From the President’s Desk

By: Julie Prochnow, ARMA Houston President

Happy New Year, I hope everyone had a wonderful holiday season and the New Year has been a good one so far. We finished out the ARMA Houston year with an amazing Holiday Social at the Goode’s Armadillo Palace. I’d like to give a big “Thank You” to the Holiday Social committee: Nancy Sparrow, VP of Community Outreach & Fundraising; Ryan Zilm, Committee Manager; and all of the committee members who volunteered to make this event so amazing. Great job!

One of the last events of the year was an E-Mail Management seminar presented by Tom Forsyth, CRM. It was a great seminar with lots of great information. If you missed the event, you can find the presentation on the website under Professional Development/Presentations. I’d like to thank Tom Forsyth for his time and knowledge, as well as Murphy E&P for hosting the event.

The New Year for ARMA Houston is starting off with a full calendar of events. We started up the year with our monthly workshops and luncheon in January with the Principle of Compliance by Laura Livingston and luncheon with “Follow Your Dream – A Prescription for Life” by Gail Blount, a past ARMA Houston member.

February is chili cooking weather, well, at least we hope, because ALHEF is hosting their 9th Annual Chili Cook-Off on February 21. If you have never attended before, this is a good time to visit with your colleagues and meet new ones. And of course, compete to win 1st place in the chili contest. This year the ALHEF Chili Cook-Off will be hosted by Image Engine in the parking lot off their office. More information on this event can be located on the ARMA Houston website.

Friday, February 20, prior to the Chili Cook-Off, Montaña & Associates will be presenting “Should Your Bucket Have Holes In It?” John Montaña participates in the chili cook-off so he generously puts on a seminar for ALHEF and all proceeds of the event go to ALHEF. The event will be held at Murphy E&P Company. Visit the ARMA Houston website for registration and details on the seminar.

The ARMA Houston Spring Conference is fast approaching and will be

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here before we know it. If you have not signed up to be an exhibitor or a speaker, you should do so soon. Booth space and speaker slots are running out fast. This is ARMA Houston’s big educational event of the year and the Conference Committee is aiming to hit a new record for attendees, so you don’t want to miss this event. Stay tuned for more details on the event.

I look forward to seeing you at the next ARMA Houston event. If you need anything, please don’t hesitate to contact me.

Julie Prochnow
ARMA Houston Chapter President 2014-2015

Registration is Now Open for the 2015 ARMA Houston Spring Conference and Trade Show
Will You Be Attending?

By: Pam Miller
Immediate Past President, ARMA Houston

You won’t want to miss the 2015 ARMA Houston Spring Conference and Trade Show April 21st and 22nd at the Norris Convention Center – CityCentre Houston. If you have attended in the past, you already know that the Norris Center is delightful with a wide variety of choices for dining, shopping, entertainment, and a spa. The Norris Houston/CityCentre venue is located near the corner of I-10 West and Beltway 8 next to Studio Movie Grill. Complimentary parking is available in the attached parking garage. Located within the CityCentre development, this venue offers overnight accommodations via Hotel Sorella, connected to Norris via a sky bridge.

The Conference Committee has been working hard to make sure, like every year, the ARMA Houston Conference is better than ever. Sessions will qualify for ICRM credits.

Top Categories Include:

- RIM Basics & Advanced
  - Assessing and Mitigating Risk
  - Audit Basics for RIM Professionals
  - Electronic Records Management
  - Managing Physical Records
  - Privacy and Security in RIM
  - Records Retention and Disposition
  - Vital Records and Business Continuity

- Business/Audit
- Information Technology
- Legal
- Management Skills
- Privacy

Click Here to Register Now and Receive the Early Registration Discount!

Early Registration:
- Full Conference & Exhibit Show:
  - Member: $375
  - Non-Member: $450
  - Student: $150
- One Day Conference & Exhibit Show:
  - Member: $200
  - Non-Member: $250
  - Student: $75

Regular Registration:
- Full Conference & Trade Show:
  - Member: $425
  - Non-Member: $500
  - Student: $175
- One Day Conference & Exhibit Show:
  - Member: $250
  - Non-Member: $300
  - Student: $100

Attention Vendors: Click Here for Exhibitor Registration and reserve your booth space today! Booth space is limited.

