



Volume XXIX, Issue 3
February 2010

News and Views of the Austin Chapter of ARMA International



Jannette Goodall, Chapter President

President's Message

By Jannette Goodall

Are you creative, energetic individual? If yes, then **ARMA AUSTIN IS LOOKING FOR YOU!** During February and March, the Chapter will be looking for volunteers to serve on the 2010-2011 Chapter Board. I have served for the past six years in various positions and have found it to be extremely rewarding. It has allowed me wonderful opportunities to network with colleagues in the SW Region and developed good friendships. I know the usual excuses are, "I am busy" or "I not sure I can handle it". Well, put away those fears, it is a great opportunity for both new members and seasoned veterans. Many of our folks tag team on positions to help limit the amount of time spent. A description of the positions begins on page 7. Depending on the position, the time requirements include attending a monthly board meeting (1-1 1/2 hours), a planning meeting (normally on Saturday for 4-6 hours, and possibly 1 or 2 hours each month for individual duties). The main requirement is you must be a Chapter member in good standing. If you are interested in serving or just have questions, please contact Cindy VonGonten or myself by the end of February.

events are ones you will not want to miss. The Seminar will be held at the UT Commons Facility with registration starting at 8:00 AM.

Shred Day 2010 will be Saturday, April 17, 2010 at the Austin High School Parking lot located at Cesar Chavez and Mopac. Volunteers are needed to direct traffic, collect donations for the Food Bank, unload boxes, and break down the boxes. Mark your calendars for Shred Day. To volunteer please e-mail me at [Jan-
nette.goodall@ci.austin.tx.us](mailto:Jannette.goodall@ci.austin.tx.us). This is a FUN activity for which you will not regret serving as a volunteer.

○

New Members:

- Mary Lou Carpenter
- Tammie Thorman
- Howard Lenett
- Dennis Bitterlich
- Elizabeth Petit
- Craig Twellmann
- Bijal Patel

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March 9th is our Vendor Appreciation Show at Goodwill. This is our opportunity to show our appreciation for our wonderful vendors who support the Chapter throughout the year. March 24th, is the Spring Seminar featuring Patrick Cunningham, CRM and Doug Allen, CRM. Both

Treasurer's Report

ARMA Austin Balance Sheet

Beginning Balance (December 15):	8,745.43
Ending Balance (January 29):	8,429.54

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RIM 101 Series: The Records Inventory and the Records Retention Schedule

You may have heard that a records inventory should be conducted in order to develop an appropriate and compliant records retention schedule for an organization. But how do you start and what are the benefits of a records inventory and records retention schedule?

This workshop will provide an introduction to the benefits of conducting a records inventory and of having a records retention schedule. The workshop will also provide an overview for conducting a records inventory and for developing a records retention schedule.

Records managers, administrators, lawyers, and managers will benefit from this overview and gain better insight as to why the records inventory and records retention schedule are fundamental building blocks for a successful records management program.

Please RSVP if planning to attend to Margaret Hermesmeyer by email at: Margaret.hermesmeyer@oag.state.tx.us
Or by phone at (512) 463-2154.

No need to respond if not planning to attend. ○

Donations for Goodwill will be accepted at the workshop

Date: February 23, 2010

Time: 8:00am. Registration / Check or Cash Only at the door.
\$10 for Members; \$15 for Non-members
8:30am to 11:00am Workshop

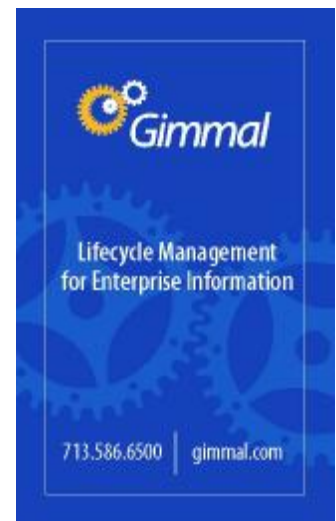
Location: Goodwill Community Center
1015 Norwood Park Blvd.
Austin, TX 78753

Presenters:

Tammy Russo, CRM
RM Product Mgr/ ECM Strategist
Dell

Kim Scofield, CRM, ERM^s
Chief, Records Management Division
Office of the Attorney General of Texas

UPCOMING WORKSHOPS:
Vital Records, Security, and Disaster Planning
Electronic Records Management Basics



ICRM Corner: A New Look For the ICRM

By Margaret Hermesmeyer, MLIS, CRM, ERMs

The ICRM unveiled the new ICRM logo at the December ARMA Conference in Orlando. They have just published the first newsletter using the new logo. This is part of the overall new branding strategy and Marketing Plan for the ICRM. Our own Mary Hilliard, CRM, serves on the ICRM Marketing Committee. She, as well as her fellow committee members, worked diligently on this initiative. They have done a wonderful job!

