

# RECORD

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

## President's Letter



### Spring 2009

Greetings Friends –

I want to start my newsletter update by assuring the members that the Executive Board is very much aware of the financial hardships that all of us are facing and trying to come up with a win/win solution for us in 2009. I am pleased to report that 43% responded to the survey the board sent out regarding the 2009 conference – that figure is phenomenal and helped the board make the best possible decision based on your responses. The board has decided to scale back the traditional conference set-up and have a 1 day training session on Friday, November 13, 2009. The By-Laws for the organization state that an annual business meeting must be held once a year, so we will have both a training session and annual business meeting at the event. We will still have the gathering at the Holiday Inn Koger Center South, but the social aspect of the conference will be missing in favor of providing training. This decision is directly tied back to the

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## President's Letter continued...

comments returned via the survey. I will continue to update you as more plans are made and finalized.

On a more positive note, the board is also planning a one day seminar in the southwest part of the state focusing on managing a records and information program and electronic records management. The seminar is planned for April 29th. Information regarding this seminar will be sent out shortly.

The Executive Board also has a new historian. Eric Larson from Loudoun County Circuit Court joined the board in January. Eric is completing the term for our previous historian Cynthia Moser, who stepped down due to an increase in job responsibilities. Welcome Eric and best of luck to Cynthia! One of Eric's first tasks will be to head a History committee to document VAGARA's history since the last published book in 2001. As always, if you have an interest in serving on that committee, please let Eric know.

The Site Selection committee has been busy vetting possible locations for the 2010 conference. We are continuing to be optimistic that by then, we will all be back on track and we can resume our normal conference schedule.

Earlene Dixon will soon be calling upon folks to tackle the next SIG project. One possible topic will be to create a guideline on how to self audit your records management program. This is another great opportunity to get involved with your fellow VAGARA members and contribute to the records management field! Please contact Earlene if you are interested in participating!

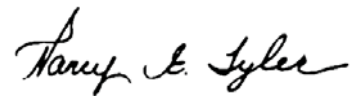
One of the big initiatives I would like to expand on this year is to further develop the VAGARA website. I envision a website that is user friendly and offers members a useful tool to find out relevant and timely information. I need creative and enthusiastic volunteers to help us and hope someone with those qualities will step up and join our Web Template committee.

Pat Noble headed up the Constitution and By-Laws committee and they will have their recommendations ready to present to the board shortly. Pat's next project is to be a presenter at the April workshop!

The Executive Board continues to work hard on budget updates for 2009, membership renewal and new members, updating the website, filing our first 990 with the IRS, program ideas for the fall seminar, as well as many other initiatives. I am grateful for the hard work of the board members and hope that 2009, while economically challenging, proves to be one of our best years yet. Please continue to support this great organization and let any board member know if you have any ideas, have any concerns, or have any kudos. We accept and address any and all input!

I hope that everyone has survived the winter of 2009 and is looking forward to spring.

With regards,



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# ANNOUNCEMENTS

MARK YOUR CALENDAR HAS MOVED!



A new calendar of events will be featured on VAGARA's website. The newsletter will still provide reminders on upcoming events for VAGARA.

Please contact Cameron Waite at [cameron.waite@norfolk.gov](mailto:cameron.waite@norfolk.gov) if there are any events you would like to see added to our new calendar or if you have questions.

The two ARMA International Education Foundation papers presented at the 2008 ARMA International Conference in Las Vegas [USA Federal Requirements for Personal Information Protection—A Study](#) by Virginia A Jones, CRM, FAI and [Big Buckets or Big Ideas? Classification vs. Innovation on the Enterprise 2.0 Desktop—A Study](#) by Patricia Galloway, PhD CDP are now available on the Foundation website at <http://www.armaedfoundation.org/reports.php>. There is no charge to download any of the papers on this site.



Keep your RIM knowledge growing with Inside the Records Room, Records Management's ONLY Radio/Internet Talk Show, airs weekly on WNJC 1360AM radio station in Sewell, from 8:00pm- 9:00pm EST. In addition to being broadcast on the 1360 AM airwaves, the show is also broadcast to the internet at [www.insidetherecordsroom.com](http://www.insidetherecordsroom.com). For more information about the shows and other special offerings

for ARMA members, go to Inside the Records Room at [www.insidetherecordsroom.com](http://www.insidetherecordsroom.com).

