

RECORD

August 2009

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

Is Your Career Worth Twenty Dollars?

Advantages of VAGARA Membership

Professor Ervin Jordan Jr., University of Virginia
Member-at-Large, VAGARA Executive Board

Downsizing and tight budgets strain records management resources both human and material. Records managers know creditable records management programs provide the means by which documents are organized as permanent or disposable. Our stewardship require prudent, cost-effective decisions as to how, when, and which documents that no longer serve any administrative purpose are retained, accessed or destroyed.

We frequently remind our supervisors of the advantages and importance of regularly implemented records management. Electronic or paper, and bearing in mind storage costs and space limitations, all records cannot and should not be saved. It is estimated each of Virginia's 100,000 state employees annually produces 1.5 cubic feet of records.¹ This suggests an annual accumulation of 150,000 cubic feet, and the potential quantities produced by federal, local and private employees are daunting.

There are tangible personal and professional benefits of membership in the Virginia Association of Government Archives and Records Admin-



Continues on page 2

VAGARA EXECUTIVE BOARD

PRESIDENT
Nancy E. Tyler
703-329-7746
nancy.tyler@fcps.edu

VICE PRESIDENT
Earlene Dixon
(703) 491-8082
edixon@pwcgov.org

SECRETARY
Mary Lee Wood
(757) 678-0460
mlwood@co.northampton.va.us

TREASURER
Angela L. Mitchell
(757) 220-5350
mitchella@wjcc.k12.va.us

HISTORIAN
Eric Larson
(703-737-8775)
eric.larson@loudoun.gov

MEMBER AT LARGE
Chris Koch
(804) 751-4438
kochc@chesterfield.gov

MEMBER AT LARGE
Ervin L. Jordan, Jr.
(434) 924-4975
elj7t@virginia.edu



INSIDE THIS ISSUE

Is Your Career Worth Twenty Dollars?.....	1
President's Letter	3
5Announcements.....	4
Hurricane Season: Are You Prepared?	5
Nomination Time!	7

istrators (VAGARA). First, membership demonstrates one's professional commitment and relevance of records management to our clients and the powers-that-be. VAGARA is a nonprofit organization with twenty-five years' experience as an advocate for archivists and records managers. It is dedicated to serving its members by providing accurate information and the latest in resources and training to enhance public service.

Membership in a professional organization should be motivating and revitalizing. VAGARA provides a quarterly electronic newsletter at a website of informative links that keep records managers informed of current events and related organizations. Annual conferences provide networking opportunities, scholarships, the latest vendor innovations and supplies, well-versed speakers, special-focus seminars and workshops. Every year, VAGARA awards recognize outstanding members; significant contributors are eligible for honorary memberships.

Your records management expertise is an occupational asset. VAGARA membership symbolizes an empowering investment in professional development and connects you with affiliated colleagues. Twenty dollars once a year in these tough economic times is an affordable and worthwhile investment in your career. Membership increases your expertise and value to your locality or agency. Be a part of this diverse collaborative community; maintain your professional status by renewing your VAGARA membership!

¹Lisa Rein, "Boxes Full of History: Tons of Papers Tracing Life in Fairfax Can Be Found in a Crowded Warehouse," Washington Post: Fairfax Extra, 12 August 2004, pp. 16-17.



It's NOT What You Don't Know...It's What You Can't Find

Unity Business Systems will help you maximize productivity and clean up clutter using:

- Document Management
- Workflow
- SharePoint Consultation
- Scanning Services
- And much, much more!

■ for more information contact John Lane @ 757.223.5909

www.UnitySystems.biz

 **UBS**
Unity Business Systems

374 Wythe Creek Road
Poquoson, VA 23662
757.873.0233

President's Letter

Hello members!

I hope everyone is able to have some time off during the summer and enjoying the weather! Your Executive Board has been busy this spring and summer moving forward with many initiatives and projects.

I am happy to report that the Spring Workshop in Roanoke was well attended and both Pat Noble and Dick Harrington provided instruction in their presentations that was invaluable. VAGARA is lucky to have such knowledgeable and generous members who are willing to share their experiences and insights with the organization.

