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NEW IMAGES - The Award Winning Newsletter of the Metropolitan Maryland Chapter of ARMA International
June 2018 (volume 29, no. 6)



ARMA Metro Maryland June 13, 2018 Annual Banquet: "Retro Metro Maryland"

Date: June 13, 2018

Location: Nantucket's Reef, 9755 Traville Gateway Drive, Rockville, MD

Time: Networking – 6:00 PM, Dinner – 6:30 PM, Presentation – 7:30 PM

Location: Nantucket's Reef, 9755 Traville Gateway Drive, Rockville, MD 20850, 301-279-7333

Program: Join us for Metro Maryland's social event of the year! Our 2018 banquet theme is "Retro Metro Maryland." We will be sharing our memories of Records Management in our early careers--the technologies, the processes, the triumphs, the disasters. We'll marvel at the changes that have taken place over the years--and in some cases, how some things never change. In addition to reminiscing about RIM in the "Good Old Days," we will be installing our newly elected board members, bidding farewell to those leaving the board, awarding tenure pins to long-term ARMA members, and recognizing the sponsors that have supported us throughout the year. Come and enjoy a delicious dinner, bring a few memories from your RIM days gone by, and celebrate the end of a successful chapter year with us. It is certain to be a memorable evening!

Please bring a pet item--cat food, dog food, toy, blanket/towel, etc.--so that we can help the homeless animals in our community. We will donate them to a local shelter.

Menu: Dinner will be your selection of Grilled Salmon with Mashed Potatoes, Nantucket Blend Vegetables and Sweet Whole Grain Mustard Sauce; Single Broiled Crab Cake with Thin Cut Fries, Coleslaw and Tartar Sauce; or Herb Roasted Chicken Breast with Mashed Potatoes, Fresh Herbs, Lemon Butter Sauce and Chef's Vegetable. House Salad and non-alcoholic beverages will also be provided. A cash bar with Happy Hour prices will be available.

Reservations Required: Please RSVP by 5:00 PM Monday, June 11, 2018, by responding to your on-line invitation or by visiting [June Meeting Registration](#). No refunds for cancellations after Monday, June 11, 2018 .

Cost: Online registration with credit card, \$35 for ARMA members; \$40 for non-members; and reduced rate for students with valid ID and applicable studies. For questions regarding registration and student rates, send message to the attention of Carol Agayoff at gburgarma@yahoo.com. All registrations must be pre-paid. We cannot guarantee the availability of meals or seating for walk-ins. No credit cards will be taken at the door.

We're on the Net and Social Media!

Visit the Metro Maryland Chapter website regularly for more details on our programs, events and member benefits: www.arma-metromd.org. Join us on Facebook, LinkedIn and Twitter.



Member News

April Seminar Recap: "Pivoting from Paper: Are We There Yet?"

2017-2018 Chapter Theme

"Where there is Chaos, There is Opportunity"

...RIM Professionals have the necessary

Once again, the Metro Maryland Chapter joined with Northern Virginia to hold the annual seminar. The law firm of Drinker Biddle in Downtown DC hosted the event. Speakers Michael Youngdahl of IBM, Brett Tarr of Caesar's Entertainment Corporation, Leslie Johnston of NARA, Sue Trombley of Iron Mountain, and Jason Baron, Esq. of Drinker Biddle covered the status of the digital transformation from their various perspectives, and its implications for information management in the present and future. Lisa Haralampus and Don Rosen of NARA, and Matt Hebert of DOJ, conducted an informative panel discussion on the NARA Digital Mandate. New to the seminar program this year was an activity in which vendors gave short presentations at each table during the lunch period. This activity was well received by both the vendors and attendees, and we hope to be able to repeat it next year. Two lucky attendees were the recipients of \$100 gift certificates to the ARMA Bookstore: Andre Predic and Liane Cooper. The 2018 seminar was a great success for both chapters, and we look forward to next year.

May Meeting Recap: Why You Need Intelligent Metadata and Auto-classification in Records Management

Graham Simms, Director of Delivery and Consulting Services at [Concept Searching](#), was the featured speaker at the May 9 chapter meeting. Following dinner at Harvest Plates & Pints in the Gaithersburg Holiday Inn, Graham delivered a presentation on auto-classification as an efficient and effective way to organize content across an enterprise. His presentation was followed by a lively question and answer session. Attendees are listed below:

Carol Agayoff
Deborah Armentrout
Susan Brown
Beth Canter
Tod Chernikoff
Betsy Christie
Dean Harris
Tom Koval
Helen Mitchell Curtis
Larry Reitz
Cheryl Smith

knowledge, tools and resources to bring order to information chaos.