To maximize your investment, please consider becoming a sponsor. Click Here for Sponsorship information.

2015 ARMA Houston Spring Conference & Trade Show Committee at your service:

Conference VP:
  - Todd Brown, tbrown@accesssciences.com

Arrangements Committee Manager:
  - Amanda Stringer Brown, astringer@accesssciences.com

Exhibits Committee Manager:
  - Stephen Best, sbest@accesssciences.com

Program Committee Manager:
  - Ryan M. Zilm, CIP, IGP, rzilm@newfield.com

Registration Committee Manager:
  - D’Anderia Dunham, DAnderia_Dunham@murphyoilcorp.com

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Highlights from November Houston ARMA Workshop & Luncheon

By: Jessica Harman, Global Marketing – Records Management Coordinator, Phillips 66

Can you believe that it’s been two months since the session? Do you remember the highlights? Were you able to attend? Check out the direct quotes below from Joe Shepley and Anna DeLuna’s session:

From the speaker:

- “Nobody cares about compliance – they care about their day-to-day job.”
  - “This was truly a light bulb moment for me. Having access to the information when they need it is so crucial to everyone’s day-to-day job but Anna is right, they want it when they need it but they don’t think in terms of what they need to do to make it accessible when needed, especially by others.”
- “Companies don’t want to pay for risk avoidance; they don’t want to be proactive.”
  - “Really, the risk of being caught out of compliance for not having complete records is pretty low. Many times it costs less to pay fines than to shore up the records department.”
- “How can Information Governance make us different from our competitors?”
  - “The example of Quicken Loans really stood out to me. Today our sales team needs to know the past of each contact before they call so they are prepared. Right now this is a large initiative for our corporate governance team but having the right information at the right time is the key. Thinking in this way will help me push the IG solution so they have the right information.”
- “What can IG do to make everyone’s job easier?”
  - “Capture of knowledge; do you have a bench of experienced people to pick from for when attrition strikes? How long have they been there? When you are shadowing or taking on a new role it seems like you never have enough time with the person. This can be shored up by having the right IG model.”
- “Learn to speak their love language.”
  - “I’ve heard of the “What keeps you up at night?” but speaking their language really amplifies being in the know. I need to figure out what makes them tick, identify with their results. When I can talk about how to make their passion a reality I know that I will get the support I need.”

From the attendee:

So here is my question to you – what was new for you? Share with us, your ARMA chapter members, at our next ARMA meeting!

Join the Information Management Professionals of ARMA Houston

One of ARMA’s strengths is its ability to bring together people with the common purpose of managing information in today’s world while protecting information of the past. Established in 1956, ARMA’s 10,000 plus members from 30 countries are from every level of the profession and every type of organization. Like with anything, the more you give, the more you get. So, get involved with ARMA Houston! Join a committee. Come to lunches. Bring a friend or colleague to an event. Membership information can be found at www.armahouston.org, click Membership.

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Attention Records Managers Extraordinaire... ARMA Houston is looking for candidates for the Mavis Eppes Award

By: Pam Miller, Immediate Past President

Do you know a records manager who has pioneered a ground-breaking project from initial thought to reality? Maybe YOU have pioneered a ground-breaking project from initial thought to reality yourself. If so, please nominate that person (or yourself) for the Mavis Eppes Award. We KNOW that the Houston Chapter has members of this caliber!

To submit a nomination for the Mavis Eppes Award, please complete the Mavis Eppes Application form and submit it to Pam Miller, psankey@filetrail.com, by March 4, 2015. You can find the form on the ARMA Houston website on the Chapter Awards and Nominations page http://www.armahouston.org/?page=Awards_Nomination.

So... Who is Mavis Eppes?
Mavis Eppes, FAI, was the Director of Records and Information Management at Vinson Elkins Law Firm headquartered here in Houston. Her career spanned over 40 years at V&E, where she developed an exemplary Records Management Program. As described on the ARMA International Educational Foundation website, Mavis’s dedication and drive to automate the records management functions and building state-of-the-art Records Management Programs made her a well-known and international leader in the records management industry. ARMA International consistently looked to Mavis to assist other law firms and professionals worldwide by answering questions, providing technical data, sharing policies and procedures, and training other Information and Records Managers. In 1990, Mavis was inducted into the Company of Fellows for ARMA International, which is the highest recognition award that can be achieved in the records management profession.

