



ARMA International
San Antonio Chapter
Collaborator

Collaboration... people working together to solve the puzzle...

Navigating RIM the e-Way

November 2008

Monthly Meeting and Luncheon

Tuesday, November 18th, 2008
11:00 am - 1:00 pm

Embassy Suites
7750 Briaridge
San Antonio, TX 78230

Program Cost: \$25.00 for Members
\$30.00 for Guests with Lunch Provided!

Reservations Requested
RSVP No shows will be billed
Call Shannon Lopez at 210-641-8400

RSVP via email to:
armasa@armasanantonio.org

Reservation Deadline
Friday, November 14, 2008 at 12:00 (Noon)



***Recovery of Vital
Records After
Extraordinary Events***

In this session you will learn the following:
Who, what, when, and how's of disaster recovery
Setting proper expectations for recovery
Methods of recovery
Case Studies
Engineering Solutions
Step-by-step walk-through of an actual project
Code Blue Program

Our Presenter is:

Tom McGuire

Tom McGuire has 22 years of experience in the disaster recovery related field. Specializing in high end restoration projects related to hurricanes, floods, tornadoes, and fires. Mr. McGuire also has 14 years as a structural restoration and document recovery specialist and published author of related articles. Notable projects: New York World Trade Center 1993, all major hurricane/weather events since 1990 including Hurricane Katrina (2005-2007). Iowa Floods (2008). His specific experience is Disaster recovery of structures and documents.



Message From the President

Greetings my fellow San Antonio ARMA International and Chapter members,

I hope you were able to attend last month's presentation *Challenges and Solutions: Managing GIS Records* by Lisa Derenthal, my colleagues said it was great. If you would like a copy of this presentation let me know.

I want to thank David Carney of Access Imaging Solutions for sponsoring our monthly meeting. Vendor support like this makes it possible for us to bring excellent program speakers to San Antonio.

Want to sponsor one of our chapter events or monthly meeting? Contact Carrie Copeland at ccopeland@safesite.cc for more details.

ARMA International's Conference and Expo in Las Vegas was well represented by the San Antonio Chapter members. And don't worry. What happens in Vegas stays in Vegas. Well maybe that statement is not true, but I know some of my money stayed in Vegas. I was at the conference for 2 days for leadership training and 4 days learning more about Records and Information Management. It was a great educational experience. Don't forget to budget for next year's conference in Orlando, Florida.

To sum up all of the classes and the new technology that I saw at the expo without writing an essay, I can tell you this. Don't gamble with your records! Always keep up with the latest technologies. You have to know when to hold'em and know when to destroy'em. Don't destroy records too soon and always be aware of any legal holds. And when it's time for destruction, don't just fold'em or strip shred'em. Make sure you cross shred them. And if you think this is a Kenny Rogers song, it's not. It's a remix, ARMA style!

One of our chapter members talked to me the other day about taking a leadership role next July 2009. They asked for the job description for one of the board member positions. I recommended joining a committee. The experience will give you an idea what the position involves. To quote one of my favorite sayings "I will try anything once and twice if I like it".

And always remember that "Success is a journey, not a destination if you are [Navigating RIM the e-way](#)".

Ben Cantu
President ARMA San Antonio Chapter



ARMA Holiday Party

Thursday, December 18
6:30 p.m. to 10:30 p.m.
The Menger Hotel

Silent Auction
Raffle
Dinner and Cash Bar
\$40.00 per person

Come celebrate the Holidays with your ARMA colleagues in beautiful downtown San Antonio!

Seating is limited to 60 guests, so please RSVP early
Contact Ashley McKay at 345-4130 or ashley.mckay@valero.com

ARMA San Antonio Annual Seminar

Save the Date

Thursday, February 19, 2009

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

CRM CORNER

Jenny N. Barker, CRM

When the CRM Study Group started Part 1, the thought was that it would never end and that it would be very difficult. Well, the end is in sight with only four more study sessions. Yes, it is a very difficult part. But, the study group is certainly up to the challenge. We have had some rather awesome presentations on management theories, cost benefit analysis, and budgeting techniques. I would like to publically express my appreciation to all of the hard working members of the committee. Job well done!

The committee is working on a spreadsheet showing basic information on 23 management theories. Yes, one of the outline items requested that we be able to identify and explain 23 specific theories! The group has worked very hard on this and we anticipate including it in the December newsletter.

We are still on track to start a new part in January. I know that the group will have earned a short break after working very hard on Part 1. Please remember that you are welcome to visit the committee and “test drive” the process only on the first two nights we meet for a new part. The first night we take a 70 point practice test and the second night we have presentations. By the third meeting the group has settled into assignments and presentations. At this point I do not know what part we will be studying. The members taking the exam will decide what part they need to study next.

You do not have to be an ICRM Candidate to join the study group. You must have a desire to learn and a willingness to share your knowledge with others. Every person in the study group is expected to research their assigned area, provide handouts for the group if unable to attend, attend the majority of the meetings, and participate. The group meets every other Tuesday evening from 5:30 – 7:30pm.

If you are interested in becoming a CRM (Certified Records Manager), please contact me for more information on the Study Group, qualifications, exams, changes undertaken by the ICRM, and any other questions you might have. E-mailing me at Barker CRM@cs.com is the easiest way to reach me.



Our care bear donations continue to rise and so do the funds we have available to purchase bears.
Thanks to all who made donations to this very worthy cause.

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Get Involved With ARMA!