The Constitution and By-Laws (C&BL) committee has met several times throughout the early part of the year and has made its recommendations to the Executive Board with regards to changing these governing documents. A concerted effort was made to restore the original intent of the C&BLs and I believe the committee has achieved that goal. The Executive Board will be submitting the proposed changes to the membership within 30 days of the Annual Business meeting and they will be voted on at that time.

Thanks to Angie Mitchell for working closely with an accounting firm to submit the first 990 to the IRS on VAGARA's behalf. VAGARA received 501(c) status back in 2005 which indicates that the organization is a not for profit organization. As a designated 501(c) organization, our receipts must remain below \$25,000 over a 3 year average. In 2008, we exceeded that average for the 3rd year thus requiring the organization to submit the 990. VAGARA will continue to strive to be fiscally healthy during this difficult budget year. If you have any questions regarding the monetary output of the organization, please do not hesitate to contact Angie or myself at any time.

The board has decided to continue negotiating with sites for the 2010 conference, but I am confident in reporting that we will be returning to the Tidewater region for the 26th Annual Conference!

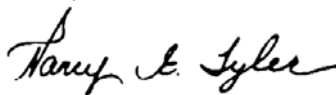
The nominating committee for the 2010-2011 Executive Board has been formed and Angie Mitchell has agreed to be the Chair. If you have an interest in serving on the next board or would like to make a recommendation to her, please contact her as soon as possible. The slate of officers will be presented to the membership for voting at the Annual Business Meeting in November.

Don't forget to mark your calendars for the 25th Annual Conference on November 13th! While it is only a one day affair this year, we hope to pack in as much as we can and still enjoy the wonderful camaraderie that a longer conference usually provides!

On a more somber note, this board is striving to provide training and networking opportunities to the membership but these opportunities do cost money. I am sending out a plea to those of you who have not paid your annual dues to do so and to do so quickly. Our annual budget shows that we receive membership fees in excess of \$5000.00, this year we have only collected \$2940.00. We understand that economic times are tough and some of us are struggling to make ends meet, but \$20.00 is a small price to pay to invest in your future and in your profession. I am hopeful that the 100+ people, who are due to be purged from the membership for non-payment of their dues, respond quickly to our plea. Thank you.

As always, the Executive Board would like to hear from you! If you have questions, concerns, kudos, or ideas, please contact any member of the board either via phone or email.

Enjoy the rest of your summer and stay safe!



VAGARA BOARD MEMBERS

MEMBER AT LARGE
Lois Dalton-Ritger
(757) 385-4123
lritger@vbgo.com

MEMBER AT LARGE
W. Alondo McClees
(757) 664-7899
alondo.mcclees@norfolk.gov

MEMBER AT LARGE
Stacey Slonaker
(804) 768-7449
slonakers@chesterfield.gov

PAST PRESIDENT
Pat Noble
(804) 347-4806
pfnconsult@verizon.net

NEWSLETTER EDITOR
Cameron L. Waite
(757) 664-7898
cameron.waite@norfolk.gov

WEBMASTER
H. Cary Adams
(804) 706-2009
adamsh@chesterfield.gov



**Need to be published?
Have an announcement to share?**

Public Record needs articles! And we can post any announcements regarding upcoming lectures, events, and chapter meetings of interest to your colleagues. Local or statewide announcements are welcome.

Contact Cameron Waite, Newsletter Editor at
cameron.waite@norfolk.gov.

ANNOUNCEMENTS

A New SIG is Formed: Records Management Program Audit!

A meeting of *SIG: Records Management Program Audit* has been scheduled for Wednesday, September 23, from 9:00 a.m. to 1 p.m. in Prince William County. The goal of this SIG is to develop a checklist that can be used by localities to identify existing and/or potential exposures in the fields of archives and records management. Anyone interested in attending or would like more information should contact Earlene B. Dixon, VAGARA Vice President 2008-09 at edixon@pwcgov.org or (703) 491-8082. Compliance with the Virginia Public Records Act §42.1-76 of the *Code of Virginia* should be a primary objective for us all.



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 8:00 p.m. - 9:00 p.m. EST. In addition to being broadcast on the 1360 AM airwaves, the show is also broadcast from their site. For more information about the shows and other special offerings for ARMA members, go to Inside the Records Room at

www.insidetherecordsroom.com.