During her career, Mavis was instrumental in growing ARMA International through activities at both the local and international levels. Mavis was also instrumental in creating the Alice L. Haltom Educational Foundation and served many years on the ARMA International Educational Foundation Board of Directors. Mavis is recognized as an honorary member on both Foundations. Many professionals and students have benefited from her consistent generosity and her tenacity in leading fund raising initiatives to benefit others in the records management profession. In 2009, the ARMA Educational Foundation established the first annual Mavis Eppes FAI Excellence in Records Management Award Scholarship. This year we want to award one of the Houston Chapter’s members the prestigious Mavis Eppes Award. Please consider nominating someone or applying for this award yourself.

We hope to hear from you!

Congrats to the newest CRMs!!

Brianne E. Aul, CRM, Pittsburgh, PA USA
Terra M. Burgess, CRM, Kansas City, MO USA
Melinda B. Catapano, CRM, Grand Junction, CO USA
Michael W. Chamberlin, CRM, Crystal Lake, IL USA
Tonic T. Matika, CRM, London UK
Sandra J. McKinley, CRM, Henderson, NV USA
Abraham D. Miller, CRM, Jamaica Plain, MA USA
Osama Mohamed Mokhtar, CRM, Doha, Qatar
Debra A. O’Clair, CRM, Elkridge, MD USA
Anne M. Phillips, CRM, Princeton, NJ USA
David D. Reagler, CRM, Hot Springs, AR USA
Tonia K. Schneider, CRM, Houston, TX USA
Brett L. Schumacher, CRM, Long Beach, CA USA
Mary E. See, CRM, New Orleans, LA USA
Donna M. Severino, CRM, Brooklyn, NY USA
Mary W. Sherwin, CRM, New York, NY USA
Kyle Q. Stannert, CRM, Bellevue, WA, USA
Elizabeth E. Steinberg, CRM, Morris Plains, NJ USA
Krzysztof M. Szybalski, CRM, Thunder Bay, ON CAN
Louis Tirado, CRM, Rochelle Park, NJ USA
Eliza A. Van Artsdalan, CRM, San Ramon, CA USA
John W. Warrick, CRM, Bothwell, WA USA

If you are interested in becoming a Certified Records Manager (CRM), consider attending the next CRM study group session December 5 at La Madeline. Click here for more details: http://www.armahouston.org/events/event_details.asp?id=523368. You will also want to join the ARMA Houston CRM Study & Networking Group on the ARMA Houston website. To join, visit www.armahouston.org, click on the “Membership” tab, then click on “Join a Group”. Select the CRM Study & Networking Group. Visit the ICRM Website to find out all the details about becoming a candidate, examination schedules and other information about becoming a CRM. The CRM is a “Certification” not a “Certificate” and the ICRM (Institute of Certified Records Managers) is the international certifying organization of and for professional records and information managers.

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ASK A CRM:

5 Top Things to Improve Your Records Management Program

By: Ellie Myler, CRM

Q. What can I do, as a Records Manager, to improve my RM program?

A. There can be many ways to improve your RM program, here are the top 5 recommendations:

Start to see and embrace the "grey" in things:
I know, you are thinking what in the world, have you lost your mind? Records Management is black and white. There are rules that need to be made and implemented, processes to be followed, and benchmarks to be reached. But rules, processes, and benchmarks are generally not interpreted by others to mean the same as they do to us. Rules may mean more or new work for users, processes could be completely different from their accustomed ways of doing things, and benchmarks? In their world, benchmarks are not interesting unless it means again, more work for them in achieving someone else's goal of perfection. After taking some change management courses, you start to learn about words like "compromise," "empathize," and "support." While a core set of values and rules are a must to promulgate any kind of governance in anything, be aware that it takes the users of your program to accept and then, more importantly, use what you are providing. If you have rules, processes, or even benchmarks that somehow are not playing out in reality, remember that you have to focus on what users see, and then mold the rules that you have. Following the 80/20 rule is good here in that 80% of your success will typically come from 20% of your users. Therefore, learn to listen more, ask open-ended questions, and form relationships with the users that have to make this happen. By pounding on them with a perfection rule stick, you won't get the user adoption that you need to make the program work.

