



ARMA METRO NYC CHAPTER NEWSLETTER

November 2009 Issue

In This Issue:

- President's Corner
- November 13, 2009 'ARMA@NOON' Seminar Notice
- November 18, 2009 Monthly Chapter Meeting Notice
- October 22, 2009 Meeting Review
- Membership Update
- ARMA International News
- AIEF News
- CRM News
- CRM Corner
- Tech Tidbits



PRESIDENT'S CORNER

Dear Chapter Members, RIM Colleagues and Guests, Fall is upon us and October is already gone! Before I taken place and what is about to take place, I must President Corner with a **huge apology** to one of our vendors, **GRM Information Management** October 22nd meeting was graciously sponsored by Management Services and much to my (and I offer my humblest apology), I did not mention at the meeting nor provide them an opportunity to in touch with them and am working on rectifying that responsibility for this oversight and look forward to a beneficial relationship with GRM Information Services.



talk about what has start this month's very dearest **Services**. Our GRM Information embarrassment them as our sponsor speak. I have been situation. I take full continued, mutually Management

And speaking of our October meeting, those who attended were treated to a very informative presentation regarding electronic and digital signatures. In addition, this year's chapter pin was distributed. And, we also had some great, exciting news to share. While at the ARMA International Conference in Orlando, I had the opportunity to attend the Awards Luncheon on Tuesday afternoon and was pleasantly surprised when the Metropolitan New York City Chapter was announced as the winner of the CHAPTER WEBSITE OF THE YEAR in the Very Large Chapter Category! It has been more than 30 years since we have won a Chapter award, and I was thrilled to have been able to accept the award on behalf of our wonderful chapter. I had the honor of presenting the award to our Webmaster, Marcel Rodriguez at the October Chapter Meeting. Congratulations!! (And, yes, we have already submitted our letter of intent for next year!)

In addition, we now have a Chapter of the Year task force and they are diligently working on a strategy for preparing our submission for this year. Additional information will be forthcoming, but in the meantime, if you are involved in any community activities, do any RIM related activities, please contact our Task Force Leader, Crystal Cutler, so that she can be sure to include your information in our submission.



On Friday, November 13, 2009, we are presenting our second in a series of "ARMA@NOON" lunch meetings.

Following that meeting will be our next evening educational meeting on Wednesday, November 18 at The Muse. Nicholas Kottyan will be presenting "CLOUD COMPUTING - what it is and isn't, and how it could affect your business in the future" - the most talked about topic these days. Be sure to attend to learn more about this hot topic!

I hope you are enjoying this wonderful fall weather, and I look forward to seeing you at our next meeting of the year.

Sincerely,
Melissa G. Dederer, CRM
President, ARMA Metro New York City Chapter



NOVEMBER 13, 2009 'ARMA@NOON' LUNCH SEMINAR

'MAKING ENTERPRISE-WIDE RECORDS MANAGEMENT & COMPLIANCE MANAGEABLE'

SUMMARY: The volume and velocity of information creation and the relentless growth of the management of electronic records has reached daunting proportions. The problem is exacerbated by increasing regulatory enforcement and the retrieval demands of litigation. Companies, long satisfied with a compartmentalized approach to information management are discovering the need for a more unified approach. The problem of addressing the problem remains. How to avoid "Boiling the Ocean" and still achieve getting information under control. This presentation introduces an approach that can achieve the result of unified information management following practices that are in use today.

Domain: Risk Management, Level 3

SPEAKER BIO: Thomas Bookwalter, formerly Executive Vice President of Instinet, is the founder and CEO of FMDC and Editor of the Capital Markets Compliance Technologies Report - a comprehensive review of regulatory requirements and technologies for capital markets participants. Since 1987, Thomas has been working at the nexus of regulations, industry and information technology. With hands on projects in over 20 countries, Thomas and the FMDC professionals have first hand knowledge of both the regulations and the customs in numerous jurisdictions worldwide and the technologies for information management.



Thomas Bookwalter
FMDC Founder and CxO

Since 2002, the FMDC team has been actively involved in the design, evaluation, selection, implementation and integration of technologies for information management solutions that meets both regulatory and litigation (FRCP, CCJ) requirements for ESI. FMDC professionals understand the differences and impact of regulatory requirements for both records management and process and internal controls. This insight enables FMDC to effectively assist companies in finding cost effective solutions for comprehensive, enterprise-wide regulatory compliance. FMDC's work addresses issues related to privacy, security, record integrity, separation of duties, retention, access, e-discovery, litigation support and aligning electronic records management with long standing physical records management practices. The recent changes to the Federal Rules of Civil Procedures the identification of Electronically Stored Information (ESI) bring added complexity to the task of information management.

SPONSOR: Sponsorship for this meeting is provided by [FileTek, Inc.](#), a premier provider of large-scale data management and information governance solutions, enabling organizations, worldwide and across multiple industry segments, to efficiently manage, rapidly access, and effectively govern their ever-growing volume of enterprise data. Since 1984, FileTek has provided comprehensive, award-winning solutions to Global 2000 companies, prestigious educational institutions, and government agencies worldwide.



