



## ARMazing News

Volume 4, Issue 4

April 22nd, 2010



Production Editor: Christopher Reilly



Above: Galina Datskovsky, President-Elect of ARMA International speaks before the seminar attendees.

The annual All-Day Educational Workshop took place on Thursday, March 18, 2010 at the world-famous New York Life building in Midtown Manhattan. This year's event was very well represented by some of the most inspiring and notable speakers in our field. Seventeen of ARMA NNJ RIM professionals and students attended the event.

Dr. Stuart B. Wiess' opening keynote focusing on teamwork and crisis management to John Mancini's closing remarks on the state of electronic media in today's world. Attendees were taken on an intellectual voyage spanning a cornucopia of relevant and controversial RIM topics. For the first time ever, the workshop was split into two educational tracks, each pre-approved for CRM maintenance credits. Congratulations to all this year's workshop attendees for taking the initiative to broaden their professional horizons.

[Please click here to view a slideshow of event photos.](#)

<b><i>In This Issue:</i></b>	<b><i>Page:</i></b>
<b><i>Recap of Educational Workshop</i></b>	<b><i>1</i></b>
<b><i>President's Message</i></b>	<b><i>3</i></b>
<b><i>Studying for the CRM Exams</i></b>	<b><i>3-4</i></b>
<b><i>Call For Candidates!</i></b>	<b><i>4</i></b>
<b><i>Library Corner</i></b>	<b><i>5</i></b>
<b><i>Honeywell at April 28th Chapter Meeting</i></b>	<b><i>6</i></b>
<b><i>Welcome New ARMA NNJ Members!</i></b>	<b><i>7</i></b>
<b><i>Showcase Your Organization</i></b>	<b><i>7</i></b>
<b><i>Contact Us</i></b>	<b><i>8</i></b>



Above: Jesse Wilkins speaks before the seminar attendees. (Photo credits Seth Beim)



(See **Workshop** on page 5)

## **ARMA Northern New Jersey Chapter, Inc. 2009-2010 Board of Directors**

### **President**

Kathleen Timothy  
Honeywell International, Inc.  
(973) 455-4633  
[president@armannj.org](mailto:president@armannj.org)

### **Executive Vice President**

Lori Green  
McGraw-Hill Companies  
(212) 904-4514  
[vicepres@armannj.org](mailto:vicepres@armannj.org)

### **Vice President, Programs**

Ilana Lutman  
Robert Wood Johnson Foundation  
(609) 627-5976  
[events@armannj.org](mailto:events@armannj.org)

### **Vice President, Membership**

Angela Dzikowski  
ProLibra Associates  
(908) 918-0077  
[membership@armannj.org](mailto:membership@armannj.org)

### **Vice President, Marketing & Advertising**

Sam Mowaswes  
Daiichi Sankyo Pharma  
(732) 590-5123  
[marketing@armannj.org](mailto:marketing@armannj.org)

Northern New Jersey Chapter of  
ARMA (ARMA NNJ)  
Published bi-monthly online and delivered electronically to members  
Christopher Reilly, Production Editor  
Telephone (732) 729-5831

### **Treasurer**

Seth Beim  
Oce Business Systems for Chubb  
(908) 903-5290  
[treasurer@armannj.org](mailto:treasurer@armannj.org)

### **Secretary/Chapter Historian**

Anthony Abbate  
Honeywell International, Inc.  
(973) 455-5438  
[recordkeeper@armannj.org](mailto:recordkeeper@armannj.org)

### **Immediate Past President**

Stephen M. Dalina  
Rutgers University  
(732) 932-7006 x376  
[pastpres@armannj.org](mailto:pastpres@armannj.org)

### **Director**

Edward Jassin  
Iron Mountain  
(201) 819-8523  
[director1@armannj.org](mailto:director1@armannj.org)

### **Director**

Cathy Perry  
Schering-Plough  
(908) 740-7900  
[director2@armannj.org](mailto:director2@armannj.org)

### **Director**

Tim Powers  
SpaceSaver Systems of NJ, Inc.  
(908) 454-8990  
[director3@armannj.org](mailto:director3@armannj.org)