**Holiday Inn Select
Koger Conference Center
1021 Koger Center Blvd
Richmond, VA
November 12 – 13, 2009**

In order to be fiscally responsible and to accommodate as many people as possible, we are having a shortened version of our annual conference. The President's Reception will still take place at the hotel on Thursday evening. On Friday registration will start at 8:00 a.m. The first information session will start at 9:00 a.m. Our annual business meeting will start at 12:00 p.m. followed by an awards lunch for the Outstanding Member and Outstanding Vendor of the Year awards. The day will end at 5:00 p.m.

The cost of the entire conference will be under \$100, this includes break sessions and a plated lunch. Once the price is set and the registration form finalized, an email will go out notifying everyone of the final details. For anyone planning on staying in Richmond, the hotel cost \$93 a night plus tax. Please mention VAGARA when making your reservation. The website for the Koger Center is <http://hiselectrva.com/>.

We are looking forward to an affordable conference full of great information.

Hurricane Season: Are You Prepared?

Compiled by Glenn Smith, Library of Virginia and Cameron Waite, City of Norfolk

From June 1 to November 30 is Hurricane Season. With August already here we must look out and remember that September is just around the corner and the peak of hurricane season is upon us. During this time of year, it is important to review our Emergency Disaster plans (also called Emergency Preparedness plans) at work and at home. If you do not have a plan in place the following resources will assist in preparing your own plan.

**June too soon.
July stand by.
August look out you must.
September remember.
October all over.²**

According to the Library of Virginia an Emergency Disaster Plan should

- Identify and list contact information for all personnel, commercial disaster recovery vendors, and emergency services.
- Plan for minor and major weather-related disasters that may affect your geographic area, as well as man-made issues such as leaking pipes, arson, or structural instability.
- Prioritize records to be salvaged first starting with those that are vital to continuing operations.
- Be disbursed and practiced with appropriate personnel.³

As part of the plan you should also create an Emergency Disaster Kit. This kit will assist you in recovering damaged belongings in the event that you are given permission to enter the disaster site. This kit should contain

- a couple of flashlights
- batteries for the flashlights
- waterproof shoes
- plastic boxes or boxes lined with clear garbage bags
- extra garbage bags
- camera and film/ memory chip to record inventory of damage for insurance purposes
- mask to protect airways from mold
- protective eyewear
- First Aid kit

In addition, you can also look at resources from government and professional organizations, chiefly at the state and national level, which have hurricane-related resources. Some of these organizations are listed below.

[*ARMA International](#) provides an article, [Emergency Management For Records & Information Programs](#), that outlines the response and recovery needed after a natural disaster has taken place.

* BBB Wise Giving Alliance @ [Give.org](#) Affiliated with the Council of Better Business Bureau. The BBB

Wise Giving Alliance collects and distributes information on hundreds of nonprofit organizations. It never recommends one charity over another, and instead compiles information to help potential donors make informed decisions. This includes Evaluations of Hurricane Relief Organizations, both for charities that meet BBB standards and for those that do not meet their standards, to aid in donation decisions.

[*Coping With Disasters](#) - this article gives an overview of what you can do to prepare for any type of natural disaster

[*Commonwealth of Virginia Web Portal](#)

- Quick links to related state agencies, such as the Department of Emergency Management and federal benefits
- Commonwealth Emergency Notifications and Weather Preparedness links can be found at [Virginia.gov - Online Services - Emergency Notifications](#)

[*DisasterAssistance.gov](#) is a U.S. sponsored website that offers assistance during a disaster. Some of their services include

- Determining the number and forms of assistance you may be eligible to receive
- Apply for FEMA assistance
- Access your federal student loan information
- Check the progress and status of your application online
- Identify resources to help locate family members and pets
- And much more!

The site also provides a comprehensive guide from FEMA called [Are You Ready?](#), which outlines how to prepare for a natural disaster.

