



ARMA NNJ Chapter Newsletter

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In This Issue...

Save the Date: February Event

January Meeting Recap

Save the Date: March Event

Scholarship Opportunity for March Event

ARMANNJ and CRM Support

New Member Incentive

Welcome New Members

ARMANNJ Outreach and Education

Library Update

Managing Disposition Events

Our Sponsors:



Ilana Lutman, ARMA NNJ President



The Twinkle in an Eye, the Genuineness of a Smile, and the Touch of a Handshake

Although the ARMA year goes from July 1 through June 30, this newsletter is our first publication for 2014. As you scan through you will notice that there are monthly opportunities to connect with colleagues including the March 11 seminar, which is perhaps the pinnacle event of the year with regards to meeting people, forming contacts and industry education. As you continue to scan the newsletter you will notice pictures of people, particularly from our spectacular hit January event at the Morristown Museum. The pictures show our members smiling, socializing and connecting. And while we don't do the "Hokey Pokey", these events are what it's all about.

Undoubtedly social media and e-communication have their place in distributing information and logistics. But nothing replaces the twinkle in an eye, the genuineness of a smile, and the touch of a handshake.

So do yourself a favor. Make the effort to attend your chapter meetings. I guarantee that you will reap the benefits.

Yours in Professional Development.

Ilana Lutman
Chapter President



Stay updated on the latest chapter events and industry information.



Jordan Lawrence™

Click logos to visit our sponsors!

Quick Links

[ARMA NNJ Website](#)
[ARMA International](#)
[Next ARMA NNJ Event](#)

View our profile on [Linked in](#)

If you have a LinkedIn.com profile be sure to check out the ARMA NNJ Chapter group profile. Request membership to be included and network with other members online. We're currently over 85 group members strong and growing!



Save the Date: February Event

Three Steps for Selling Information Governance Effectively

Did you know? ... 15% of enterprises will adapt their information technology abilities for extreme data, socially mediated content and new connected devices. Big Data - information of extreme size, diversity and complexity - is everywhere. This disruptive phenomenon is destined to help organizations drive innovation by gaining new and faster insight into their customers. We recognize that Information is everywhere and it is important, but is there a thread that connects Information Governance to this new technology challenge?

- **Understand more about Big Data in everyday terms**
- **Understand how Information Governance affects Big Data**
- **Learn how to ask questions that drive thought leadership to understand the connection between Information Governance and Big Data**



About the Presenter:

Aaron Swan is a dynamic sales leader with 18 years of corporate and technology related experience. He has a solid background in relationship building, account management, and team building. A self-motivated executive with unique expertise in corporate strategy, business development, sales force development and IT management, Aaron has spearheaded integrated sales and marketing strategies to align with corporate objectives and sales goals. Aaron is an experienced public speaker in groups of up to 1500, leading C-level negotiations, training/mentoring multifunctional teams of 2 to 100, and coordinating trade show appearances.

About the Location:

The Spanish Manor was established in 1984 and is located in the North Newark section of the city. It is one city block from the Belleville-Newark border, but attracts customers from all over. "The Manor" as "regulars" affectionately refer to the restaurant has been a neighborhood staple and a must visit for customer's from city government officials to neighboring restaurateurs close by, to the word of mouth recommendation on the street. From visitors past and present the Spanish Manor has received numerous testimonials, awards of distinction, and recognition from periodicals and restaurant guides.

Register now

January Meeting Recap

January Meeting Recap: Music, Art, and Networking at the Morris Museum



It was certainly a full house when January brought ARMA NNJ to the Morris Museum in Morristown for the Annual January Networking Event. Attendees browsed through galleries containing stunning creations using Lego bricks as a medium, a great model train display and an extensive collection of musical devices and automata!

Speaking of music, the guests were treated to a special musical performance by Mary Sherwin, a member of the New York Choral Society and fellow ARMA member from New York. Her finale of "Over the Rainbow" really brought down the house!

Between the art and the music, ARMA Members mingled over a buffet that contained amongst other things pumpkin Ravioli, braised beef and delicious cornbread.

A special thank you goes out to GRM for sponsoring the event.

Don't miss our next event on February 19 when Aaron Swan of IPM will lead a presentation on "Three Easy Steps for Selling Information Governance...Effectively." The presentation will follow dinner at the Spanish Manor in Newark which is sure to be a treat.

See you at the Manor on February 19th!



