



1976-2009
33 Years Young!

Connecticut Chapter Chronicle

A publication of the ARMA International Connecticut Chapter

January 2010

Volume V, Issue 4

In This Issue

[JANUARY 12 MEETING to be Held at DIAGEO](#)

[Anita Castora, CRM Interviewed on *Inside the Records Room*](#)

[Membership Report](#)

[November Meeting Recap](#)

[November Meeting Acknowledgments](#)

Quick Links to Our Website

[Register for January Meeting](#)

[Directions to DIAGEO](#)

[Previous Chapter Newsletters](#)

[More About Us](#)

[Our Sponsors](#)



PRESIDENT'S MESSAGE

As we wind down the year and prepare for the new one, we take some time to take stock of the things we accomplished during the past year, and to review the issues that offered us the greatest challenges. This is our chance to analyze what and how we did things in order to learn, especially from our mistakes, and grow in knowledge and abilities. With this baseline, we then can shift our focus to the new year.

There's something about January that gives you a feeling of having a fresh opportunity to start all over again and wipe away the problems of the past. I know I am one of those people who always vow to lose weight, exercise more and get healthier. We are challenged today with not only taking better care of ourselves, our families, and our careers but to contribute to the world around us.

Granted, the eight hour day is a myth for many of us, but still the United States leads the world as being the most generous country in the world. We pride ourselves in always looking out for the little guy and contributing in some small way that fits our life and budget. It is just one more reason that makes this such a wonderful country to live in and our world a nice place.

[Current Board of Directors](#)

[CRM Information](#)

A special thank you to everyone who has in some way volunteered in one way or another- 10k races, food donations, coaching, teaching, sponsoring, having a leadership roles in organizations - are all different ways that we volunteer. Right now, your profession needs you - your leadership, your voice, and your experiences.

Think about the difference that these efforts have not only made to others but to you. It is a very humbling and noble cause to volunteer.

Your Board has, as always, been working very diligently in setting up some wonderful educational and networking opportunities for 2010.

Our next event will be held on Tuesday, January 12. It is our **annual "Member Panel" event and will be held at Diageo's in Norwalk, CT, just like last year.** Please read further for more information on the members who will be sharing case studies of their Records Management programs. Registration will be limited so remember to register early.

Have a wonderful holiday season and I look forward to seeing you at our "Member Panel" event on January 12.

ARMAly yours,

Anita

Anita P. Castora, CRM
President, ARMA Connecticut Chapter

*****[REGISTER NOW](#)*****

**JANUARY 12, 2010 LUNCH MEETING
MEMBER PANEL
"Case Studies in Records Management"**

**Held At:
DIAGEO
801 Main Street
Norwalk, CT**

Schedule:

11:30-12:00 PM - Networking

12:00-1:00 PM - Lunch

1:00-4:30 PM - Program

Cost: \$40.00

Topics:

- **How to identify & define the elements of a database, explain the components of a data mapping document, and identify data issues**
Melissa Dederer, CRM
- **Records Management in Law Firms: How to do more with less**
James Merrifield
- **How to protect data/records through management of the company legal hold process, oversight on the global leaver's process, and through document management solutions**
Holly Mazzeo
- **Archiving of electronic records and privacy related concerns as they apply to data and electronic systems**
Shari Perlstein

Sponsored By:



[Return to Top](#)

Special Offering for January Meeting

We understand in these economic times that finances are tight. So, if you're thinking about joining ARMA Connecticut, start the new year off right and enjoy a FREE meeting on us. That's right FREE, we will pay for your meeting (\$40 value)!!

This is an excellent way for you to network with persons in your region as well as stay up to speed with the latest developments in the Records & Information Management (RIM)

industry. In order **to be eligible** for this special offering for January you **must be a non-member of the CT Chapter** and decide to join the chapter immediately following the January Meeting. The cost to join the chapter is \$40.

[Return to Top](#)

ARMA CONNECTICUT CHAPTER
Fiscal Year 2010 Monthly Financial Report
July 1, 2009 thru November 15, 2009

BEGINNING BALANCE 07-01-2009	\$14,641.30
YTD INCOME	5,437.40
YTD EXPENSE	5,153.55
ENDING BALANCE 11-14-2009	\$14,925.15

Chapter President is Interviewed on *InsideThe Records Room*

On December 12, 2009 Anita Castora, CRM spoke with Ray Davis, the moderator of Inside the Records Room, *Inside The Records Room™*, "The only weekly talk show dedicated to the promotion and education of Records Management," regarding her work on the new ARMA publication, [Contracted Destruction for Records and Information Media](#).

To learn how Anita first got involved with the records management profession, and how she used her project management skills to bring this valuable book to fruition, just go to the website www.insidetherecordsroom.com. Once you enter the site, click the tab labeled "Recorded Shows" and select the year of 2009 and the month of December. The system will sort through the database and bring up all the shows done in Dec 2009. Select the show from 12/15/09 and you'll be listening to that day's show.