Continues on page 6

*[FirstGov.gov](#) is designed to be official U.S. gateway to all government information online for citizens, businesses, non-profits, federal employees, and for business-to-business. Hurricane-related resources featured at First Gov include:

- Links to pertinent federal agencies, such as FEMA and HHS
- Useful tools, including help for survivors (http://www.firstgov.gov/Citizen/Topics/PublicSafety/Hurricane_Katrina_Recovery.shtml#vgn-how-to-get-help-vgn) and finding the cheapest gas prices (<http://www.fueleconomy.gov/feg/gasprices/states/index.shtml>)
- Advice on a wide range of issues, such as obtaining replacement vital documents

*[GovBenefits.gov](#) was designed by the federal government to provide a one-stop shop for information on benefits the government provides. From the list on the right hand side of the homepage, select disaster relief. A new page will show a chart that outlines all the government sponsored programs that states, localities, businesses, and individuals can take advantage of before, during, and after a natural disaster.

*[Library of Virginia](#) provides workshops twice a year on site. Please refer to their website to see when they are offering these workshops.

*[The National Archives \(NARA\)](#)

- Guidance for hurricane-impacted records recovery and preservation
- Information for preparedness and salvage, such as NARA's Disaster Preparedness Primer (<http://www.archives.gov/preservation/emergency-prep/disaster-prep-primer.html>)

*[Smithsonian Institute](#) has a great article titled [Disaster Recovery of Personal Property](#) which discusses how to determine whether items can be saved and the proper techniques to use. The site also provides information on how to find and hire a preservationist.

*[Society of American Archivists \(SAA\)](#) has an article titled [Preservation and Disaster Planning & Recovery](#) that provides general information on preservation and disaster planning and recovery sources for archivists.

*[Virginia Department of Emergency Management](#)'s mission is to protect the lives and property of Virginia's citizens from emergencies and disasters

by coordinating the state's emergency preparedness, mitigation, response and recovery efforts. Its website includes the following resources:

- Quick links to a variety of threat assessment information, including current threat levels and email updates
- Virginia Emergency Operations Center (<http://www.vaemergency.com/about/structure/ops/veoc.cfm>): Serves as the hub of state operations when emergencies and disasters strike or threaten Virginia
- Virginia Business Emergency Survival Toolkit (<http://www.vaemergency.com/business/index.cfm>): Helps businesses prepare for, respond to, and recover from disasters
- Basic disaster preparation and prevention information (<http://www.vaemergency.com/prepare/index.cfm>)
- Local government and state agency employees can register for EM (Emergency Management) and CERT (Community Emergency Response Team) training
- Virginia Citizen Corps (<http://www.vaemergency.com/citcorps/index.cfm>)

While this list is not a complete list of all the resources available, it does reference enough material to assist you in creating your own comprehensive Emergency Disaster Plan for work or for your family.

²Inwards, R., "Weather Lore." 1898.

³"Virginia Public Records Management Manual." Library of Virginia. 2009 April, pp. 7.

THE PAXTON COMPANIES

PAXTON Records Retention
 provides a cost-effective option for storing and managing information, records, and files. Paxton's state-of-the-art barcode management system enables Paxton to track the specific location and activity of **EVERY** item with access at a moment's notice!

Visit us at paxton.com

Okay, time is running out! 🤔



Where are those nominations?



Did you know that October 1st is the last day to submit your nominations for the Outstanding Member and Outstanding Vendor of the Year awards?

Surely you know a member who has made significant contributions to the fields of Archives and/or Records Management by demonstrating leadership skills, participating in VAGARA activities, proposing and/or implementing processes that benefited the organization. And what about a special vendor who has contributed to the advancement of VAGARA's mission?

Visit www.vagara.org for the detailed criteria used for these awards.

Then write up your nomination and send to:

Earlene B. Dixon, 2008-09 Vice President
13851 Telegraph Road, Suite 205
Woodbridge, VA 22192
Office: (703) 491-8082
Fax: (703) 491-8101

Please contact Earlene if you have any questions!



Want your document destruction done for **FREE**?

Discover How We Keep Your Sensitive Information "Under the Radar"

Our service is guaranteed on-time, every time or it's FREE!

We Will Provide...

- One time "purge" or scheduled recurring service
- Secure storage consoles **FREE** (contract required)
- On-site shredding
- Residential or Commercial
- Certificate of Destruction
- Hard drive & data media destruction (off-site)



P.O. Box 2027
Suffolk, VA 23432

"Your Privacy is Our Business"

CALL
(757) 397-2220
or visit
www.stealthshredding.com