There is an article in the newsletter describing how the ICRM Marketing Committee approached the process on page 11 of the newsletter.

See the Fall 2009 issue of ProfessionNotes at: http://www.icrm.org/newsletter/Fall_2009_ICRM_ProfessioNotes.pdf

The new logo is also published on page 21 of ARMA's January/February 2010 issue of Information Management.

The Spring 2010 through Fall 2010 CRM Exam Cycle is as follows:

Spring 2010 Exam Cycle
Spring Exam Registration February 17, 2010 - April 29, 2010
Parts 1-5, May 3-7, 2010
Part 6, May 6, 2010

Summer 2010 Exam Cycle
Summer Exam Registration May 19, 2010 - July 29, 2010
Parts 1-5, August 2-6, 2010
Part 6, August 5, 2010

Fall 2010 Exam Cycle
Fall Exam Registration August 20, 2010 - October 28, 2010
Parts 1-5, November 1-5, 2010
Part 6, November 4, 2010

Are you interested in applying for the CRM Exam? Are you already a CRM Candidate and you are preparing to take the exam? Whatever stage you are in, you are invited to join your fellow Records Managers in the Austin ARMA Chapter's CRM Study Group. The study group meets on the 3rd Thursday of the month from 6:00PM to 7:00PM at the


Yarbrough Branch Library located at 2200 Hancock Dr., 78756. <http://www.austinlibrary.com/aplocations.cfm?acronym=ayb>

○

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Board Meeting	3	4	5	6
7	8	9 Chapter Meeting	10	11	12	13
Happy Valentine's Day ARMA-Austin loves having you as a member!	15	16	17 Texas Digital Government Summit	18	19 San Antonio Seminar	20
21	22	23 RIM 101 Workshop	24	25	26	27
28						

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Board Meeting	3	4	5	6
7	8	9 Vendor Show (Chapter Meeting)	10	11	12	13
14	15	16 New Orleans Spring Seminar	Happy St. Patrick's Day 	18	19	20
21	22	23	24 Austin Spring Seminar	25 OKC Spring Seminar	26	27
28	29	30	31			

Schedule of Events

- 2-2-2010—ARMA Austin Board of Directors' Meeting. Members are welcome to attend.
 - 2-9-2010—ARMA Monthly Chapter Meeting. Speaker is Kevin Putnam, from ID Theft Solutions.
 - 2-23-2010—RIM 101 Workshop: The Records Inventory and the Records Retention Schedule. Speakers are Tammy Russo and Kim Scofield.
 - 3-2-2010—ARMA Austin Board of Directors' Meeting. Members are welcome to attend.
 - 3-9-2010—ARMA Monthly Chapter Meeting. This is our Vendor Show; please come show your support for our vendors!
 - 3-24-2010—ARMA Austin Spring Seminar. Held at UT Commons Building (10100 Burnet Rd). Speakers are Patrick Cunningham and Doug Allen.
 - See the ARMA website www.arma.org and the AIIM website www.aiim.org for more webinar information.
 - See page 6 of this newsletter for further information on all other events.
- All events are held at Goodwill Industries (1015 Norwood Park Boulevard 78753), unless otherwise stated. ○

Speaker Biographies

February:

Kevin Putnam: ID Theft Solutions

Kevin is a Managing Partner of ID Theft Solutions of America and one of the two original founders of the former Texas Benefits Group prior to the merger with IDTSOA. Kevin's expertise in recruiting and training has had a great impact in the expansion of our National Marketing Team. He has been certified by the Institute of Fraud and Risk Management as a Certified Identity Theft Risk Management Specialist (CITRMS). He has helped educate and train more than 50,000 businesses and employees about the risks associated with identity theft as well as other related areas. Kevin's background with the United States Marine

Corps and an education from Cazenovia College and St. Edwards University has assisted in making him a great asset to IDTSOA.

March:

No Speaker this month due to the Vendor Show. ○



Upcoming Educational Opportunities and ARMA SW Region Events

February 17-18, 2010 – GTC Southwest – The Texas Digital Government Summit, Austin Convention Center.
For more information: <http://www.govtech.com/events/gtcsw2010>

February 19, 2010 - San Antonio ARMA Annual Seminar: Automate Records Management – ARM Yourself
For more information: <http://events.constantcontact.com/register/event?oeidk=a07e2nataiqb92704db>

February 23, 2010 – ARMA Austin RIM 101 Series Workshop: The Records Inventory and the Records Retention Schedule.
To register please e-mail Margaret Hermesmeier at Margaret.hermesmeier@oag.state.tx.us

