

ARMail

Central New York

Vol. 9 No. 3

January 2000

Workplace changes will affect employment law in significant ways

Keep abreast of how advances in technology and the changing nature of the workforce can increase employer liability.

Here's what you can do to protect yourself in a shifting arena.

■ **Set a policy on electronic communication:** an employee handbook making clear that e-mail and the Internet are for work use, not personal. Warn that harassment or discrimination in any form will not be tolerated. And be sure to investigate any worker complaints quickly and thoroughly.

■ **Why? E-mail harassment claims will increase with e-mail usage.** Chevron recently paid \$2 million to settle a lawsuit in which workers blamed the company for sexually oriented messages sent by a coworker.

■ **Have employees report any "cyberstalking"** — anyone being hounded by a coworker or outsider sending e-mail messages that are threatening.

■ **Set a limit on Web surfing** that bars workers from viewing sites with racist or sexual themes. Offended colleagues

might say the behavior constitutes illegal harassment by creating a hostile work environment.

■ **It's OK to monitor worker e-mail, Internet use if you set rules.** Make sure there's a good business reason. Give employees advance notice.

■ **You can block unions** from canvassing your firm via cyberspace if you have a prohibition on ALL forms of solicitation in your e-mail.

■ **Legal pitfalls in hiring online** require attention as use spreads. In one recent case, court upheld an applicant's complaint against a firm because résumé-scanning software filtered out some minority applicants.

Reprinted from The Kiplinger Washington Newsletter. Circulated weekly to business clients since 1923 — Vol. 76, No. 40. The Kiplinger Washington Editors, 1729 H St. NW, Washington, DC 20006-3938

Internet Sources on Managing E-Mail Systems

New York State Archives and Records Administration

• Managing E-mail Systems
<www.sara.nysed.gov/pubs/lgrtip.htm>

New York State Forum for Information Resource Management

• Technology Policy 96-14 New York State Use of Electronic Mail
<www.irm.state.ny.us/policy/tp_9614.htm>

Other useful sites...

• The PIPER E-mail and Beyond Features and Special Report
<www.piperinfo.com/pl.html>

• A Beginner's Guide to Effective Email
<www.webfoot.com/advice/email.top.html>

• Code of Federal Regulations Relating to Records Management: Final Rule on e-mail, Federal Register 28 AUG 1995
<gopher.nara.gov/11/managers/federal>

• Electronic Messaging Association Home Page contains a number of free publications on managing e-mail
<www.ema.org/index.htm>

There are a plethora of sites related to e-mail policy and privacy issues; here are a few for starters:

www.kclawfirm.com/articles/email.html

www.maine.gov/articles/tsh1.htm

www.corpcounsel.com/0224email.html

MemberQuest

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Message from the President

by Martha Westbrook

Active Members = Strong Chapter

I recently addressed the attendees at the 2nd Annual ARMA/PRISM Symposium and met a broad variety of records and information management professionals. This was my first “national” speaking experience, and despite my nervousness, and reluctance to leave my family (even for a few days), I found it to be a great time and well worth the work! I also feel that having succeeded in meeting this challenge, I am that much better for my efforts. In addition, the opportunity to exchange ideas and opinions with peers from varied backgrounds and geographical areas was wonderful. While I know that many companies are not supporting travel for conference attendance, *remember that your Central New York Chapter of ARMA can provide a very cost-effective means to the same end.*

As we enter what is commonly being referred to as the “new Millennium” (the rest of us subscribe to the defining date as being 1/1/2001), we must look to the future of our profession. We must make sure that we all continue to take advantage of the programs and services

offered by both ARMA International and your Central New York Chapter by remaining devoted to the continued support and education of records management professionals. *Our upcoming meeting on electronic records and e-mail management will be a great opportunity to hear a varied group of professionals discuss their ideas and experiences in this area.* In addition, once again, the opportunity to network with peers in the records and information management profession is invaluable.

