

RECORD

Fall 2014

The newsletter of the Virginia Association of Government Archives & Records Administrators

President's Letter

Colleagues,

We stand ankle-deep in the latest wave affecting records and information management - Information Governance. But how did we get here? Where are we going? What lessons did we learn along the way? Is this really new? Lots of questions, one place for the answers - The 30th Anniversary VAGARA Conference, of course! We have a full array of subject matter experts, practitioners, and vendors to satisfy your every question on records and information management yesterday, today, and into the future. Join me at the Hilton Virginia Beach Oceanfront Wednesday through Friday, November 5-7, for education, entertainment, prizes, surprises, and a unique glimpse into the history of this organization. Oh, and there is the oceanfront, too! If you have not registered already, navigate to VAGARA.org and get started!



The conference program and speaker biographies are contained in this newsletter. On Thursday, we invite all attendees to our Business Meeting for presentations from four past presidents who shaped this organization and charted a course for our future. George Hruneni, Bea Berry,

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Dick Harrington, and Pat Noble will cover VAGARA by the decades, and give us their insights on factors that have impacted records management over the years. These four RIM trailblazers and mentors on one stage - a must-see event!

As homage to Records Management, our own Kim Edwards (Kindrew), CRM, has produced vignettes that will take us on a trip through the history of records, from the records left by the dinosaurs to the future of records management a la Star Trek. She is a Trekkie, so the presentation is sure to 'boldly go where no records video has gone before.' The vignettes will air between general sessions at the Conference.

For all of the behind-the-scenes work that went into developing this Conference, I give my thanks to Conference Co-Chairs Maralee Weeks and Nancy Tyler, Conference Site Chair Chris Koch, Exhibitor Chair Cary Adams, Registrar Dianna Catron, and all of the Executive Board. You're the best team!

Angie



Member Care / We Care Program

The 2014 VAGARA Board has implemented "Member Care/We Care". The Board wants you to know that we care about you personally as well as professionally. Today's busy schedules do not always allow us to stay in touch so here's how this program works. If you are aware of another VAGARA member that is experiencing a joy, a triumph, promotion, sadness or just needs a word of encouragement, please contact any Board member. Email addresses are available in this newsletter and on the VAGARA website - www.VAGARA.org, or you may contact Dianna Catron, Membership Chair at dcatron@culpepercounty.gov. A card will be sent on behalf of the organization that will hopefully lift their spirits or put a smile on their face. Cards will be sent to the member's address on file unless another address is specified in the request. If you have ideas to expand this program please send those also. We really do care about our members and want to reach out to them throughout the year.



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30th Anniversary VAGARA Conference

Thirty Years in RIM: A Look Back...A Look Ahead

Wednesday, November 5, 2014

3:30 – 4:30 p.m.	Early Registration	<i>Cottage Row</i>
6:00 – 8:00 p.m.	Presidents' Reception	<i>Courtney Terrace</i>

Thursday, November 6, 2014

7:30 a.m. – Noon	Registration	<i>Cottage Row</i>
7:30 – 8:45 a.m.	Breakfast Buffet	<i>Salon C</i>
8:15 – 8:45 a.m.	Exhibits Open	<i>Cottage Row</i>
8:45 – 9:00 a.m.	Welcome – President	<i>Salon B</i>
9:00 – 10:15 a.m.	Keynote Address The ID, the Ego, and IG - Elements of Information Governance <i>Ilona N. Koti, Principal Consultant, Crystal View Consulting Group, Pollock Pines, CA</i>	<i>Salon B</i>

The debate around information governance (IG) is creating a growing divide within the archives and records and information management community. Does one adopt IG as the next evolutionary stage for information professionals or take a stance that IG is the latest buzzword in the industry and just a passing trend? This session will analyze current IG initiatives, definitions, and future opportunities to incorporate IG into organizations and educate participants on what information governance is and why it matters.