This meeting begins at 12:30 pm, ends at 2 pm and will be held at New York Life Insurance Company. Lunch (sandwiches and beverages) is included with your registration fee of \$10.00. Please register now to reserve your place.

To Register, [CLICK HERE](#).

Registration Fee: \$10.00

No Walk-ins Permitted for this event.

-Frank LaSorsa, CRM, VP/Professional Development



NOVEMBER 18, 2009 CHAPTER MEETING



"CLOUD COMPUTING - what it is and isn't, and how it could affect your business in the future".

SPEAKER: Nicholas Kottyan

SUMMARY: You will leave this session understanding the technology and terminology for this quickly-developing trend. You will understand the risks and benefits, and take away information that will help your organization make sound decisions."

DOMAIN: Information Technology Level 1.

BIO: Mr. Kottyan has over 25 years of experience in the technology and telecommunications industry. Prior to joining DataChambers as CEO, he was President and CEO of PEAK 10 Inc., a data center services provider that he founded in late 1999.

Before founding PEAK 10, Inc., Mr. Kottyan served as Senior Vice President for CT Communications, Inc. (CTC), a publicly traded local telephone company located in Concord, NC where he was responsible for the company's expansion into several competitive businesses, including Long Distance Service, Wireless PCS Service and Internet Service.

Mr. Kottyan has a history for building and running technology companies. In 1991, he founded Teledial America of North Carolina, and sold the company to LCI International (now a part of Qwest) in 1994. He also served as President and CEO of Phone America of Carolina from 1987 to mid-1991, when LDDS (now MCI) acquired the company.

Mr. Kottyan has a Bachelor of Science degree in Communications Equipment Technology from Wayland Baptist University and a Masters of Business Administration from Pfeiffer University in Charlotte, NC.

SPONSOR: Sponsorship for this meeting is provided by INFOCURRENT. InfoCurrent specializes in the "niche" of Information Management Staffing Services which includes Records Management (RIM) and Library Services. We place candidates in temp, temp to hire and direct hire positions. Generally, these positions have included positions within Library Services and Records Management from junior to very senior level. As the field emerges with new trends, the variety of positions InfoCurrent recruits for and clients obtained include most industries within an "Information Department".

The InfoCurrent niche has gone from filling traditional roles such as Records Managers or Reference librarians to more complex roles such as Electronic Document Specialists to Digital Asset Managers as an example. InfoCurrent believes in keeping up with the trends in the industry, being one step ahead, so we are able to advise our clients on what is needed and supply the most qualified, suitable staff for their openings. We only charge a fee when we fill a position and not for our recruitment efforts.

[CLICK HERE](#) to visit their website.



To Register, [CLICK HERE](#).

Member Fee: \$52.00

Non-Member Fee: \$65.00

Walk-in Surcharge: \$10.00 (in addition to member/nonmember fees). Walk-in refers to attendees who do not pre-register prior to the event.

Registration Fee includes Buffet Dinner and beverages.

- Frank LaSorsa, CRM, VP/Professional Development



OCTOBER 22, 2009 CHAPTER MEETING REVIEW

PRESENTATION: ELECTRONIC AND DIGITAL SIGNATURES

You don't need to be an IT expert to understand that technology can be a double-edged sword. The digital implementation of an analog concept can yield equally great benefits and frustrating deficiencies. Take the idea of signing one's name. Putting one's mark on a physical document - a simple concept. Yet, when that concept is applied to an electronic paradigm, a Pandora's box of pitfalls and possibilities is opened.

The October chapter meeting and dinner featured an engaging presentation on Electronic and Digital Signatures by industry expert Jean-François Blanchette. Dr. Blanchette drew from his own vast academic and research experience in the field to discuss the historical genesis and subsequent failures of Public Key Infrastructure (PKI) and cryptography in digital signatures. The now famous "Alice and Bob" scenario highlighted some key legal and financial issues in the adoption of asymmetric cryptography as the sole method for digitally signing data. The audience of 62 learned first-hand of the international differences in digital signature guidelines, as well as retention issues specific to electronic signatures (e.g., document preservation and format upgrades would render these embedded signatures invalid). Many illustrative points were raised and thoroughly vetted on the inherent weaknesses of the conventional PKI model, as well as biometrics and other alternatives to PKI. An examination of the subsequent collapse of digital security companies closed out the presentation.

- Eugene Stakhov, CRM, Committee Member



MEMBERSHIP UPDATE

The ARMA NY Metro Chapter has 309 members as of October 7, 2009. We are thrilled to welcome

the following new members who hail from many different companies and industries. I want to especially welcome our new student members. We look forward to seeing all of you at our upcoming events and programs.

