



ALBANY-BINGHAMTON-SYRACUSE

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CENTRAL NEW YORK CHAPTER

## CNY ARMA Newsletter September 2010

### PRESIDENT'S MESSAGE

The summer wanes, the fall advances, and Central New York ARMA prepares for an exciting year ahead. Three is our number du jour this year. We're happy to announce we have three new board members (see their bios below.) This year we're expanding the number of educational offerings from 2 to 3. Our first event is October 14, in Albany: "Records Management in a Social Media World" (see below for more details.) Look for a training event on data privacy in Syracuse around early April and the last event will be in the Binghamton/Cortland area in late May.

Our recent elections returned all sitting board members to their positions and added three members, and we now have a total of nine. Chapter members also approved an amendment to the by-laws increasing the terms of all officers and board directors from one to two years. We hope this change promotes continuity in leadership and thus a stronger and more focused chapter.

I hope to see you at one of our upcoming events.

Dave Lowry  
Chapter President

**Records Management in a Social Media World**

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**October 14, 2010. Italian-American Community Center.  
Albany, NY**

By now, most of you know how to locate and manage spreadsheets, Word documents, images, and even e-mail messages . . . but how do you identify and manage records in a social media environment?

"Social media" is an umbrella term that encompasses a number of emerging technologies that can facilitate some type of activity between individuals and groups both inside and outside the organization. Social media tools include blogs, wikis, podcasts, social networking sites, and sites to share photos and bookmarks.

Government agencies on all levels leverage social media to collaborate with co-workers and to interact with citizens, and companies use social media to inform and influence consumers. Even heavily regulated firms, like those in the financial sector, know social media can help them gain a competitive advantage.

Dr. Pat Franks will discuss the impact of social media on records management and present practical tools and strategies you can use to control records created through or residing in social media technologies.

Dr. Patricia C Franks is a certified records manager and coordinator of the Master of Archives and Records Administration (MARA) degree offered through the School of Library & Information Science at San Jose University, San Jose, CA. Pat is the Project Leader for the committee working to develop the ARMA/ANSI standard on the Implications of Collaborative, Web-based Technologies in Records Management. She is the author of a number of articles. Her most recent is "Understanding Web 2.0 and Challenges for the Records Manager," published in the Information and Records Management Annual 2009. Her current research project is on the topic of social media and records management within the federal government for the IBM Center for the Business of Government.

WHEN: OCTOBER 14, 2010  
REGISTRATION: 11:30AM  
LUNCH: 12:00PM  
PRESENTATION: 1:00pm-2:30pm

WHERE: THE ITALIAN-AMERICAN  
COMMUNITY CENTER  
257 WASHINGTON AVE. EXT.  
ALBANY, NY 12205

HOW TO REGISTER:  
CONTACT JACKIE LEWIS  
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## **Our Sponsors:**

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## **CNY ARMA Board**

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COST: \$25, MEMBERS  
\$30, NON-MEMBERS  
\$15, STUDENTS

For directions to the Italian-American Center [click here](#) and scroll down to the end of the page.

This event proudly co-sponsored by:



### Help Develop a New Standard

**To Learn How You Can Participate in the Current ANSI/ARMA Standards Project, read on ...**

Recognizing that web-based technologies present significant challenges and risks for records management, ARMA International formed a Project Committee to develop an ANSI/ARMA standard to provide guidance to RIM professionals and foster adherence to Generally Accepted Recordkeeping Principles®. A team of 12 practitioners from the public and private sectors came together in late 2009 to work with Nancy Barnes, Ph.D., CRM, Standards Development, and Pat Franks, Ph.D., CRM, Project Leader, to address policies, procedures, change management, training, technology, and metadata as related to RIM best practices and the use of web-based technologies. Wikis, blogs, microblogs, mashups, classification sites, and social networking sites are among the social media tools under discussion. This publication will

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## CRM Corner

### **Fall 2010 Exams Schedule**

Registration Open:  
August 20 - October 28

Exam Dates  
Parts 1-5: November 1-5  
Part 6: November 4, 2010

### **Winter 2011 Exam Schedule**

Registration Open:  
November 19, 2010 -  
February 3, 2011

Exam Dates:  
Parts 1-5: February 7-11  
Part 6: February 6

### **Spring 2011 Exam Schedule**

interest stakeholders who use web-based technologies across a variety of industries. RIM practitioners/educators/vendors, as well as other professionals in the legal and information technology sectors, may find this publication useful.