10:15 – 10:45 a.m.	Exhibitor / Refreshment Break	<i>Cottage Row</i>
10:45 – 12:00 p.m.	General Session Trends in Data Protection <i>Jeremy Zhang, Ph.D., Director of Product Management, Technology Services, Data Management, Iron Mountain, Atlanta, GA</i>	<i>Salon B</i>

Records and Information Management is more complicated than ever. New technologies, such as private/public cloud, object storage, and big data analytical, bring RIM professionals new tools as much as new challenges. Dr. Zhang will share design principles for the RIM community to consider when selecting solutions that best fit their needs.

12:00 – 1:00 p.m.	Lunch & Networking	<i>Salon C</i>
1:00 – 1:15 p.m.	Exhibitor Break	<i>Cottage Row</i>

30th Anniversary VAGARA Conference

Thirty Years in RIM: A Look Back...A Look Ahead, continued

Thursday, November 6, 2014, continued

- 1:15 – 2:00 p.m. **General Session** *Salon C*
Laugh & Learn: Nothing New for Business Leaders I
Paul Miller, Performer, Larry Weaver Entertainment, LLC
- The challenge to strong leadership and effective management is often not a lack of knowledge but rather, remembering a key insight at just the right moment. By pairing absurd scenarios and spectacular stunts with important business concepts, Paul creates visual images that make lasting impressions.
- 2:00 – 3:00 p.m. **General Session** *Salon B*
Best Practices in Records Management – Then and Now
Donald Sullivan, ZAI, Fairfax, VA
- Historically, the process was to get buy-in, do it the right way, and it would all work out. Then the changing world of information and records management came into Don's life. Buy-in? Customers wouldn't even listen to him using the old approach! Don will share some approach shifts that helped clients achieve positive results.
- 3:00 – 3:15 p.m. **Exhibitor / Refreshment Break** *Cottage Row*
- 3:15 – 4:00 p.m. **General Session** *Salon B*
VAGARA Anniversary Business Meeting and History by the Decades
(open to all)
- Featuring founding leaders: George A. Hruneni, Ph.D., Moderator, with Bea Berry (1984-1993), Richard Harrington (1994-2003), and Pat Noble (2004-2013)
- 4:00 – 5:00 p.m. **General Session** *Salon B*
From Necessary Evil to Filing Fun – How to Sell RIM and Minimize Your Work
John Avellanet, Managing Director and Principal, Cerulean Associates, LLC,
Williamsburg, VA
- This presentation will discuss how to “sell” and motivate colleagues, management, and even senior management to support records management, to follow records management policies and principles, and to incorporate good records management into their day-to-day in order to minimize the work and exhortations you need to shoulder. If you're a one-man-band or a small records group in a greater organization, learn techniques to maximize your impact while keeping your sanity and energy level.

~ Dinner on your own ~

30th Anniversary VAGARA Conference

Thirty Years in RIM: A Look Back...A Look Ahead, continued

Friday, November 7, 2014

7:30 – 8:45 a.m.	Breakfast Buffet	<i>Salon C</i>
8:15 – 9:00 a.m.	Exhibits Open	<i>Cottage Row</i>
9:00 – 9:15 a.m.	Mini-Session Laugh & Learn: Nothing New for Business Leaders II <i>Paul Miller, Performer, Larry Weaver Entertainment, LLC</i>	<i>Salon B</i>
9:15 – 9:30 a.m.	VAGARA Awards Program	<i>Salon B</i>
9:30 – 10:30 a.m.	General Session Digital Humanities in the Age of Open Government <i>Stephanie Eckroth and Erin F. Cozens, Office of the Historian, Bureau of Public Affairs, U.S. Department of State, Washington, D.C.</i> The field of digital humanities is transforming research and teaching inside academia, but it is also making substantial contributions in government. Government agencies, such as the U.S. Department of State’s Office of the Historian, are applying technologies and methodologies developed in the field of digital humanities to government data in order to improve the efficiency of in-house workflow while at the same time expanding and enhancing the accessibility of the data for the general public. This presentation will discuss the Office’s implementation of specific technologies (namely, the Text Encoding Initiative and the eXist XML database) for its historical publications, and the lessons learned in creating more streamlined processes for both print and digital publication of the “Foreign Relations of the United States” series. Using the integration of these technologies as a case study offers broad lessons for other government agencies and digital humanities projects and scholars.	<i>Salon B</i>
10:30 – 11:00 a.m.	Exhibitor / Refreshment Break	<i>Cottage Row</i>
11:00 – 11:45 a.m.	General Session Be Your Own “Master of Disaster” <i>Bill Gulley, Archives & Records Management Specialist, DFD – Document Restoration Services, a division of ERS, Electronic Restoration Services, Livonia, MI</i> What can you do to prepare for the potential loss, expense, and recovery time associated with damage to paper records? Smoke- and water-damaged records require specialized handling and transportation so they may be restored to their pre-disaster condition. Disaster response cannot be overlooked, but it’s not necessarily true that after the disaster is the most important time in the event of a loss. It’s critical to have a plan in place beforehand to ensure swift execution of recovery efforts should a problem occur. We can’t stop bad things from happening, but we can develop a proactive strategy to minimize, and in some cases prevent, damage to paper records.	<i>Salon B</i>
11:45 – 12:00 noon	VAGARA Raffle Drawings and Closing Remarks	<i>Salon B</i>