### **Staff Positions:**

#### **Scholarship Chairman**

Frank Menci  
J&J Health Care Systems, Inc.  
(732) 562-3234  
[scholarship@armannj.org](mailto:scholarship@armannj.org)

#### **Newsletter Editor**

Christopher Reilly  
Merial Limited  
(732) 729-5831  
[nnjnews@armannj.org](mailto:nnjnews@armannj.org)

#### **Webmaster**

Murez Sandy  
Honeywell International, Inc.  
(973) 455-2283  
[webadmin@armannj.org](mailto:webadmin@armannj.org)

#### **Librarian**

Scott Bowker  
Sanofi-Aventis  
(908) 541-5280  
[librarian@armannj.org](mailto:librarian@armannj.org)



ARMANNJ does not endorse any product or service advertised or mentioned in this newsletter. Contents of the ARMANNJ Chapter newsletter is the property of ARMA International and the ARMANNJ Chapter. No part of this newsletter or the photos contained herein may be reproduced in any manner without written permission of ARMANNJ.

## President's Corner

By Kathleen Timothy



**S**pring has sprung! I am sure that most of you, like me, are enjoying the balmy weather and are taking pleasure in the anticipation of more of the same.

The chapter leadership are busy working at the myriad of things that seem to come with spring: programming for the remainder of the year; the review of scholarship applications; annual board of director elections; and the various awards that the chapter qualifies to apply for to ARMA HQ; and last but certainly not least the grand finale event of the year on June 16th, the celebration of our 50<sup>th</sup> year of incorporation in the state of New Jersey! Visit the photo gallery that chronicles some of the events and achievements over time at:

<http://www.armannj.org/home/historicalphotos.html>

In this issue, enjoy the photos from last month's Metro New York Seminar at the New York Life Building. It was one of the better attended and successful seminars of the Metro New York Chapter.

Candidates are being sought for several positions where the incumbents have fulfilled two consecutive terms and according to our by-laws cannot run for those offices: President, Vice President-Programs and Secretary. See additional information on page 4 and contact information for the Elections Committee Chair. There are always opportunities to serve on many board committees and we welcome your support and active participation in any capacity.

We are also launching a new marketing program (see promotion ad on page 7) and invite all our supplier members to give it consideration as we look forward to working with you to support the vision and mission of the chapter.

I look forward to seeing you at our next education session on April 28<sup>th</sup> where Honeywell presents its approach to the Digital Conversion Process.

## Studying for the CRM Exams

By Seth Beim, ARMA NNJ Treasurer

**R**ecords professionals who are considering studying for their CRM certifications often have questions about where they will find the study information for questions that will be on the exams. Many people have the preconceived notion that there are textbooks devoted solely to the exam material, online study courses and tutorials. The fact is there is not one source with answers.

To get started, the Institute of Certified Records Managers has a great website with lots of resources and information. They have an online handbook containing the essential study outline and suggested bibliography. The bibliography has an overwhelming 17 pages of books and periodicals! Some of the books are difficult to find and some are not even in print anymore. In order to get CRM candidates pointed in the right direction I am sharing just a few useful resources for information. I found these to be very helpful for the sections I studied for so far. To make this even better, these are all free!

1. **ICRM Handbook:** This is a free download from the ICRM Website. It's packed with everything you will need to know, where to find info, how to study and anything else you could ever possibly need to know about CRM and the exams.

2. **The ARMA NNJ Chapter Library:** If you're a chapter member consider yourself lucky to have this as a resource. 175 books, periodicals, manuals and presentations are at your fingertips. Some of these books are very tough to find. Just look up the available books on our chapter website: [www.armannj.org/resources/chapterlibrary.html](http://www.armannj.org/resources/chapterlibrary.html) place your order online and they will be mailed or dropped off to you at chapter meetings. Reach out to our Chapter Librarian and resident CRM, Scott Bowker [librarian@armannj.org](mailto:librarian@armannj.org) if you have any questions.

3. **Information Management Magazine:** ARMA International's bi-monthly magazine has an abundance of articles on RIM issues, trends, best practices and news. Current and older issues are archived on the ARMA website (for current members). You can run a search by keyword to find relevant past articles and get a tremendous amount of info from this source.