Save the Date: March Event

ARMA All-day Educational Event - March 11, 2014

ARMA Northern New Jersey chapter, in conjunction with ARMA Metro New York City chapter and ARMA Connecticut chapter cordially invites you to attend our 2014 All-Day Educational Event.



This event is designed to provide Records and Information Management Professionals of all levels (Students, Analysts, Attorneys, IT Professionals, Records Managers, Executive Management and Vendors) with the latest information, trends and skills to provide more value to their organizations. To view the Agenda, Session descriptions, speakers and sponsors, just click on the appropriate tab found on the main page.

CRM CREDITS FOR THIS EVENT ARE APPROVED BY THE ICRM!!

[View Agenda](#)

Exhibit Areas:

Our Exhibit Areas will give you an opportunity to meet with a number of local, national and global vendors, solution providers and RIM experts. Visit each exhibitor to have your raffle card stamped, and then submit your completed entry for a chance to win one of several prizes. For a complete list of sponsors, please visit the ARMA NYC chapter webpage. Winners will be announced at the end of the event and must be present to win.



Networking Reception:

All registrants and sponsors are invited to attend a Networking Reception from 5:30-7:30 PM. Please join us for food, drinks, raffle prizes and catch up with your colleagues and friends. This is a great way to unwind after a day of learning!!!!

Register now



Scholarship Opportunity for the March Event

Scholarships are available for the March event!

The ARMA NNJ board wants you to attend the joint seminar in NYC on March 11.

We are offering half scholarships to the first four people who respond who are first time attendees (board members excluded). You will be required to share your experiences by writing a short article for the April newsletter. You will also be required to attend a chapter meeting (April, May OR June).

Email [Ilana Lutman](#) and [Jacki Cheslow](#) and include "I wish to attend the March 11 seminar" in the subject line.

ARMANNJ can offer support in pursuing your CRM



Are you ready to begin pursuing your CRM designation? Are you in the process of studying and need some assistance?

The Northern New Jersey-Summit chapter is proud to count several Certified Records Manager designees on our board of directors. The studying and examination process can be daunting, or even knowing how and where to get started. Don't put it off, [reach out](#) today and make 2014 the year of your CRM!

New Membership Incentive



For any member that joins the ARMA NNJ chapter this year (Nov 2013-June 2014), he or she will earn a \$20.00 gift card. Please spread the word and help us grow our membership!

Any questions, contact [Liz Steinberg](#), VP Membership.

New Chapter Members

Welcome to the Chapter!

- [Joel Levenberg, Ph.D.](#), E*TRADE Financial Corporation



ARMA Northern New Jersey Outreach and Education

ARMA Northern New Jersey-Summit's own Jacki Cheslow, Executive Vice President, and Lori Green, Immediate Past President, presented to Celgene Corporation's International Association of Administrative Professionals chapter for Administrative Professionals on February 6th, 2014. Their topic was, "The Importance of Records and Information Management". Jacki and Lori were invited by Celgene's IAAP board to present on the importance of managing information and the benefits of this approach. They provided an overview of ARMA International and our local chapter and to extend invites to upcoming presentations.



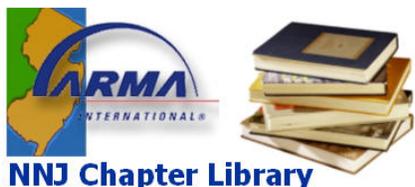
Lori Green



Jacki Cheslow

ARMA NNJ realizes the benefit of reaching out to professional administrative assistants since many of them have been given the responsibility within our companies of managing our information. In many organizations they are our records coordinators so this was an opportunity for us to emphasize the importance of the responsibilities they may have been assigned. Hopefully the presentation will encourage participation and maybe membership within our local chapter!

Library Update



NNJ Chapter Library

ARMA NNJ was recently gifted volumes of historical ARMA Proceedings that will become part of the Chapter's archive:

- ARMA Proceedings "Book" (HC) NOV 5-8, 1990 the 35th Annual Conference hosted in San Francisco, CA
- ARMA Proceedings "Book" (HC) SEP 25-29, 1994 the 39th Annual Conference hosted in Toronto, Canada
- ARMA Proceedings "Book" (CD) & (HC) OCT 22-25, 1995 the 40th Annual Conference hosted in Nashville, TN
- ARMA Proceedings "Book" (CD) & (HC) OCT 13-16, 1996 the 41st Annual Conference hosted in Denver, CO
- ARMA Proceedings "Book" (HC) OCT 4-7, 1998 the 43rd Annual Conference hosted in Houston, TX
- ARMA Proceedings "Book" (CD) OCT 17-20, 1999 the 44th Annual Conference hosted in