From the Pen of the President

As Metro Maryland wraps up its 2017-2018 program year and I close out my term as chapter president, I want to thank all our members who have loyally participated in our chapter meetings and events this past year. We have had a great mix of educational programs on social media, NARA initiatives, and RIM challenges in the public and private sectors, combined with unique social events, such as the holiday visit to the O Street Mansion in DC. For our annual spring seminar, we combined forces with our Northern Virginia sister chapter to assemble a program of industry leaders who addressed the continuing challenges of digital transition. The seminar included a fast-paced speed networking session with our vendor sponsors that was a highlight of the day and provided us with a model for future interactive events.

Metro Maryland continues to be a strong and active chapter of ARMA International in an era when many local chapters are struggling to stay alive. The chapter is very lucky to have a core group of supporters on the board of directors who are dedicated to the continued success of the chapter and are willing to contribute their valuable time and talents to put together our monthly programs and special events. I am extremely grateful to serve on a board with such outstanding and dependable professionals and I thank you all for your service this year. I also want to thank everyone who voted for the new officers and directors for the upcoming year and look forward to welcoming our new members to the board when they are installed at the June banquet on June 13. Don't forget to [register!](#)

At the same time, I want to reach out to all our local Maryland ARMA members and fellow RIM professionals to encourage you to get involved. There is a great need for new participants in this evolving profession to help transform ARMA membership and experiences into a valuable resource that will help support your career goals and the changing needs of RIM professionals for the

Donald Sullivan
Richard Thomas
Victoria Tims
Vivica Williams
Sandra Winters

Donald Sullivan of Zimmerman Associates held the winning 50/50 ticket, and graciously donated his winnings back to the chapter. Thank you, Donald!



future. I have found it to be a rewarding experience for over 20 years and I hope it continues to be so for all our members for years to come.

I thank you all for the honor and privilege to serve as your chapter president for the past two years.

Very respectfully,

Cheryl G. Smith, CRM/FED
President, ARMA Metro Maryland Chapter



We're on the Web!
www.arma-metromd.org

Upcoming Chapter Meetings:

June 13, 2018 (Banquet)

All dates are subject to change.

Chapter Sponsors

The Metro Maryland Chapter wishes to thank our 2018-2019 Sponsors:

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[AI will fundamentally change how we manage content](#)

[National Archives tilts toward paperless future -- FCW](#)

[Take the Pain Out of Compliance With Self-Governing Documents](#)

[Special Report: How blockchain will disrupt business](#)

[The National Information Standards Organization \(NISO\) announces the publication of a new American National Standard, STS: Standards Tag Suite, ANSI/NISO Z39.102-2017](#)

[Metadata Requirements for Permanent Electronic Records in the Cloud](#)

Educational Opportunities

MER Sapient Free Webinar: Governance in Office 365: Is It Possible? (Ryan Splain , ZL Technologies & Michael Osterman, Osterman Research)

June 28 1:00-2:00 PM EST. Microsoft Office 365 has been widely adopted by organizations for its content creation, collaboration, and user productivity capabilities. In this webinar, the speakers will draw from their extensive experience as well as recent research on Office 365 to examine potential challenges organizations may face implementing information governance, regulatory compliance, eDiscovery, and records management in Office 365. Please join us to explore issues organizations may run into as they adjust to Microsoft's offering, as well as possible solutions. More info and registration link [here](#).

ARMA Webinar: iMasters: Solving the Mysteries of Block Chain Technology

In this presentation, the audience will explore the basics of blockchain technology, coupled with the specific implications for records and information governance professionals. Specifically, the attendees will be able to:

1. Describe the basics of blockchain technology, including how and whether blockchain is a reliable way of confirming the integrity of the transaction
2. Describe the various components of blockchain technology: including the electronic ledger (register), authentication through a "distributed" or "shared" network of participants, and a shared group protocol
3. Identify existing blockchain use cases, such as virtual currency
4. Understand the costs and challenges associated with the use of blockchain technology for recordkeeping purposes

Register for this webinar [here](#).

MER Sapient Free Webinar: Creating Litigation Readiness Policies and Processes (Tom Mighell)

July 10 1:00-2:00 PM EST. Many organizations are looking at developing or enhancing their in-house e-discovery capabilities. But litigation readiness is more than deciding what parts of the EDM model to bring in house, or what tool can solve all of your problems. Learn about how companies are taking a strategic view and instead becoming litigation ready.