OCTOBER NEW MEMBERS

Jacqueline Chediak, Swiss Re
Anna Clarkson, Graduate student
A.J. du Fresne, Elan Pharmaceuticals, Inc.
Jacqueline Goldschmidt, St. Vincent's
Michael Kraft, MHK Partners
Linda Lafferty, Redwallet Connection
Dhinno Manacop, Sr., Ricoh Americas Corporation
Narita Maraj, Graduate student
Faith McGrath, NBC Universal
Walter Norris, Darby Law
Brian Paul, Dupont Systems
Robert Pavacic
Samar Qandil, NYC EPA
Michael Harris Rabinowitz, GRM Information Management Services
Faith Romano, Federal Reserve Bank
Gitelle Seer, Dewey & LeBoeuf LLP
Javier Sesin
Dale Claudette Sims
David Swanz, Gussco Manufacturing LLC
Michael F. Yorey, Huron Consulting Group

- Lauren Barnes, MLIS , VP/Membership



ARMA INTERNATIONAL NEWS



ARMA International has launched its first on-line course "Records Retention & Disposition". Whether you are just getting into the field and have no prior knowledge or are currently a records management practitioner without formal training who wishes to strengthen your knowledge and understanding, this course provides the basics for anyone working with records. [Click Here](#) to check it out.

Also, please note that ARMA HQ has moved to a new location as of November 1, 2009. All HQ staff phone numbers and e-mail addresses will remain the same. The only thing that will change is their physical/ mailing address, which is:

ARMA International
11880 College Blvd.
Suite 450
Overland Park, KS 66210 USA
Please update your records!

AIEF NEWS

Research Reports Currently Available For Downloading

For the past several years, the ARMA International Educational Foundation has responded to the growing interest of records practitioners and educators for research on records and information management concepts, experiences and practices of worldwide interest. This research activity is funded by the Endowment Fund of the Foundation and the results are made available without charge. Follow this link for additional information and downloading options:

<http://armaedfoundation.org/reports.php>

- Melissa Dederer, CRM, Chapter President
- Crystal Cutler, Executive Vice President



ICRM NEWS

The Institute of Certified Records Managers (ICRM), an international certifying body for Records and Information Management Professionals, has posted their recent election results confirming ARMA Metro NYC Member, Alan Andolsen, CMC,CRM, ICRM President, as Chairman, to begin term in 2010.

Our Warmest Congratulations to Alan!

Visit the Institute of Certified Records Managers™ (ICRM) at www.icrm.org for their list of new CRMs, career opportunities, latest newsletter and related links.

Please note, the certification information, including the current CRM Handbook and Study Bibliography have been moved. From the Main Menu, go to the Related Links tab, then click on Publications.



Are you on LinkedIn? Join the ICRM's new group. Are you on Facebook? Then check out the Certified Records Manager group. This is a forum for those who have obtained or are interested in obtaining their CRM. This is also a forum for discussing records management related issues for those brand-new to the field to those certified experts. To locate the group just use the search function on Facebook and search for Certified Records Managers. For details review the summer 2009 ProfessioNotes Newsletter.

- Crystal M. Cutler, Executive Vice President



CRM CORNER

Fall Exams: Parts 1-5: November 2-6, 2009
Part 6: November 5, 2009
Winter Exams: Parts 1-5 February 1-5, 2010
Part 6: February 4, 2010

Fall Registration is Closed!

Winter Registration Dates: November 18, 2009 - January 28, 2010

Test your knowledge; answer the sample questions below.

1. Applying the exception principle in records management means that a manager has
 - a. developed a satisfactory manner to perform special records work.
 - b. succeeded in finding a new and frequently better manner to perform a given amount of work.
 - c. concentrated his attention on non-recurring problems requiring managerial action.
 - d. all of the above.
 - e. none of the above.

2. Reduction in dictation time and retention of the advantages of a personal letter is best achieved through the use of
 - a. form letters.
 - b. guide letter.
 - c. guide paragraphs.
 - d. machine dictation.
 - e. guide forms.

3. In planning an Enterprise Content Management (ECM) system, charting the _____ shows whether tasks to be performed are sequential or parallel.
 - a. retrieval
 - b. business plan
 - c. filing manual
 - d. workflow
 - e. record type

Answer Key: (1) - c, (2) - c, (3) - d.

- Crystal Cutler, Executive Vice President



TECH TIDBITS

Buzzword: Cloud Computing

The "cloud" is a computer engineering metaphor used to symbolize a network. Accordingly, cloud computing is a paradigm where hosted computing services are delivered by a provider over the Internet to a subscriber.

Typically, a cloud service has several characteristics that differentiate it from traditional hosting:

- It is sold on demand (by the minute or by the hour)
- It is elastic (a subscriber can consume as much or as little of their subscription as they need)

- It is completely managed by the provider (the subscriber only needs access to an adequate computer and the Internet)

Recent interest in cloud computing has skyrocketed, due in part to advances in virtualization and network technologies. To learn more about cloud computing in detail, register now for our November meeting.

-Eugene Stakhov, CRM



If you would like to submit an article for the next issue of the ARMA Metro NYC Chapter Newsletter, please send it

to: Marcel.Rodriguez@nbcuni.com