[Return to Top](#)

Membership Report

We now have **98 members!** Thank you all for your support of the Connecticut chapter.

New members for the month of January

Tom Cichon - Diversified Information Technologies

Gary Matthew LeBlanc - Image API Inc.

Siobhan Reilly - Daticon EED

Our raffle for the January Meeting will be a \$30 dollar gift card from www.ordermygift.com. Check out the great stuff available under the "variety" section. See you all on January 12th.

Regards,
Jim Merrifield
Director, Membership
203-325-5069
jmerrifield@fdh.com

[Return to Top](#)



**Northeast Utilities: A Case Study in
Records Management**

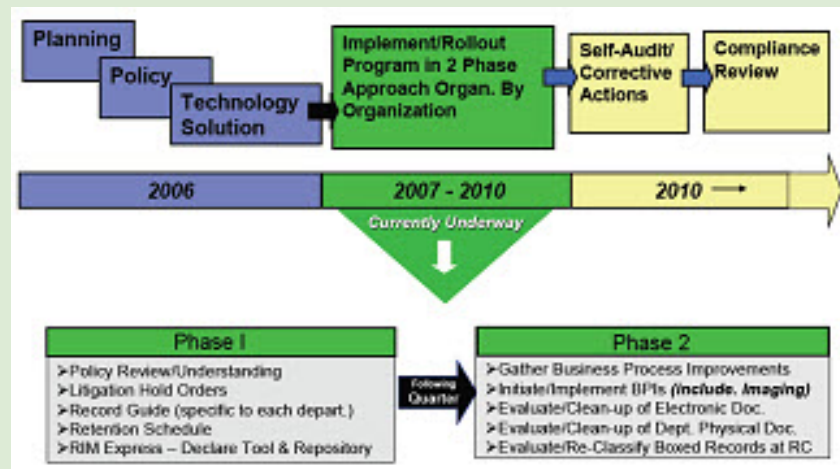
By Bill Ludkiewicz, CRM - Immediate Past President

On November 17, 2009 meeting attendees were treated to a fascinating story of how Northeast Utilities is transforming business processes to manage its diverse array of corporate records. Paper records, images, file shares and e-mail are all sources of "unstructured" data and information that is encompassed by the project. Our storyteller was new chapter member **Maureen Bazan**, Enterprise Records Program Manager for Northeast Utilities System. The utility, based in Berlin, Connecticut, also operates in Massachusetts and New Hampshire.

As project lead, Maureen is working closely with her RIM team including corporate counsel, IT, management and various user groups. The five year project, started in 2006, includes morphing a centralized records center into a centralized scanning center. Users are being trained to classify and declare records to their electronic enterprise content management "ECM" solution. Their ECM system includes DB2 and Lotus Domino applications licensed by IBM.

The primary goals of the project are risk mitigation and improved productivity. To achieve these goals much effort was put into defining records and training users. Both new and back

files are being transformed. While the project is still underway, many positive results have been realized to date. Maureen summarized well-defined metric indicators have been essential to measuring their results. While not possible for all business process improvements, many changes have resulted in cost savings.



A copy of Ms. Bazan's presentation has been posted to the chapter's web site. Go to the Links and Archives page <http://www.armacconnecticut.com/links.html>

[Return to Top](#)

ACKNOWLEDGEMENTS

By Bill Ludkiewicz, CRM - Immediate Past President

Several members and supporters of the ARMA Connecticut Chapter were acknowledged at our November 17, 2009 educational meeting. **Roger Tausig**, Principal of Imaging Solutions, Inc. was acknowledged by Chapter President Anita Castora, CRM for sponsoring the meeting. Roger spoke for a few minutes about the products and services provided by Imaging Solutions which is located in Wallingford, Connecticut. Thank you Roger!

A few months ago our chapter conducted an online survey to obtain membership input on our chapter's programs, venues, etc. As an incentive to complete the survey, two prizes were randomly awarded. At the meeting President Anita Castora presented survey winner **Dana Yanaway**, CRM with an Apple I-pod and **Rob Ridgway** with a \$40.00 gift certificate.

During all our meetings this season, the Board decided to hold a general raffle (excluding board members). Of course you must be present to win. Winners of ARMA International Educational Fund raffle tickets were **Donna Wells** and **Kathy Best**. **Dana Yanaway** (again?) won a \$30.00 gift certificate. Congrats winners!

Finally, routinely during the year we acknowledge continuous ARMA International membership milestones. At the November Chapter meeting, **Bill Ludkiewicz**, CRM was presented his 10 year membership pin by Membership Director, Jim Merrifield.

For photos of this meetings events, please check out the [Photo Gallery](#) pages on the Chapter Website.

[Return to Top](#)