March 16, 2010 – Greater New Orleans Spring Seminar – Compliant Records Management Programs
For more information <https://acrobat.com/#d=8gwNPihj6CndOsVTLtZPig>

March 24, 2010 – ARMA Austin Spring Seminar

March 25, 2010 – Oklahoma City Spring Seminar – RIM: What You Need to Know
For more information: http://www.armannm.org/pdf/ARMA-OKC%20Brochure_Spring%20Seminar_2010.pdf

APRIL 17, 2010 – SHRED DAY – AUSTIN HIGH SCHOOL PARKING LOT

April 20-21, 2010 - NARA Southwest Region E-Records Forum
To register contact the NARA Southwest Region at 817-831-5919 or e-mail: ftworth.workshop@nara.gov. Ask for the "National Archives and Records Administration E-Records Forum" and let them know if you are in the Government block (\$115) or Non Government block (\$169). Call 800-321-2211 or go online to Marriott.com and use the Group Rate code "NAR" for the \$115 or "NAT" for the \$169. For more information you can view the program at: <http://www.archives.gov/southwest/>

April 27-28, 2010 – ARMA Houston Conference – ARMA GOLD (Growth, Opportunity, Leadership & Dedication.)
For more information: <http://conf.armahouston.org/>

Special Announcements

Shred Day 2010

Saturday, April 17, 2010

8:00 a.m. – 1:30 p.m.

Austin High Parking Lot

With the increased awareness of identity theft, it's important to dispose of personal records carefully. To highlight this, the Austin Chapter of ARMA International, Financial Fitness Greater Austin and the City of Austin is sponsoring a **Free** event to help individuals and families with:

- Home records management
- Identity theft protection
- Recycling

Households can bring up to **five** file boxes of paper records for shredding. Mobile shredding trucks from **Austin Shred, a Balcones Resource Company, CenTex Shred, Certified Shred LLC, Iron Mountain, and Intel Armor** will be on-site to shred the material.

Restrictions:

- No wet material
- No plastics/binders
- No electronic media
- No three-ring binders

In lieu of a fee for the service, monetary donations will be accepted for the Capital Area Food Bank.

For more information contact Jannette Goodall at 974-9045 or via email at Jannette.goodall@ci.austin.tx.us

ARMA Austin Board Positions



ARMA AUSTIN
 NEEDS YOU
 NOW

Are you interested in becoming more involved in the Chapter? Now is your chance. The Chapter Board is looking for creative, talented and willing members to serve on the Board for the 2010-2011 Year.

If you are interested in any of the Board positions please let Jannette Goodall (Jannette.goodall@ci.austin.tx.us) or Cindy VonGonten (Cindy_VonGonten@ironmountain.com) know by February 26, 2010.

Following are descriptions of the various positions:

- A. **President.** The President shall serve as the Chief Executive Officer (CEO) of the Chapter and shall:
- Exercise general supervision over the affairs of the Chapter.
 - Be responsible for the enforcement of the Bylaws, the Articles of Incorporation, and all directives of the Board of Directors.
 - Preside at all meetings of the Chapter and of the Board of Directors.
 - Set the goals and agenda for the Chapter during his/her term.
 - Appoint, with the approval of a majority vote of the Board of Directors, all standing Committee Chairpersons, unless provided otherwise in this Constitution and Bylaws and if necessary, appoint members of all Committees or at his discretion authorize the Board of Directors to make such appointments.
 - Serve as ex-officio member of all standing committees except the nominating committee.
 - Keep the Board of Directors fully informed of the activities of the Chapter.
 - Deliver to his/her successor in office all books, papers, records and other property of the Chapter for which he/she is or may become responsible.
 - Perform all other duties normally incident to this office.
- B. **Executive Vice President.** The Executive Vice-President shall:
- Assist the President with his/her duties.
 - Assume all the duties of the President during his/her absence or disability.
 - Serve as an ex-officio member of and be responsible for coordination of the activities of all special committees.
 - Perform such other duties as may be assigned by the President and/or the Board of Directors.
- C. **Secretary.** The Secretary shall serve as the Records Management Officer (RMO) of the Chapter and shall:
- Keep a written record of all meetings of the Board of Directors and distribute copies to the Board members and to others as requested.
 - Be responsible for the administration and maintenance of the Chapter records retention schedule.
 - Handle correspondence as directed by the President and/or the Board of Directors.
 - Perform other duties as may be assigned by the President and/or the Board of Directors.
- D. **Treasurer.** The Treasurer shall serve as the Chief Financial Officer (CFO) of the Chapter and shall:
- Serve as custodian of all funds of the Chapter.
 - Receive all funds such as membership dues, fees for seminars and meeting meals, and other payments to which the Chapter is entitled.
 - Disburse funds of the Chapter only as approved by the Board of Directors.
 - Deposit all funds in the name of the Chapter in depositories approved by the Board of Directors.
 - Provide budgets and statements of the financial condition of the Chapter at the close of each fiscal year and at each meeting of the Board or at such other reasonable times as the Board of Directors may require.
 - Submit reports as required by the Board of Directors and ARMA International.
 - Perform other duties as may be assigned by the President and/or the Board of Directors.
- E. **Program Chair.** The Program Chair:
- Will feature programs consistent with the objectives and in the best interest of the association.
 - With the assistance of the Board, be responsible for planning and execution of all monthly Chapter meetings including making arrangements for speakers, facilities, announcements, and other such