Cincinnati, OH

- ARMA Proceedings "Book" (CD) OCT 23-26, 2000 the 45th Annual Conference hosted in Las Vegas, NV
- ARMA Proceedings "Book" (CD) SEP 30 - OCT3, 2001 the 46th Annual Conference hosted in Montreal, Canada
- ARMA Proceedings "Book" (CD) OCT 19-22, 2003 the 48th Annual Conference hosted in Boston, MA
- ARMA Proceedings "Book" (CD) OCT 3-6, 2004 the 49th Annual Conference hosted in Long Beach, CA
- ARMA Proceedings "Book" (CD) OCT 22-25 2006 the 51st Annual Conference hosted in San Antonio, TX
- ARMA Proceedings "Book" (CD) OCT 7-10, 2007 the 52nd Annual Conference hosted in Baltimore, MD
- ARMA Proceedings "Book" (CD) OCT 20-23, 2008 the 53rd Annual Conference hosted in Las Vegas, NV

A huge thank you to Michael Zampella for this valuable contribution!

To check out these or any of our chapter library holdings, [visit our library website](#).

Managing Disposition Events

Jacki Cheslow, Executive Vice President

I look at disposition events as opportunities to communicate with the business about the importance of record and information management. I run disposition events like I would any social or business event by pre-planning and making sure that the people managing the disposition events are prepared.

Scheduling

If disposition events are not already built into your company's policy and calendar work with your facilities managers and HR teams to get them scheduled. I like to plan the events for just after the quarter ends. This gives the financial teams time to do what they need to do; the regularly scheduling allows the business to build the events into their calendars; and this gives Record Coordinators time to get organized.

How much time will you need? The answer to this question is "depends." When was the last disposition event held? What volume of records is hard copy, electronic, etc.? How many people will participate? As a general rule, a disposition event should take no more ½ to 1 day. Done regularly, disposition activities should require no more than ½ day.

Getting Ready

So now I know when and for how long - what's next? First set goals for what you want to accomplish. If you're working on large volumes of hard copy files/cabinets/shelves figure out who owns what before the event starts. Have the assignments written out and detailed so everyone understands what tasks need to be accomplished. This way you know what you want to accomplish and who is accountable for doing it.

Announce the date to the employees. Check to ensure that you have sufficient storage materials on hand. Have a sufficient quantity of shred bins available. Be prepared to keep the cleanup day moving along in a fun mode!!!!

Make it Fun

Let's face going through volumes of electronic files or worse drawer after drawer of paper files is boring. So take steps to ensure that everyone is having fun.

- Divide your group into teams.
- Develop a contest to see who is the best at something and give out fun awards, i.e., the Best

Cleaner Outer, the Most Progress or The Funniest Discovery etc.

- Serve pizza or have the employees bring a dish.
- Set aside an area for employees to put items they aren't using, but other people might want.
- Let the employees wear jeans or comfy clothes for the cleanup day.

After the Disposition Event

People like to be acknowledged for their efforts. So record the date of your event and the participants; track the number of cartons sent to storage; and document the estimated volume of documents shredded or otherwise disposed of. That information is critical to supporting your compliance with policy but also is a great motivational tool to be shared with the teams.

Did you give out awards? We give out paper plate awards - that's right paper plate. I take a white paper plates and decorate them with glitter glue and colored markers. You'd be amazed at the number of people who display their paper plate award in their offices days, weeks and even months after an event. For our Fall disposition events, I walk around with a bag of Halloween candy and share it with anyone actively participating. Do you have a company newsletter? Brag about what was accomplished. Maybe send a thank you note or letter of praise to a team who did exceptionally well.

Finally, take note of lessons learned, what went right? What could be done better next time? Ask your record coordinators to provide feedback and then use that information to help them improve their next events.

A disposition event is a great way to keep employees engaged and ensuring they know that good record and information management practices are everyone's responsibility.

ARMA NNJ and LinkedIn.com

Join us on LinkedIn and Twitter to stay current on chapter updates, share your ideas with members, start discussions on topics, pose questions or request assistance. See our group profile "ARMA NNJ" on LinkedIn and "ARMANNJ" on Twitter.



Click here to link to Linked

Contacting the ARMA NNJ Board



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 your communications to the chapter secretary, Anthony Abbate: secretary@armannj.org.

To contact other board members please see our directory below or visit our [Leadership Page](#).

2013-2014 ARMA NNJ Board of Directors



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