(see *Exams* on page 4)

4. **Online Information:** Check the ARMA International website for the latest web seminars, whitepapers, industry news and online courses. The site is regularly updated and there is a lot of archived info available for download. The SAA (Society for American Archivists) website has a comprehensive glossary of archival and records terminology which comes in handy. As you study some sections you will find a wide variety of useful information on vendor website whitepapers, Wikipedia, online book excerpts and other sources. Some quick searching will provide a lot of sources.

5. **ARMA Chapters and Members:** Come to our chapter meetings and events for educational RIM presentations and meet RIM professionals from many different industries. Current and candidate CRM's are often in attendance and can help answer your questions and offer you test taking tips. The Metro NYC and Liberty Bell chapters both have useful CRM sections on their websites, sample test questions and study groups. I've found CRMs have a lot of good advice to offer. Reach out to them at meetings or online and you will get invaluable assistance.



---

## CALL FOR CANDIDATES !!!!!

The Nominating Committee is preparing a slate of candidates for positions on the 2010-2011 ARMA NNJ Board of Directors.

The Board of Directors is comprised of a diverse group of Records Management professionals whose *mission* is to support the ARMA NNJ Chapter's membership. The Board of Directors is elected by the chapter's membership via an open ballot vote.

The terms of office are:

- Officers are elected for one (1) year; Directors are elected for one (1) and two (2) years
- The conduct of the Board of Directors is governed by the Bylaws of Chapter.

The Board of Directors serves three (3) primary functions:

1. To serve the membership of the ARMA NNJ Chapter by setting meaningful objectives that will produce results that are of value to our membership, serve the community and to enhance professional growth and development in the discipline of Records and Information Management.
2. To advance the principles and practice of excellent Records and Information Management; and:
3. To be a liaison between ARMA International and the North East Region Leadership serving the membership of the ARMA NNJ Chapter.

Board positions are as follows:

**President**

**Executive Vice President**

**Vice President - Programs**

**Vice President - Marketing/Advertising**

**Vice President - Membership**

**Treasurer**

**Secretary/Archivist**

**Director (3 positions available)**

**The ARMA Northern New Jersey Board of Directors credo is: *Leadership, Commitment and Vision***

If you are interested in participating, please contact - Stephen Dalina, ARMA NNJ Immediate Past President Chair - Nominating and Elections Committee:

email - [dalina@rci.rutgers.edu](mailto:dalina@rci.rutgers.edu)  
Work # - 732-932-7006 x376





## Library Corner

By Scott Bowker, CRM

ARMA NNJ Chapter Librarian

### Donations

Jim Mullan, a long-term chapter member, has donated a number of interesting publications. These additions strengthen our Library holdings in the area of electronic records management, e-mail management, and records management of legal files.

My thanks, on behalf of the entire Chapter, to Jim for his generosity in donating these publications to the Chapter Library.

### Requests for “Checked Out” Material

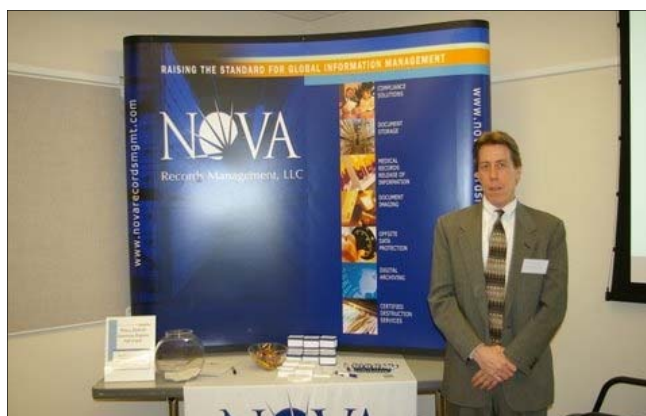
Our normal check out policy states a publication can be borrowed for 30 days, with the renewal decided by the Chapter Librarian based on the number of copies we have in the collection and the demand for the publication.

Due to the relatively small (but growing) number of people who use the Library, I have been liberal in allowing people to keep publications they are borrowed if there is no additional request for them. This is one of the benefits offered to Chapter Members, since we would rather have you making use of the resources rather than sitting on the shelves in my basement.