VAGARA's own Virginia "Ginny" Jones, CRM, was one of two people to present at the 2008 ARMA International Conference in Las Vegas. Ginny's paper, [USA Federal Requirements for Personal Information Protection—A Study](#), is the first part of a two part paper. She will be presenting the second part on State laws in Orlando, October 2009.

The second paper presented at the conference [Big Buckets or Big Ideas? Classification vs Innovation on the Enterprise 2.0 Desktop](#) was written by Patricia Galloway, PhD CDP. Dr. Galloway is an Associate Professor for the School of Information at the University of Austin in Texas.

Both of the ARMA International Education Foundation papers presented are now available on the Foundation website at <http://www.armaedfoundation.org/reports.php>. There is no charge to download any of the papers on this site.



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# Five Ways to Innovate During Budget Cuts

This article was published on the Government & Technology website on Jun 11, 2008.

The original article can be found at <http://www.govtech.com/gt/articles/371285>.

Article written by David Rath. Reprinted with permission.



Some CIOs are treating the current fiscal downturn as an opportunity to make changes they have been unable to accomplish previously. Here are the top five changes CIOs are implementing today:

- **Increase efficiency through consolidation.**

Many organizations that previously hesitated to consolidate are now implementing numerous consolidation ideas, which in turn increase efficiency greatly. Sacramento, Calif., CIO Steve Ferguson previously was unable to implement his consolidation ideas, saying, "There's been a culture of departmental IT that has evolved over 20 years and has been very hard to change. But with the budget crisis, the City Manager's Office is definitely more interested." Through actions such as downsizing the number of data centers and consolidating three e-mail systems into one unified messaging system, Ferguson expects to see significant savings in the coming years.

- **Make a budget case.**

With recent revenue shortfalls, organizations have become smarter about how they spend their IT budget. Agencies such as Arizona's Government Information Technology Agency (GITA) work with the organization's IT departments on making a budget case for investments and describing how they fit into a larger state IT strategy. "I inherited an investment justification framework in which departments make a business case over a five-year time frame," explained GITA's Director Chris Cumiskey. "We help them understand the elements they have to look at to be successful."

- **Look more proactively at outsourcing.**

In order to address budget cuts, some CIOs have started to examine the benefits of outsourcing. For example, University of South Florida (USF) Associate Vice President of IT Michael Pearce said his staff has "begun to look at outsourcing where it makes sense. For instance, we have outsourced alumni and student e-mail to Google across all our campuses." Pearce expects to see a savings of about \$150,000 a year from this action.

- **Create an IT standards team.**

Organizations such as USF have identified savings by creating IT standards boards that make sure each technology acquisition falls under established standards set by the CIO's office. By maintaining these standards, Pearce has already recognized \$200,000 to \$300,000 in savings.

- **Improve service offerings.**

By improving service offerings through consolidation, public CIOs have cut spending and made government workers more productive. CIO R. Scott Studham of Tennessee's Oak Ridge National Laboratory consolidated the lab's employees into an IT Services Division. That allowed Studham to add collaboration tools and features to help staffers with work. Studham said IT costs have already dropped from 4.6 percent of the lab's total budget to 4.4 percent.

**The bottom line:** A smaller budget doesn't mean an end to innovation. Through consolidation, careful budget planning, and other proactive measures, CIOs can increase efficiency and productivity

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# IT'S A "BIG" MONTH FOR THE NATIONAL ARCHIVES

Contributed by Cameron L. Waite

Information derived from [www.archives.gov](http://www.archives.gov)

The National Archives is celebrating its 75th Anniversary! In honor of this milestone, the National Archives has created a new exhibit titled "BIG!". This exhibit goes on display March 13th, 2009 at the O'Brien Gallery in Washington, D.C. The exhibit features original records in what the Archives refer to as "their full scale glory". Articles include a 13-foot scroll of the Articles of Confederation and the size 22 sneakers of Shaquille O'Neal. You have until January 3, 2010 to see this amazing event! For more information on new and events related to the 75th Anniversary please go to <http://www.archives.gov/75th/>.



In addition to this magnificent event, the National Archives received news that it is receiving a 12% increase in their FY 2009 budget. The additional monies will be used to fund the new George W. Bush Library, hired more archivists, and much more.

Happy Anniversary to the Archives!



**Reminder!**

Please remember to renew your membership. The cost is \$20 for members and \$100 for vendors per year. Forms can be found at <http://www.vagara.org/membership.html>