



## **October DIGEST**

### **Greater Seattle Chapter of ARMA International**

#### **Message from the President**

You may have noticed that I didn't send out digest last month, September. Wow! How the time flies when you are busy. So here is the October digest before I head out the ARMA International. I am very to be in Vegas this year and represent the Greater Seattle Chapter. I will be spending the first two days in ARMA leadership training; I will be able to bring back strategic planning and other tools to the chapter. From Monday through Thursday, I will be attending the great presentations at the conference. I will make sure to bring back goodies and great ideas. I will make sure to share on November 6, which will be our chapter next meeting. It will be focusing on **ARMA Conference Wrap-Up and Core Competencies** with the Bellevue Eastside Chapter. I hope to see you there!

*Andrea Bettger, Greater Seattle President*

#### **Seattle Area Archivist hosting Archives Fair**

Seattle Area Archivists will be hosting Archives Fair on Monday, October 27, from 9:30 a.m. to 3:30 p.m. at Seattle City Hall, 600 4<sup>th</sup> Ave., in the Bertha Knight Landes room. Scott Cline, Seattle City Archivist, will present **Treasures in the Seattle Municipal Archives** at 11 a.m. I'm sure it will be an interesting and valuable presentation. If you are in the downtown area, please consider stopping by during the fair to find out what archival collections, services, and materials are in these area archives.

#### **November 6, ARMA Conference Wrap-Up and Core Competencies**

On November 6, will be our next meeting it will be held at the Best Western Executive Inn, 200 Taylor Ave., from 5:30 to 8 p.m. Registration and networking at 5:30 p.m.; dinner will be served at 6 p.m.; and the program will begin at 7 p.m. Attendees of the ARMA International conference will share their knowledge about their favorite presentations at the conference. Several sectors will be represented that evening such as government, hydro-power, biotechnology, and legal field. Also, information on the new RIM Competencies will be presented that evening Cost for this meeting is \$25 with dinner, but all are welcome to attend the program section for \$10. The speakers will be: Andrea Bettger, Fran Blaylock, Andrew SanAgustin, Jennifer Winkler, and more. We will also be giving away several goodies—you won't want to miss this meeting!



#### **Greater Seattle Blog is Changing!**

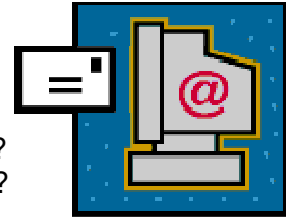
The Greater Seattle Blog will now accept members postings, articles, comments, and other important tidbits to the blog. If you want to add items to the Blog please contact Chapter President, Andrea Bettger at [andrea.bettger@seattle.gov](mailto:andrea.bettger@seattle.gov). I'll send you an invitation to join the blog. I hope you will join the Weblog! (Items inappropriate will be removed by the Blog administrator.) <http://seattlearma.blogspot.com/>

### **November 11, LISG Noon to 1 p.m.**

Legal Industry Specific Group will meet at Foster Pepper, 1111 3<sup>rd</sup> Ave., 30<sup>th</sup> Floor from noon to 1 p.m. If you would like to register or attend, please contact Treasurer, Andrew SanAgustin at [SanAA@foster.com](mailto:SanAA@foster.com)

The program is--**How to find emails outside of an ECM system:** We know how important electronic management is and the tools available to create a successful electronic management program in order to properly identify, locate, and produce necessary information.

This discussion will focus on email only. So—you have implemented an effective email management program. How do you manage information outside the system? How do you determine what people are saving as a “record,” truly is a “record”? What about the emails users define as not a record? Are you safe? Are you sure? What is your process and best practice?



Let's discuss what others are doing when it comes to discovery, subpoena, or even FOIA, and finding all the relevant emails outside a systematic ERM program. A directed court order asks for all the information, despite where you have it maintained. I hope you will be able to attend this interesting discussion!

### **PIP Day on hold**

Privacy Information Protection (PIP) day will not be happening this October. Due to low volunteers and the board having a crazy schedule, and the board thought best to hold it later in the ARMA year. We are hoping to hold it in the spring possibly with another organization either another ARMA chapter, or non-records management related organization. If you are still interested in participating, please send an email to Andrea Bettger at [andrea.bettger@seattle.gov](mailto:andrea.bettger@seattle.gov). Consider attending this conference in July!

### **National Association of Government Archivists and Records Administrators (NAGARA)**

NAGARA conference that will be held in Seattle, July 15-18, 2009 at the Crowne Plaza Hotel. If you are unfamiliar with NAGARA it is the National Association of Government Archivists and Records Administrators and consists of individuals in the archives and records management field in any government organization (federal, state or local). More information, including the conference theme, can be found on the NAGARA website ([www.nagara.org](http://www.nagara.org))

### **ARMA International Website-Past Webinars**

Did you miss a Webinar that you wanted to attend? Do you need a little bit more knowledge on a certain topic? Webinars that are hosted by ARMA International are archived on their Website. As an ARMA member, you can go back to them at any time to review past Webinars. Make sure to check out the past Webinars they are about one hour and are great tools for learning new RIM knowledge. All you need to do is log in into MyARMA and look at past Webinars. Remember to log in!

<http://www.arma.org/learningcenter/webseminars/archive.cfm>

