



Terra Nova Times

www.armaterranova.org

September 2007

Welcome

This is the second quarterly e-newsletter for members of the Terra Nova Chapter of ARMA in Newfoundland Labrador. This newsletter will be produced quarterly and distributed to all members free of charge through e-mail and, as well, will be posted on our web site.

The intent is to format the newsletter around the concerns and interests of our members based on input from them.

A huge welcome back to all members and new board members. Thanks for the work of the board members and other volunteers who help keep the Terra Nova Chapter a thriving one. We hope you had a relaxing and safe summer. This year promises to be a productive one beginning with preparation for our fall conference.

We invite your input to our newsletter to address concerns, interests, and educational needs you have.

Annual General Meeting



The annual general meeting was held at the CEI Club on Hamilton Avenue with a great turnout. It was business as usual with some focus on the preparation for the Fall Conference. The theme for this conference is "Information at Work" which will be held October 31- November 1, 2007. Brenda Neary was chosen as the 2007 Chapter Member of the year. Well done Brenda.

A wonderful supper followed the meeting and a good time was had by all. This ended the ARMA year.

Board of Directors 2007-2008

These are our current Board of Directors who volunteer their time and resources to serve on the executive of our Chapter and are available to help you with concerns and issues related to records management. Congratulations to new board members.

President:	Jim Downey
Vice President:	Elizabeth Evans
Treasurer:	Virginia Connors
Secretary:	Cheryl Goulding
Director:	Diane Slade
Director:	Patsy Tremblett
Director:	Dave Warford
Director:	Jeanne Power
Past President:	Brenda Neary

The Board meets on a regular basis to discuss Chapter matters and all members are welcome to attend. Notice of meetings is sent to all members via e-mail.

Who We Are: Board Member Profiles

In this edition we profile **Jim Downey, Records Analyst** with the **City of St. John's** and **Dave Warford, Records Centre Manager** with **The Rooms Corporation of Newfoundland and Labrador**.

Jim was born & grew up in Corner Brook, Newfoundland. He spent time living in Calgary (and enjoyed it) but missed



Newfoundland. Jim is married with 2 children and has been working for the City of St. John's since 1992. He is currently the Records Analyst for the city, and has held this position since 2000. Prior to this he worked in

various positions. Jim has completed courses in: Records Management (Certificate, CNA), Human Resources, and attended Memorial University (BA) earning credits toward his degree.

Dave has been a provincial government employee for the last 28 years. He has worked in various

Departments in government. For the past seven years he has worked at The Rooms/Provincial Archives/Records Management Division, as the Records Centre Manager. He



currently serves as a director with the chapter. Dave enjoys the outdoors and avidly pursues his interests in gardening and taking nature walks.

Education and Training



In each edition we will provide members with upcoming opportunities for personal development with education and training that will be available during the following 3 months. The following are worthy of noting:

College of the North Atlantic (CNA): The Office Administration - Records and Information Management graduating class of 2007 is pictured here prior to the ceremony at the Arts and Culture Centre in St. John's in June. This year's class was a small one in number but large in enthusiasm; all of the students were successful in meeting graduation requirements and most have been successful in securing employment.



Pictured are: Back - Karen Purcell, Jeanette Piercey, Bernadette Parsons (recipient of President's Award for Academic Excellence), Lisa Downey, Lorna Crewe (Instructor); Front - Joanna Cull, Ashley Hicks, Jennifer Noseworthy. Missing: Stacey Bennett. Congratulations and good luck to all.

Office of the Chief Information Officer (OCIO) Information Session 9:00 AM October 1st, 2007: IM Community Session in Confederation Building, West Block, Conference Room A.

ARMA Terra Nova Conference “Information At Work” October 31st and November 1st, 2007 at the Holiday Inn. Registration deadline is October 26th. Please refer to our web site for information on registration and other details.

The ARMA International 52nd Annual Conference, “Where the Business and Technology of Records and Information



Management Come Together”, in Baltimore, Maryland is being held October.7th to 10th, 2007.

Web Seminars ARMA Web seminars offer unique opportunities to get interactive, up-to-date information on timely issues.

Trivia



Tiki Barber is former running back for the New York Giants. Barber earned a degree in **Management Information Systems** from the **University of Virginia** in 1996 before starting his record setting professional NFL career in 1997.

Records management is often seen as an unnecessary or low priority administrative task that can be performed at the lowest levels within an organisation. Publicised events have demonstrated that records management is in fact

the responsibility of all individuals within an organisation and the corporate entity.

Since the mid 1980’s the combined use of the top 10 paper consumers has risen from over 90 million tonnes to over 200 million. This growth, of over 125%, shows the use of computers is not reducing the amount paper we use.

Recycling one ton of paper saves about 17 trees

What is the name of the storage facility that houses all records eg. patents, trademarks original recordings in the United States? Answer: Patents and Trademarks, United States Patent and Trademark Office

Interesting Links

Association of Newfoundland and Labrador Archives (ANLA) <http://www.anla.nf.ca>

Office of the Chief Information Officer, Government of Newfoundland Labrador <http://www.ocio.gov.nl.ca>

Canada’s Association of Information Technology Professionals <http://www.cips.ca>

Newfoundland and Labrador Association of Technology Industries <http://www.nati.net>

The Records Management Association of Australasia (RMAA) offers a wide range of [activities](#) supporting the profession of records and information management. These activities include [courses](#), [conventions](#), seminars, specialized studies, projects,

[workshops](#), field trips, and [publications](#).
<http://www.rmaa.com.au/index.cfm>

The Rooms Provincial Archives:
<http://www.therooms.ca/>

The U.S. National Archives and Records Administration <http://archives.gov/records-mgmt/index.html>

An article titled “**Records Management Mistakes to Avoid**”, by **Mark Barsoum**, reviews common mistakes that occur when introducing a new RM program. “*Getting records management right is difficult. Sidestep these Top 10 mistakes to look good as you roll out your RM program.*”

<http://www.aiim.org/article-docrep.asp?ID=31405>

Chapter News

Arma Regional Conference - Winnipeg



Members Brenda Neary, Diane Slade, and Jeanne Power attended the Winnipeg **ARMA** Regional Conference “Bridging the Paperless Divide” held June 3-6, 2007. Brenda attended the Leadership Day at the conference and brought with her some questions to the Leadership. The conference was a great success and attendees returned with valuable information.

Chapter Newsletter

The Arma newsletter has been named the “Terra Nova Times”, thanks to one of our members for this idea.

Disclaimer

This newsletter is published on a quarterly basis. The content is offered as a source of information only and does not necessarily reflect the views of the ARMA Terra Nova Board of Directors, ARMA International Inc, or the editor.

Deadline for Submission

All articles and advertisements are to be submitted, in electronic format, by the 15th of the month preceding publication date. Please contact [Elizabeth Evans](#) Editor for further information.