The document, *Implications of Web-Based Technologies in Records Management*, is available for public review and comment between August 6, 2010, and September 20, 2010.

Download this manuscript from  
<http://www.arma.org/standards/development/public/index.cfm>

## Meet CNY ARMA's New Board Members

### Susan Pelkey - Secretary

Susan is responsible for implementation of the National Grid Corporate Records Management Policy and Procedures which result in efficient, consistent practices for the management of records across all regions. She is responsible for the analysis and coordination of, as well as the monitoring and reporting on, all activities associated with information and records management processing. Susan is also responsible for maintaining records information in the Records Management computer application. She conducts reviews with the departments' vital records and assists in the implementation of the vital records program. Susan assists in records audits of departmental recordkeeping practices to ensure compliance with corporate retention policy and procedures. She also provides guidance to departments regarding records requirements, classification and media for retention.

Outside of work Susan enjoys spending time with family and friends, reading, cooking, and needlework.

### Kathryn Flanagan Barefoot - Director

Kate has been the Assistant Registrar for a little over 12 years now at Mohawk Valley Community College. When she took the position, with it came, under the guise of, "other related duties," the title of Records Management Officer for the college. That means in addition to her Office of Records and Registration duties, she is also in charge of the college archives. These archives are only for the business functioning of the college, however. She does not archive the historical records or items of historical value. Kate maintains the records retention schedule, schedules archives, destroys old records when appropriate.

In her spare time, she serves on the Board of Directors for two other organizations, SUNRY, the SUNY Registrar's Association, serving as the Region IV VP ; and the Board of Directors Secretary for the Great American Irish Festival/Irish Cultural Center of the Mohawk Valley. She also serve as the Special Events Coordinator for that organization.

Registration Open:  
February 25 - April 28

Exam Dates  
Parts 1-5: May 2-6  
Part 6: May 5

### Summer 2011 Exam Schedule

Registration Open:  
May 20 - July 28

Exam Dates  
Parts 1-5: August 1-5  
Part 6: August 6

### Fall 2011 Exam Schedule

Registration Open:  
August 19 - November 3

Exam Dates:  
Parts 1-5: November 7-11  
Part 6: November 6

### Study Group Wiki

The San Antonio chapter has a wiki that mainly serves as a convenient place to collect and display study notes from the previous CRM study sessions. It is open to all and free of charge. Create an account at [www.icrmstudygroupsa.wikisaces.com](http://www.icrmstudygroupsa.wikisaces.com) Your feedback on this site is always welcomed.

## ANNUAL CONFERENCE & EXPO



She is married with three children, one of whom is getting married this Labor Day!

Kate would like to thank the chapter for the opportunity to serve on the Board of ARMA.

### **Ted Hanousek - Director**

Ted Hanousek is currently Records Manager for Green & Seifter Attorneys, PLLC in Syracuse, N.Y. His previous experience includes Records Manager for Syracuse University, the law firm of Underberg & Kessler, LLP in Rochester, N.Y., and Inventory Control Manager for Barnes & Noble, Inc. This background has provided a varied perspective and knowledge to records management, and the issues effecting middle to large non-profit & for-profit organizations.

Ted joined ARMA International in 2005 and the Central New York Chapter in 2008. As a member of the board, Ted is looking forward to help grow chapter membership, particularly within the legal community, network with other RIM professionals, and continue to improve his knowledge base.

Ted is a U.S. Army Infantry veteran who currently lives in Liverpool, N.Y. with his wife, Jennifer, and their cat Socks. His hobbies include photography, genealogy, and geocaching with his nephew.

### **NARA Research Projects**

The National Archives Center for Advanced Systems and Technologies has some exciting research projects under way that you may be interested in:

**PERPOS:** Initially this research project was designed to process presidential records. PERPOS is a suite of tools that support the accessioning, preservation, arrangement, review/redaction and description of electronic records:

<http://perpos.gtri.gatech.edu/publications/TR%2009-05-Final%20Report.pdf>

**iRODS:** - The Integrated Rule Oriented Data System is an open source data grid that helps in the organization and management of large collections of distributed digital data and is a prototype interface to iRODS.

[www.irods.org](http://www.irods.org)

**ARCH** provides a menu-based way for records managers/archivists to specify preservation policies and link them to record series and collections.

<http://isda.ncsa.uiuc.edu/NARA/naraProjects.html>

**November 7 - 10  
San Francisco, CA**

<http://isda.ncsa.uiuc.edu/software.html>