Market your program, ALWAYS:
Selling is a tough skill to have and not always fun to do. After all, sometimes selling records is like selling a car. You promise that by buying a car, life will be faster, easier, and maybe enjoyable, if you like to drive, but then no sales person will tell you the full story of what it takes to have that car. It is not fun to get one rejection after another but trust me on this, don't take it all so personally. One of my mentors taught me that and it was hard for me to learn but much easier when I accepted it as a personal truth. Now, selling is just part of the mix. The buyers are naturally going to reject things, and you have to be creative in getting them to change their mind. Easier said than done when you have a product such as "Records Management" to sell rather than the latest sleek Range Rover, shining on the display floor. When you market and sell, you want to provide an "experience" for the user. This can include anything from a full-blown website and records management expo, to a simple brochure, phone call/email, and sometimes just a piece of candy and/or a cup of coffee. Whatever you do, you must... Be passionate about what you do:
Don't be lukewarm, apologetic, or wishy-washy when you communicate with your users. Be happy, brilliant, brief, and gone, unless they ask you to stay, and in that case, pull up a chair and have a conversation over some coffee. I know, how does one get excited about information governance and then manage to infect others with that enthusiasm? Challenging, but not impossible. Some basics here: smile, be positive, and always offer to help. No problem is too big to conquer. Listen to them but then pull them out of any of the negativeness or "this is impossible to do," "don't you understand how busy I am," with responses such as "Rome wasn't built in a day" and "baby steps are better than no steps." Always love what you do and even if you are not feeling it, fake it! This leads me to my next important point...

Upgrade your professional image:
An entire book could be written on this one and I don't suggest that you run out and buy a pair of designer shoes, but please, learn to dress like a pro. After all, what you wear sends a message to your audience and you do want to be seen as a person who knows their stuff. Wearing jeans and flip flops on casual Friday will probably not be harmful, but you can dress up those jeans and now be casual chic and take a meeting that was not planned and not feel like you are at the beach. A fully donned suit is probably not a necessity for every day but have it in your closet so that when you have that big meeting with the super executives, you look like you belong at the table. Dressing is part of the song and dance and if you need to consult with a stylist to get a professional wardrobe, do it. Even if you go from hauling boxes to meeting with a group to talk about their imaging process all in one day, you will feel better when you are dressed in a way that sends a message of "I am a professional in the business" and not "janitor or records." And while you are prancing around in those Jimmy Choos, be sure to continue...
Ask a CRM, cont’d from pg. 5...

Learning:
Being a lifelong learner is a good thing, especially when dressing up the records management pig can seem like a life-long chore to sell it to the people who need it and don't want it the most. If you stop learning, you stop being curious, and then it is harder to come up with new approaches to age-old problems. Learning can include so many things but consider learning about a new but related field. Disaster recovery is all about what to do when things go wrong, but teaches you how to look forward in a situation, make plans, test, and then evaluate how the whole thing went. Learning can also be completely non-professional. Say you have always wanted to learn how to knit or fix a car. That can teach you rolling up your sleeves for a big project, being patient, and looking forward to the end results. The point is, don't ever stop learning. Learning will help you to grow beyond what you thought you were capable of and will help your profession in terms of distributing that knowledge to others who are new in the field.

It is good to become a pro at something but sometimes learning something that you know nothing about will help you get out of what you do know and into something you have to work at knowing. By learning, you are helping your mind get out of the “I have always done it this way” to “gee, these new Feng Shui techniques will help me to harmonize all those little piggies in ways I had never imagined.”

Disclaimer: The content presented in this document is for information purposes only. The opinions expressed in this document and those of the presenter do not necessarily represent the official position of CITGO. References to other resources including links are for informational purposes only. Providing these links does not necessarily indicate CITGO support or endorsement of the site/s. CITGO is not responsible for the content or accessibility of any of the links or resources listed.

