VA 20110

Coffee & a light breakfast will be provided.

We will be showcasing Training Futures' 16 years of excellence operating in Fairfax County, and celebrating our expansion into the Greater Prince William community.

**30-minute volunteer information session at 10:00 am, directly following celebration*

RSVP to Julie Mullen at jmullen@nvfs.org





2012-2013

Chapter Leadership

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Offutt Advisory Services, LLC

Vice President
Elizabeth Adkins
CSC

Chairman of the Board
George D Darnell
Independent Consultant

Secretary
Rebecca Conner
Zimmerman Associates

Treasurer
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Advertising Chairman
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Education Director
Mark Mandel
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Director at Large
Anna Seiss
Independent Consultant

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John Krysa

Chapter Archivist
Sylvia Lacy-Crow

Webmaster
Elisabeth Butler
US Senate

Newsletter Editor
Justin Isaac
Booz Allen Hamilton

Hospitality Director
Suzanne Swenson

Newsletter

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

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

Submissions

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

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