30th Anniversary VAGARA Conference

Speaker Bios



Ilona N. Koti is a subject matter expert with 19 years in information governance & libraries and has extensive knowledge of privacy, data breaches, technology and records related issues. She is a subject matter expert in multi-million dollar electronic document management system implementations. Ilona is also a Certified Records Manager, Certified Project Manager, Certified Document and Image Architect and has a Masters of Library Science and Masters of Information Management from Syracuse University. Currently, Ilona is a Director for the California Historical Records Advisory Board, InfoGovCon and a teaching fellow at the University of Dundee in Scotland.



Dr. Jeremy Zhang is the Director of Product Management of Iron Mountain Data Management service line. He is leading the business development, implementation, and operation of multiple backup, disaster recovery and archive technology services. Prior to joining Iron Mountain, Dr. Zhang was a management consultant with McKinsey & Company. He served clients in North America, Asia, and Africa in telecommunication, agrichemical, high-tech, and utilities industries. Dr. Zhang received his Ph.D. in Computer Science and M.S. in Industrial Engineering from Georgia Institute of Technology.



Donald Sullivan brings experience and insights from a long career in both the corporate world and government consulting. Information and Records Management have become Don's focus over the last decade as he applies his combination of administrative operations, systems development, and process improvement to develop practical approaches for client's program growth. He serves as Senior Records Manager at Zimmerman Associates, Inc., where he is a flexible problem solver focused on "providing the right solutions for complex business challenges."



John Avellanet is an internationally renowned speaker, expert and authority on good recordkeeping and lean compliance practices. Trusted by officials at FDA, NIH and the OIG, as well as by clients around the world, John provides practical, business-savvy solutions to strengthen compliance while lowering costs and reducing risk. He recently served on The Sedona Conference's special interest group on electronic record privacy and security in cloud computing and a similar special interest group discussing long-term data archival integrity challenges.

30th Anniversary VAGARA Conference

Speaker Bios, continued



Paul Miller graduated from Bentley University in 1994 with a degree in accounting. After spending exactly zero days as an accountant, he began an adventure that included waiting tables, working with the Hawaii Volcano Circus, managing a textile factory in Indonesia, and finally founding a performance-based education company in North Carolina. Upon studying silent film and stand-up comedy masters, Paul embarked on a path of hilarious and wholesome entertainment and has delighted audiences across the country at Fortune 500 companies, Off Broadway, and Disney Cruise Lines.



Stephanie Eckroth is a Historian in the Editing and Publishing Division of the Department of State's Office of the Historian. She earned a PhD in English, specializing in Book History and Textual Studies, from Texas Tech University in 2011. In addition to her duties on the *Foreign Relations of the United States* series, she also serves as the assistant editor of the *Romantic Women Writers Reviewed* series and sits on the advisory board for the *Texas Manuscript Cultures* digital archive.