ALHEF will be serving up chili in 2015

Saturday, February 21, 2015

Open to the Public 10:30 am – 3:00 pm

Alternate Inclement Weather Date
Sunday, February 22, 2015

Image Engine, LLC
7170 W. 43rd Street #150
Houston, TX 77092

For questions, contact Gayle Page, 713-688-0404, gpage@pacotech.com or Frank Lerma, 832-337-0255, frank.lerma@shell.com

Enhancing the Role of the Data Steward to Solve Common Problems in Information Management

Take a cue from the Agile methodology, even if Agile is one of the problems.

By: Mike Grosvenor and Phillip Jones, Access Sciences Corporation

Permission to reprint: Amanda Brown, Manager, Marketing and Community Involvement, Access Sciences Corporation

Few organizations have fully integrated the role of the Data Steward due to concerns about additional project complexity, time away from other responsibilities or insufficient value in return. The principles of the Agile methodology (whether or not Agile is followed for projects) can offer guidance in making the commitment to designating and empowering the Data Steward role. By placing insightful people in a position to connect innovators, respond to change and spur development aligned with business activities, organizations can expect to see a more efficient and effective use of their information assets.

Introduction:
The simplest definitions of data stewardship tie the governance of metadata to improved data quality and usability. This is a concern in many organizations and, often, these lofty goals are the primary justification proposed in the creation of the role. Without more specific objectives, it can be challenging to measure success or to show returned value, and that has led some companies to hesitate or discontinue support of the Data Steward role going forward.

The Data Steward can be a standalone position, though they are typically business managers or subject matter experts (SME) who are assigned “ownership” of a set of data relevant to their particular functional area. They can serve as advisors or liaisons to the Information Technology group or on formal project steering committees. The Data Steward is often in a position of approving access to data as well as reviewing changes to processes that could have an impact.

The case against the Data Steward would claim the role creates a governance bottleneck or that it indirectly encourages data redundancy as groups jockey for control of critical information. If the goals of the overall organization are not aligned with those of smaller groups or individuals, these and other problems are indeed going to be a risk.

Instead of looking at the overhead costs, time taken away from other responsibilities or potential delay and complexity in projects, we advise clients to take a different perspective. Some common problems in information management can be solved more easily through the involvement of the Data Steward if the engagement is allowed to extend beyond governance.

Considering a broader interpretation of the description of data stewardship at the beginning of this section, we can imagine that metadata is not simply an intangible asset to be managed, but rather a product to be developed, with the Data Steward as the Product Manager. This role carries the responsibility to show value from improved and expanded metadata in terms of business capabilities or efficiencies. To further illustrate this approach, the examples below examine common problems in information management and discuss steps that can be taken by a Data Steward (acting as the Metadata Project Manager) to demonstrate a practical solution.

Data Steward Roles Shift
We will explore the Agile project management methodology for tactics we can employ to develop metadata as a project. This is because some of the claimed advantages of Agile development, such as continuous user engagement and software capabilities delivered in shorter timeframes, are precisely the sort of benefits to be expected from well-managed metadata. Completion of the resulting work allows for the recasting of the Data Steward more like a Patient Advocate in a hospital, rather than a bouncer at a nightclub. The data steward does not inhibit desired progress with arbitrary restrictions, but adds value for the organization by guiding the cooperation between the business and technical teams as a contributor to their success.

Problem 1: Agile Development
Summary: Data Stewards sustain Agile development through the building of a metadata repository.

Problem 2: Data Analytics
Summary: Data Stewards simplify data analytics and build metadata value through the support of integration and collaboration.

Problem 3: Unstructured Data
Summary: Data Stewards use the metadata from unstructured content to identify the flow of information through the organization and to align activities with process relationships.

Problem 4: Mergers, Acquisitions and other Organizational Changes
Summary: Data Stewards manage changes to organizations and strategies by involving new individuals to serve as data stewards as the volume of metadata grows.

Conclusion:
A data steward can be defined as one who produces the metadata to be used by others involved in developing software, analyzing data and managing change. This is a shift away from a role focused on governance or compliance, towards one of responsiveness to the challenges facing an organization. The core principles and values of the Agile methodology offer a means of accomplishing this shift while adding value beyond the benefits of data quality and usability alone. We believe that this justification will ease the decisions leading to the establishment of and the assignment of responsibilities to data stewardship initiatives, allowing organizations to gain more return on their information management investment.