Topics include:

- Is litigation readiness different from e-discovery?
- What are the obligations of in-house practitioners to enable the organization to become litigation ready?
- How do we create processes to encompass all the data, not just e-mail?
- How do you decide which eDiscovery tools are right for your organization?
- What are the benefits of a consistent repeatable discovery response process?
- Can litigation readiness drive greater business value for your organization, beyond litigation?

More info and registration link [here](#).

Vital Business Information - Online NARA Courses

This course provides the knowledge and skills required to identify, protect, and make readily available vital records needed to support the resumption of critical agency business functions after an emergency or disaster, and to establish and administer a vital records program. The Vital Records Plan developed as part of this course will be fully compliant with the vital records requirements contained in FEMA's Federal Continuity Directives (FCDs). FEMA's FCD 1 provides Federal agencies with guidance for Continuity of Operations (COOP) planning. The webinar format allows for participants to build their skills during four 90-minute sessions. We use directed assignments to allow participants to apply these skills to their own workplace during the course. The goal is for participants to have a Vital Records Plan completed by the end of the course. This course targets Federal employees and/or contractors who have records responsibilities, COOP managers, line managers and staff, and information technology personnel. The cost is \$125 for four 1.5 hour sessions. Find schedule and registration information [here](#).

ICRM Updates

Summer Exam Dates are August 6th, 2018 thru August 17, 2018. Registration is currently open until August 2, 2018.

Future Exam Dates:

Fall 2018: Nov 5th, 2018 thru to Nov 16th, 2018. Registration is open from Aug 24th, 2018 thru to Nov 1st, 2018.

New Post-Certification Specialty Designation Offered by the Institute of Certified Records Managers

There is a new post-certification specialty designation for candidates who have successfully passed Parts 1-6 of the Certified Records Manager (CRM) exams. Of interest to many of the ARMA Metro MD chapters members is that this designation is focused on the policies and practices necessary to comply with U.S. Federal laws and regulations governing the management of Federal records.

The CRM/FED tests the knowledge necessary to operate and support RIM programs at the Department/Agency Headquarters level or mission program level. Like the core CRM exams (Parts 1-5), CRM/FED encompasses a broad knowledge base of RIM practices, program management, personnel management, information access, procurement, budgeting, and technology.

The CRM/FED presumes a knowledge of RIM basics; it does **NOT** duplicate the general skills covered in the core CRM exams. The exam focuses specifically on policies and practices

necessary to comply with Federal laws and regulations governing the management of Federal records and RIM programs.

Information about the application:

- Candidate must be an active CRM in good standing – CRAs do not qualify.
- Applicant's work history must include 4 years RIM experience as an employee, contractor, or consultant for the U.S. Federal government to qualify for the exam.
- There is a \$125 application and examination fee, payable to Pearson VUE, once the candidate is approved for testing. The fees are only refundable if applicant cancels his/her registration within 30 days of the examination date. Exam prices are in USD for exams taken in the US and Canada. Exams taken in other countries may cost more.
- See the ICRM web-site at <https://www.icrm.org/crm-fed-application> for the application form and process.
- After notification that the application is accepted, registration is through Pearson VUE test centers.

The Full Day Exam Prep Workshop for the CRM and CRM/FED is being offered during the NAGARA, COSA, and SAA Joint Conference on Tuesday, August 14, 2018 from 7:30 AM – 5:30 PM. See <https://archives2018.sched.com/event/ETbS/nagaraicrm-exam-prep-course> for information about this prep course. Visit <https://nagara.org/annualconferences> for details about the Joint Conference.

As always, you can contact the ARMA Metro MD Chapter ICRM Liaison for more information about the CRM or this new designation.

Our chapter is looking into reprising an exam preparation workshop like the one we held a few years ago with our sister ARMA chapters in the DC area. If you are interested in participating, or would like information about mentoring to prepare for the CRM exams, please contact ICRM Liaison, Deborah Armentrout, at dharmtrout@gmail.com.

If you are just getting started and would like to learn more about the CRM certification and the examination process, visit www.icrm.org to read more about the value of being a Certified Records Manager and how to get qualified for the examination.

Chapter Leadership & Email Addresses

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Questions or Comments about *New Images*?

New Images is the newsletter of the Metropolitan Maryland Chapter of ARMA International. Questions or comments should be directed to Newsletter Editor Carol Agayoff, CRM, at contact_us@arma-metromd.org or 301-216-0877.

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