Erin Ford Cozens is a Historian with the Editing and Publishing Division at the Office of the Historian, U.S. Department of State. She received her Masters of Science in Library and Information Studies from Simmons College, and a Ph.D in History from the University of Hawaii at Manoa. Her research interests include metadata and taxonomies in the field of Digital Humanities, contextual TEI, and using technology to enhance user accessibility within historical documentary collections.



Bill Gulley is an Archives and Records Management Specialist at DFD Document Restoration Services, in Livonia, Michigan. In this position, he manages restorations of vital records in addition to educating records managers on planning for and recovering from disasters. Bill joined the DFD team in 2013, bringing with him over 25 years of archivist experience. He holds a B.A. in History from the University of Michigan - Dearborn and a Graduate Certificate of Archival Administration from Wayne State University.

VAGARA
29th Annual Business Meeting
Minutes

October 30th, 2013 at 3:00 p.m.
Sheraton Norfolk Waterside
Norfolk, Virginia

I. CALL TO ORDER

President, Christopher Koch, called the meeting to order at 3:20 p.m. Chris asked for a show of hands from the attendees to establish a quorum of voting members. A quorum was established. (There are 162 paid members so 17 members were needed to be present to establish the quorum.)

II. APPROVAL OF THE 28TH ANNUAL BUSINESS MEETING MINUTES

Chris asked if the minutes had been reviewed by those in attendance and if there were any questions. There being none, Chris asked for a motion to approve the minutes from the 28th Annual Business Meeting. A motion was made by Georgeanne McQuigg to accept the minutes as presented, Sheri Heflin made the second and the motion was carried by yeas.

III. TREASURER'S REPORT

Chris indicated that our Treasurer, Alondo McClees was not available to give the report. Angela Diggs will present the report in his absence. The beginning balance on January 1, 2013 was \$21,034.72. During the year, there was a total income of \$31,216.81 with disbursements of \$10,407.30, leaving an ending balance on October 22nd of \$42,373.32. Angie indicated that the ending balance was not reconciled. She asked if there were any questions. There were none, the report will be filed for audit.

IV. COMMITTEE REPORTS

a) Membership

Membership Chairman, Lois Ritger, reported total membership of 162 with 9 of those being honorary and 8 vendor members.

V. UNFINISHED BUSINESS

President Koch asked if any member had any unfinished business. There was no unfinished business.

VAGARA
29th Annual Business Meeting
Minutes, continued

October 30th, 2013 at 3:00 p.m.
Sheraton Norfolk Waterside
Norfolk, Virginia

VI. NEW BUSINESS

a) Election of Officers for the 2014-2015 Term

Glenn Smith spoke on behalf of the Nominating Committee Chair, Pat Noble, who was unable to be at the conference. Glenn introduced the other members of the committee and proceeded to presenting the slate.

On the slate of board members for the 2014-2015 term:

Angela Diggs, President
Maralee Weeks, Vice President
Kim Kindrew, Secretary
Nancy Tyler, Treasurer
Marilyn Johnson, Historian
Members-at-Large:
Dianna Catron, Northern
Georgeanne McQuigg, Tidewater
Steven Effinger, Central
Sheri Heflin, Piedmont

Chris asked for any nominations from the floor. There being none, Chris asked for approval of the slate of officers as presented. The slate was unanimously approved.

VII. ANNOUNCEMENTS

a) Site of the 30th Annual Conference

Chris announced that the 30th Annual VAGARA Conference would be at the Hilton Oceanfront Hotel in Virginia Beach.

VIII. ADJOURNMENT

The meeting was adjourned at 3:29 p.m.

Christopher S. Koch, President

Nancy E. Tyler for Caroline Walters, Secretary

30th Annual VAGARA Conference

Vendors



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30th Annual VAGARA Conference

Vendors, continued



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30th Annual VAGARA Conference

Things to Do in Virginia Beach



[Adam Thoroughgood House](#)
[Francis Land House](#)
[Lynnhaven House](#)



[Military Aviation Museum](#)



[Atlantic Wildfowl Heritage Museum](#)



[Virginia Museum of Contemporary Art](#)



[Cape Henry Lighthouse](#)



[Virginia Legends Walk](#)



[Old Coast Guard Station](#)