Click here to download the entire whitepaper.

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John Montaña presents “Should Your Bucket Have Holes in It?”

By: Shirley Anderson

There's still time to register for the educational seminar scheduled for Friday, February 20. Montaña and Associates will present a half-day seminar on the Big Bucket concept to benefit the Alice L. Haltom Educational Fund. Seminar will be delivered by John Montaña, Brent Gatewood, and John Kain at Murphy Exploration and Production, 9805 Katy Freeway, Suite G200, Houston, Texas, 8:00 am – 12:00 pm.

Your organization has embraced the Big Bucket and has pared down that retention schedule from 10,000 line items to something a little more manageable. Now it's time to match these new categories against content! Is it possible? Montaña and Associates will discuss the structural impact of big buckets on your schedule, privacy laws, system configuration limitations, application across multiple systems and other downsides to big buckets such as litigation and discovery. This experienced team will offer solutions to the challenges of the Big Bucket concept. When the seminar is over you will know where the holes are, how to repair them and get the most out of your bucket schedule.

Montaña and Associates is a full-service records and information governance consulting house whose award-winning team has partnered with scores of clients on hundreds of domestic and international records and information governance projects.

The cost to attend this event is $50 and includes breakfast and morning beverages. Registration information is posted on the ARMA Houston and ALHEF websites. Space is limited to 85 participants. Online registration is available until end of business day February 18. This seminar has been approved for 4 hours of certification maintenance credits from the ICRM. Attendees will receive a Certificate of Completion. Check these websites – www.armahouston.org and www.alhef.org for updated information.

All proceeds from this event will benefit the Alice L. Haltom Educational Fund.

At the 2014 ARMA Houston Holiday Social

Everyone wins!

By: Anna DeLuna, Practice Leader, Doculabs

Ryan Zilm, Committee Manager, Records Program Manager, Newfield

Between the ornament exchange, the fantastic BBQ, the silent auction, and the raffles, the ARMA Houston Holiday Party was a hit! It was amazing to welcome 63 guests into the tent at the Armadillo Palace on December 4th, 2014. Thanks to sponsors Special Counsel and Pacotech, everyone had a drink in hand as they laughed at stories from 2014, bid on one of the many Silent Auction donations, and chowed down on brisket, sausage, chicken, and of course some delicious sides.

With a photo competition at hand, Glen Sanderson took a shot that summed up the jubilant evening winning the grand prize! A raffle every 20 minutes and games for prizes kept attendees excited and competition hot, and yet everyone went home with a prize. Finishing off the evening with an ornament exchange kept us in the Christmas spirit before wishing everyone a Happy Holidays and a Happy New Year. Thanks to everyone who came – can't wait for next year!
RM Vocab 101

Complete the crossword below. Some answers consist of two words without a space. Good luck!

Across
2. The process of evaluating the value of records and determining which records to retain, discard, or destroy
4. Recorded information regardless of form or medium with three basic elements: base, impression, and message
5. To establish retention periods for current records and provide for their proper disposition at the end of active use
10. The profession concerned with achieving economy and efficiency in the creation, use, and maintenance of current records
12. Recorded information, regardless of media or characteristics, made or received and maintained by an organization or institution
13. The phases of a record's existence from creation to final disposition
15. The principle that records created or received by one recordskeeping unit should not be intermixed with those of any other

Down
1. A written procedure and set of guidelines for organizing files based upon a specific system, such as alphabetic, numeric, subject, functional, etc.
3. Professional staff responsible for any aspect of the selection, preservation, or use of archival materials
6. The process of establishing intellectual control over holdings of an archival institution through preparation of finding aids
7. A handwritten or typed document, including a letterpress or carbon copy, or any document annotated in handwriting or typescript
8. The process of obliterating information that is no longer of value but remains too sensitive to be simply discarded as trash
9. The files of several individuals consolidated into a common filing system, generally organized according to file plan
11. An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources
14. A body of file units or documents arranged in accordance with a filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use

Answers can be found here

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Alice L. Haltom Educational Fund Hosts