Continued on Page 8

F. Seminar Chair. The Seminar Chair shall:

- With the assistance of the Board, be responsible for planning and execution of the Chapter's annual educational Seminar including making arrangements for speakers, facilities, announcements, and other such details as are required.
- Recruit and coordinate any such volunteers as are necessary to perform the above duties.
- Serve as chairperson of the Seminar Committee.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

G. Membership Chair. The Membership Chair shall:

- Be responsible for recruiting new Chapter members and retaining Chapter current members.
- Serve as a point of contact for individuals interested in joining ARMA.
- Follow-up with non-members who attend Chapter meetings as visitors.
- Be responsible for the maintenance and upkeep of the Chapter's mailing and membership lists.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

H. Publicity/Newsletter Chair. The Publicity/Newsletter Chair shall:

- Be responsible for publicizing Chapter events and activities.
- Serve as the point of contact for submissions to the Chapter's newsletter and be responsible for coordinating the production of the newsletter with the Newsletter Editor appointed by the Board.
- Be responsible for the timely production and distribution of the Chapter's newsletter each month.
- Be responsible for the timely production and distribution of other announcements and mailings as directed by the Board.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

I. Educational Liaison. The Educational Liaison shall:

- Act as Chapter Liaison to the Educational Development Committee of ARMA International.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

J. ICRM Liaison. The ICRM Liaison shall:

- Be a member in good standing of the ICRM.
- Serve as a point of contact for Chapter members interested in earning the CRM designation.
- Act as Chapter liaison to the ICRM.
- Be responsible for tracking current ICRM developments such as testing requirements and dates, and distribute this information to interested candidates.
- Coordinate training sessions for those planning to test.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

K. Immediate Past President. The Immediate Past President shall:

- Provide advice to the President and the Board of Directors.
- Serve as Chair of the Nominating Committee.
- Serve as Chair of the Awards Committee.
- Perform other duties as may be assigned by the President and/or the Board of Directors.

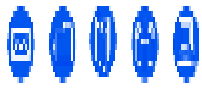
Additional volunteers are needed in the following Committees:

Web-Master

Vendor Liaison

Support

ARMA-Austin Vendor Directory



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Troy Menchhofer
600 Round Rock West Drive, Suite 604
Round Rock, TX 78681
512-848-4383
Tmench@southwestsolutions.com



Robin Thompson
504 Lavaca, Ste 910
Austin, TX 78701
512-448-3005
rthompson@*consultscarab.com



Neil Brien
Business Development Director
24 Greenway Plaza, Suite 1000
Houston, TX 77046
Phone: (512) 461-1673
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<http://www.gimmel.com>



ARMA Austin
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Austin, TX 78731

For the Record is published five times a year by the Austin Chapter of ARMA International for its members and the records and information management community at large.

We welcome your comments, knowledge, and especially your contributions! If you'd like to submit an article, book review, or Chapter meeting re-cap, please contact Debra Korty at: debra.korty@ci.austin.tx.us

ARMA International is a not-for-profit professional association and the authority on managing records and information—paper and electronic. There are over 10,000 members worldwide.

Learning and Networking Towards Excellence

www.arma-austin.org

2009-2010 Board of Directors:

Jannette Goodall, President	974-9045
Jannette.goodall@ci.austin.tx.us	
Kevin Waldrup, Vice President	728-9670
Kevin_waldrup@dell.com	
Cindy VonGonten, Past President	848-8603
Cindy.vongonten@ironmountain.com	
Karen Prinz, Secretary	834-9317 x305
kprinz@tcadcentral.org	
Eric Stene, Programs	974-1388
Eric.stene@ci.austin.tx.us	
Lori McCaleb, Programs	389-7467
Lori.McCaleb@Capmetro.org	
Cindy VonGonten, Treasurer	848-8603
Cindy.vongonten@ironmountain.com	
Karen Ullrich, Publicity	460-6819
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rthompson@consultscarab.com	
VACANT, Support Committee	



ARMA-Austin
2009–2010
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Directors