The Board and I hope that you have enjoyed the past year of programs, and we look forward to your continued support and participation. As always, please remember that our chapter is only as strong as our members. We hope that you had a wonderful holiday season, are looking forward to your new challenges, both professionally and personally as we enter this new year. As always, we encourage participation at our Board meetings, and welcome new ideas and input. ***Make your thoughts heard, and support your peers!***

Treasurer’s Report

December 26, 1999

Submitted by Linda M. Humphries, Treasurer

Balance forward from 10/4/1999	\$2,264.91
INCOME	
Bank Interest	2.60
Meeting Sponsor	300.00
Reimbursement speaker travel	
–Boston chapter ARMA	366.38
Meeting revenue	560.00
Escrow	455.00
TOTAL INCOME	\$1,683.98
EXPENSES	
Newsletter/mailings	412.88
Bank Service Charge	22.72
Speaker honorarium/travel	732.75
Meeting expense	391.24
Newsweek Inc. – reprint fee	25.00
TOTAL EXPENSES	(\$1,584.59)
New Balance	\$2,364.30



Meeting in Review



Our Man in the White House

submitted by Laura Davidson

We were very pleased and excited to welcome Terry Good, White House Records Manager, as our speaker for the November meeting. Spend five minutes with Terry and you will soon discover that he is an unassuming, dedicated, and ethical person, working in the most politically-charged city on earth.

Terry's department — quite small (only twenty-four people) and always partisan — is responsible for 12,000 cubic feet of records at any given time. His office regularly sees the most unusual correspondence imaginable. He showed us a coconut, blocks of wood, and soda cans — complete with handwritten messages — mailed to the President, along with other documents with humorous errors.

If you have your sights set on a job at the White House, you will need to be a person who:

- ◆ has an interest in history;
- ◆ can be partisan;
- ◆ has some computer and political science background;
- ◆ can speak and write well;
- ◆ has an abundance of discretion;
- ◆ is not enamored by the glamour of the White House;

- ◆ has a lawyer;
- ◆ has a sense of humor.

Furthermore, you must be comfortable with the possibility of civil unrest, death threats, lack of job security (your job is at the whim of the President), being on-call 24 hours a day, and arriving early and staying late.

But — there are perks! Rewards include:

- ◆ running into the President or Vice President in the halls occasionally;
- ◆ being part of Christmas and July 4th celebrations on the South Lawn;
- ◆ getting tickets for the Presidential Box at the Kennedy Center;
- ◆ and best of all — to say that you were responsible for preserving a document in American History!

Our Man in ARMA Northeast Region

Paul Singleton, our ARMA Regional Representative, also attended and reviewed current ARMA projects, the web site, membership, ISG programs, a Buffalo Chapter update, and the challenges that we share with other chapters.

It was a great day.

A message from

CNY ARMA Board of Directors

In the current job market, it is not uncommon for our colleagues to face unemployment due to downsizing, mergers or other business related changes. CNY ARMA wants to ensure that when a member needs our support the most, we will be there for them. *One more benefit of your CNY ARMA membership will include an opportunity for any unemployed member to at-*

tend a limited number of CNY ARMA Chapter meetings at no charge and to continue to receive the newsletter. We hope any member finding him or herself out of work, will turn to CNY ARMA for support and use it as a networking tool.

For more information, contact any CNY ARMA Board member or call Carol at (315) 432-2842 for additional details.

Disclaimer Notice

ARMAil is published at least five times during the fiscal year. Readership includes members of the Central New York Chapter of ARMA International, as well as interested records and information management professionals in the central New York area. The information contained in this newsletter does not necessarily reflect the views of the membership or the editor, nor is there any endorsement of advertisements or published seminar information. This newsletter is offered only as a source of information.

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Deadline for next issue:
February 29, 2000



Printed on recycled paper.
Typesetting and design by
Impress Publications, Tully, New York.
Phone: (315) 696-5895;
Fax: (315) 696-5843;
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By sponsoring one of our five meetings this year, your company will also receive advertising space in **ARMAil**. You will reach practicing Records and Information Managers who are interested in your products and services in two different ways. At the meeting you will be given five minutes to speak about your company. The following are the advertising rates for the 1999-2000 fiscal year:

Full sponsorship with full page ad	\$300
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