MURDER BY NATURAL CAUSES

By Tim Kelly

THEATRE SUBURBIA
4106 Way Out West Dr., Suite N
Houston, TX 77092
March 5, 2015
8:00 pm
Tickets $15.00

Stylish and witty, this suspense play combines laughter with thrills and delivers what mystery fans love most – taut suspense with an ingenious plot. Arthur Sinclair is a successful world-famous mentalist in the tradition of Dunninger. His beautiful wife, Allison, plots his murder for the commonest of all motives...greed! She enlists the aid of a struggling young actor. Her foolproof murder plan cannot possibly misfire – or can it? After all, Arthur (as everyone knows) has psychic gifts. But does he?

Once the killing scheme is in motion, the plot begins to twist and turn. Nothing is as it seems. Is mind reading possible? Can the future be foretold? Just when the audience figures out what will happen next, there is an unexpected shock to complicate matters in an amusing and scary fashion. The mystery builds to an exciting climax where Arthur’s gifts not only save his life but also creates a devilish new puzzle that will keep the audience on the edge of their seats. It will take all of your mental powers to solve this wildly clever and entertaining thriller.

Come and help us figure whodunit! Doors will open at 7:00 pm. Open seating will begin at 7:30 pm. Come early and network. Or come early and bid on items for the silent auction. Snacks and refreshments available.

Tickets on sale now! Theater seating is limited to 100. Cash or checks only. Tad Howington is the main contact for ticket sales. He can be contacted at 713-420-3272 or austintad@gmail.com. Tickets can also be purchased by contacting any of the Board of Trustees listed below:

Gayle Page: 713-688-0404 or gpage@pacotech.com
Shirley Birch: 713-688-0404 or sanderson@pacotech.com
Allan Heath: 832-603-1860 or allanheath49@gmail.com
Jim Dixon: 832-647-6251 or jimdixonrim@gmail.com
Frank Lerma: 832-337-0255 or frank.lerma@shell.com
Teresa Matlock: 281-372-5126 or teresa@hfrrf.org

All proceeds for this event benefit the Alice L. Haltom Educational Fund. Your support is appreciated.
Member Spotlight

25 things (you may not know) about

David Ebbers

1) I am pleased to be working for Plano Data as Director of Business Development.
2) I have 23 years of experience in records management.
3) I am the proud father of three grown children.
4) I am the prouder grandfather of four wonderful grandchildren.
5) I have been married for 36 years this March (my wife gets all the credit for this one)!
6) I have completed six half marathons since beating Cancer (my 13.1 mile victory laps)!
7) I am a blessed survivor of stage four lymphoma (4 years remission this coming July. Wahoo)!
8) I am tasked with developing the Plano Data business in Houston (so I may be calling on you)!
9) I started my records management career with Valero in their corporate records center in the mid-eighties (Yep, I’m THAT old)!
10) I enjoy spending time on my kayak.
11) I am a terrible golfer.
12) I truly enjoy the sales process (I know...sick, right)?
13) I don’t like to work in the rain.
14) I am pleased to be back at ARMA Houston!
15) I am thrilled to have an office less than 20 miles from home.
16) I will NOT miss my former commute (37 miles one way YUCK)!
17) I spent 20 years working at Iron Mountain.
18) I enjoy getting together with my fellow Iron Mountain alums.
19) I check LinkedIn daily.
20) I was a records management recruiter for a short time.
21) I have been in Houston for 6 years.
22) I was born in California in the Bay Area (yes, California was a state back then)!
23) I am an Air Force brat.
24) I have one brother and three sisters (we were always outnumbered but never outsmarted)!
25) If I could live anywhere in the world, I would live in Summit County, Colorado.
The ARMAdilla is the official newsletter of the Houston Chapter of ARMA International.

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Special thanks to this edition’s contributing authors. We are looking for quality content to share with our members. If you would like to write for the ARMAdilla, please contact the editor.

Calendar of Other Upcoming Events:

2/2-3/15 – Managing Electronic Records with MS SharePoint 2010/13
2/20/15 – ARMA Austin/San Antonio Chapters’ Joint Annual Seminar
2/25/15 – February Workshop and Luncheon