By Anne Kelley

At this time of year I am thoroughly wrapped up with the election process our country is undergoing. Huge issues are at stake every time we go through this cycle – the economy, taxes, education, foreign policy, medical costs and coverage, energy consumption and sources. The list goes on and on. I listen to the candidates and I contemplate how they got involved in politics and a public life. There are several messages that come across and frankly I believe both the Republican and Democratic candidates seem to express similar reasons why they are running for office. They want to serve our country, they want to foster changes for the betterment of our country and our way of live, they want to defend our beliefs and they are ready to fight those who oppose us.

Although I have a great interest in politics, I definitely do not have an interest in running for political office. My sights are on a much smaller scale but, I feel they are just as exciting and fulfilling. I was a member of our local San Antonio Chapter for only one year when I was asked to 'get involved'. I thought 'Oh boy, a sucker in the headlights', but I agreed to run for the position of Secretary and was promptly elected. I am currently serving my fifth term on the San Antonio Chapter Board, three years as Secretary and two as a Director. Last year, to my surprise, I was honored with the Member of the Year Award for my work, dedication and service to the Chapter.

The purpose of our organization is to provide educational opportunities for Records and Information Management professionals, as well as a networking platform to exchange ideas and best practices. Everything the Chapter does – every meeting, seminar, and event is organized by our members who **volunteer** their time and service. It takes a lot of work to come up with topics and speakers that are knowledgeable on hot issues month after month. It takes a lot of work to organize a one or two day seminar that addresses all the levels of experience among our members, and addresses the many facets that fall within the purview of Records and Information Management. It takes a lot of work to organize fundraisers to support the expense of workshops, speakers and events.

San Antonio is very lucky to have a Board and committee members who are passionate about records and who are willing to dedicate their time and energy to make our Chapter successful. Our membership has grown over the years from a small Chapter, to a mid-size Chapter, to a large Chapter. Often it seems that the same members continue to provide the hours and work needed to organize our functions and to grow our Chapter. We need more of our members to get involved to serve our Chapter, to foster changes for the betterment of our profession, to encourage best practices, and to continue to be a successful Chapter. It is time for some new energy and I encourage, no, I challenge more members to get involved in our Chapter. An hour or two a month is not a lot to sacrifice when you see positive results! Please join in helping us all to become better Records and Information professionals. If you have an interest in getting involved please call or email any of our Board members, or talk to us at the next meeting and tell us how you would like to help.



DuWayne
Headrick at
ARMA
Conference Las
Vegas.

GETTING TO KNOW YOU

By: Wallace Carroll

This month's column is devoted to a new member from San Antonio Water System. John Palomo. John is a new employee at San Antonio Water System. John is a Records Management Analyst for the San Antonio Water System (SAWS). He is responsible for the SAWS Records Management function providing SAWS excellent records management services ensuring that the most efficient, economical, effective, secure, and safe control of records throughout its life cycle. John brings a wealth of experience in records and information management serving over 24 years in the United State Air Force as an Information Manager. He started employment with SAWS in late August 2008 and has quickly grasped the records management program and has become a great team member of the Records Management Department. John enjoys interacting and working with co-workers and customers to improve processes. He currently holds two degrees: Associate in Applied Science, Information Management, Community College of the Air Force, and Bachelor of Science in Business and Management, University of Maryland. He is currently pursuing his Project Management Professional Certification and Microsoft Certified Systems Administrator. His goals are to pursue his graduates' degree and complete his Certified Records Management.

John is married and has a daughter attending the University of Houston. He enjoys spending time with family and friends and getting involved in the community. John's held some key positions as President of the Andersen Asian Pacific Organization, President of the Guam/Korea Friendship Association, executive member of Department of Defense Education Activity, and member of numerous other private and non-profit organizations.

John's Truth and Lie:

John provided security at mockup Prisoner of War camps in 1981.

John participated in a convoy of supply vehicles to and from the Green Zone during Operation Iraqi Freedom.



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ARMA-San Antonio Chapter 2008-2009 Programs Schedule

<i>Date</i>	<i>ICRM Part #</i>	<i>Presentation</i>	<i>Speaker</i>	<i>Organization</i>	<i>Location</i>
September 16	Part I	E-Discovery and Litigation Response Planning	Kathleen Sparks, CRM	Tyson	Embassy Suites
October 21	Part IV	Managing GIS Records	Lisa Derenthal	Gimmel Group	Embassy Suites
November 18	Part IV	Recovery of Vital Records After Extraordinary Events	Thomas McGuire	Munters	Embassy Suites
December 18		Holiday Party			The Menger Hotel
January 20		Why a Certified Records Manager?	Dora Martinez, CRM	Tesoro	Embassy Suites
February 19		February Seminar	TBA		Valero Energy
March 17	Part II	Create and Implement an Effective Email Policy	Galina Datskovsky, Ph.D., CRM	CA, Inc.	Embassy Suites
April 21	Part V	Emerging Trends for Security in the Coming Decade: The Changing Face of Security and Privacy	Debbie Christofferson, CISSP, CISM	Apollo Group, Inc.	Embassy Suites
April 18		Shred Day			SACU
May 11		Golf Outing			Olympia Hills Golf & Conference Center
May 19	Part I	Selling Yourself to Senior Management	Doug Allen, CRM	Global360	Embassy Suites
June 16		Awards Ceremony			TBD



Save the Date! May 11th

ARMA/SAPD SWING AND “BEAR” IT

GOLF TOURNAMENT

Olympia Hills Golf & Conference Center – 1 PM Shotgun