However, if you do want a publication that shows as “Checked Out”, please notify me. Just complete the form on the website or send me an email. If the publication has been out for more than 30 days, I will contact the current borrower and ask that the book be returned. If this is a high-demand publication, we may look at acquiring another copy or rotate the publication every 30 days between those who need it.

### (Workshop)

Some of the Exhibitors at the Workshop included Iron Mountain, ineedafile.com, Allstate Information Management and Nova :



(See **Workshop** on page 7)

April 28th Chapter Meeting Presented by:

**Honeywell**

**T**itle of April 28th's Presentation: "The Evolution of Records Management into the World of Digital Records: Honeywell's Approach to a Digital Conversion Process" This presentation will follow a Honeywell case study along the transition route from paper to digital images. The talk will cover how the Digital Conversion Team: Developed a set of requirements that set the bar for a work standard for customer and supplier. Selected suppliers to perform the digital conversion

Implemented the process and completed the project. Further, we will learn how the team continues to use lessons learned from this project in their current assignments. Use this opportunity to learn from chapter colleagues and capitalize on peer experiences.

Speakers: The presentation will be led by Melinda Hackett of Honeywell International's Procurement office, who was the Project Leader. OUR OWN Tony Abbate of Honeywell's International Corporate RIM Team and two guest speakers: Mr. Kevin Smith, President and Ms. Erica Etheridge Major Accounts Specialist from ICM Document Solutions. Register:

<http://www.armannj.org/calendarandevents.html>

**SAVE THE DATE!**

**ARMA NNJ's 50th Year Of  
Incorporation Celebration!**

**June 16th, 2010**

**at The Woodbridge Hilton**



*"We Stand on the Shoulders of Giants"*



**Early Registration Expires  
on April 14, 2010**

**ARMA NORTHEAST REGION  
LEADERSHIP & DEVELOPMENT  
CONFERENCE  
NEW YORK 2010**

**May 12-14**

**New York Life  
Insurance Company**

51 Madison Avenue | New York, NY 10010



**Register Online:** [http://www.armanortheast.org/LeadershipNY2010\\_brochure.pdf](http://www.armanortheast.org/LeadershipNY2010_brochure.pdf)



(Workshop)

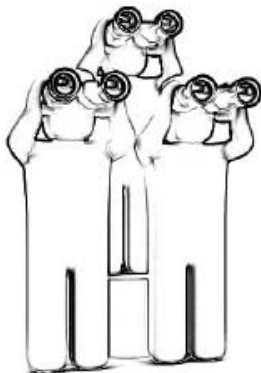
## Welcome, New ARMA NNJ Members!

- **Mr. Jason C Stearns**, CRM CVP, Business Resilience - Corporate Records Manager New York Life
- **Marcia K Hanson** Member Services, IEEE
- **Sylvia Diaz** - Director Bristol-Myers Squibb
- **Ms. Michelle Mattei** - Sr. Legal Project Manager Eisai, Incorporated
- **Diane Goldstein** - InfoCurrent
- **Garry Merritt** - Business Development Manager, Allstate Information Management
- **Peter Hamilton** - General Manager, Retrievox



### Spring Special - \$250.00

- 3 Months of Your Logo on our Home Page (Web Banner)
- Trade Show Table at our 50<sup>th</sup> Anniversary Celebration
- ¼ Page Ad in our newsletter for one month



**ARMA NNJ is the ideal environment to showcase your organization by targeting customers who are already in the same business as you!**

**Find Your Next BIG Customer  
Through ARMA NNJ!**



Email: [Marketing@armanni.org](mailto:Marketing@armanni.org)

Phone: 732-590-5123

New 1 Year Packages  
also available



## Contacting the ARMANNJ Board of Directors

### Contacting the Board of Directors

We recognize that our Chapter Membership and Non-Members may have wonderful ideas for an Event, a Chapter Meeting or may desire to reach out to the board on other matters. We encourage your communication.

Each Board Member may be contacted directly on any matters relating to their function.

All other matters, please direct all communications to the chapter secretary, Tony Abbate:

[recordkeeper@armannj.org](mailto:recordkeeper@armannj.org)

To contact us, [click here](#) to visit our Leadership Page.

Site Visits by Members and Non-Members for February 2009 – February 2010

