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Editor's Note

It has been awhile I know. I just don't know where the time goes. It seems like only yesterday that we were holding our bi-annual seminar and I look up and see that a year has past and so much has occurred in the interim.

1st on a personal note my better half was able to relocate back to Halifax, so I'm writing this note looking our over Halifax harbour, far removed from the days where I was working on the basement of our home in east end St. John's. Though I am physically removed from Terra Nova friends, I still wish to assist and support the local ARMA group anyway I can. So here I am putting together another release of Sea Lines which I hope we can release on a bi-monthly basis. It's even more important these days as our Canadian Regional Conference, being held in St. John's May 8th to 11th 2005, is fast approaching and the need to prepare is priority one. Let's ensure we pull off a fun and successful event. Ask yourself "how can I contribute to the success of the Conference?"



George Salmaniw

"As gold which he cannot spend will make no man rich, so knowledge which he cannot apply will make no man wise"

Samuel Johnson



President's Message

Welcome to Sealines September issue- WOW September already! Summer holidays are over children are back to school and regular routine begins. That's not a bad thing though, between my holidays, co-workers and customers it's nice to conclude the backlog and requests that generated over the summer.

I'm also very excited about being involved in our Chapter this year. It is an honour for our Chapter to be hosting the 2005 Canadian Regional Conference in May. I had the opportunity to attend the 2004 Canadian Conference in Vancouver and it was overwhelming listening to the interest in attending the 2005 conference in Newfoundland. When the Terra Nova Chapter put out a request to the membership to assist with the 2005 you really came through, but of course we are Newfoundlanders and we did not expect anything less. I'm confident that we can put off a wonderful conference and show ARMA that we are a small Chapter but together we can do big things.

I would like to take this opportunity to welcome new Board Members and thank you for volunteering. Also to the members of our Chapter, if you have any questions please feel free to contact us. We are here to answer you questions about ARMA International or local issues. If you have any suggestions about how ARMA can assist you in getting the most out of your membership let us know. If we can help at the local chapter we will do our best or we will pass you ideas on to ARMA International.

Brenda Neary

Calendar of Events

May 8-11, 2005 / ARMA – Canadian Regional Conference / St. John's NL

Information Symposium 2005 is the ARMA Canadian Region Annual Conference that offers educational and networking to members of the Canadian Region and guests from all over the world.

This conference will include 3 industry leading Keynote Speakers, workshops, panel discussions and cutting edge topics within the Information Management profession. Each year, the conference moves to a new geographical location within Canada. This year the splendor of St John's Newfoundland is the setting for this outstanding event.

Web site: <http://www.armacanada.org/conference.html>

Hot Links!

ARMA Canada is actively promoting their website. Go have a look.

<http://www.armacanada.org>

In the news

Air Canada and WestJet to have expert hunt for documents in 'espionage' case

TORONTO, Jul 08, 2004 (The Canadian Press via COMTEX) --

Air Canada and WestJet Airlines are trying to rise above website spying and dumpster diving.

The bitter-rival companies agreed Thursday to find an expert to search for relevant documents at the discount airline in connection with Air Canada's lawsuit alleging corporate espionage.

<http://www.stockhouse.com/news/news.asp?newsid=2359967>

KM Standard update

Work is continuing on the revision to AS 5037 Knowledge Management, which is due to be published in late 2004. Significant change that will be found in the revision include:

- More emphasis of the practical aspects of KM using the non-linear methodology of map, build & operationalise
- Replacing the spinning top model with imagery that is associated with ecosystem concepts allowing improved integration with this methodology
- Inclusion of brief stories to illustrate KM concepts
- A discussion on the possible future directions of KM including complexity theory
- Review of knowledge management measurement techniques
- Expansion on the knowledge lens concept when looking at an organisation based on people process technology and content

The revised Standard will be officially launched following the publication.

Lexicon

A place to learn new jargon!

Content Management System

The capability to manage and track the location of, and relationships among, content within a repository

Chapter Board Update

Board of Directors

The following is a list of our newly formed Board of Directors as of the AGM in June:

- President - Brenda Neary
- Vice President - Paul Kenney
- Past President - Sue Duke
- Director - Diane Slade
- Director - Vicki Stanford
- Director - Judy Ludlow
- Director - Deborah Dooley
- Director - George Salmaniw
- Director - Iris Power
- Treasurer - Virginia Connors
- Secretary - Mary Piccott
- Student Rep - Allison Rasmussen

A sincere thank-you to everyone for assuming their new positions.

Program Committee Update

from the Chair, Vacant

PR Committee Update

from the Chair, Vacant

www.armaterranova.org

Membership Update

from the Chair, Judy Ludlow

As of September 13, 2004 there were 25 Terra Nova Chapter members showing as current members with ARMA International. It is interesting to note that this is a diverse group. Many of these members are also registered as part of 11 different ARMA Industry Specific Groups. This means there is lots of potential to expand our membership through many different areas of industry within our region.

Over the next few months we plan to do some concentrated membership drives. We welcome any creative suggestions and/or commitments for participation for these drives.

Growing our membership will have a two-fold benefit for our group. First, with added numbers will come even more diverse areas of expertise and experience that can be shared within the group which will certainly benefit us all. Secondly, with the added activities surrounding the 2005 conference to be held in St. John's, the extra bodies will undoubtedly be put to good use.

We are really looking forward to increasing our numbers over the coming months. Please remember that growth will only be achieved as we all work together.

Finance Committee Update

from the Chair, Virginia Connors

Treasurer's Report

(May 1, 2003 to June 23, 2004)

Bank Balance as of May 1, 2003: \$ 7,564.28

Revenue

May 2003 - June 2004

Trade Show, Workshops, Chapter Dues
(see attached Financial Update for details)

Total Revenue: \$ 9,191.58

Expenditures

May 2003 - June 2004

Trade Show, Workshops, ARMA Conferences,
Board Meetings, Supplies, Postage, Bank Charges
(see attached Financial Update for details)

Total Expenditures: \$ 11,787.02

Bank Balance as of June 22, 2004: \$ 5,468.84

Minus Outstanding Cheque # 0314 PORO- \$ 500.00

ACTUAL ACCOUNT BALANCE

AS OF JUNE 23, 2004 \$ 4,968.84

Submitted by: Virginia Connors

Treasurer

Date: June 24, 2004

ARMA Canada News

ARMA Eastern Coordinator

Hello everyone! I would like to introduce myself. I am the newly appointed Eastern Coordinator for the Canadian Region of ARMA International. I am very excited about this and look forward to working with you and your chapters for the next couple of years.

Just a little about me and my ARMA experience - I have been a member of ARMA since 1978 first with the Montreal Chapter and then to the Atlantic Chapter. I have served on the Atlantic Chapter Board of Directors as Secretary, President Elect, Chapter President and Past President. On a regional level I was the Host Chairperson for the 1997 Canadian Region Conference held in Fredericton and served on a couple of sub-committees dealing with policy writing. On an International level I have served on two committees - the Elections Management Committee and the International Awards Committee. I hope that my experiences will be of value to you and I will be most happy to share anything I can.

On a professional note, I am currently the Manager of the Information Management Section of the Information Management and Technology Branch of the NB Department of Finance. Before joining Finance, I worked for the Provincial Archives of New Brunswick, Records Management Section as a Records Analyst. I am a career civil servant and have been working for the NB government for 32 years.

I am currently sitting for my CRM. I have successfully passed parts 1-4 and am awaiting results from the part 5 exam I wrote in May. Here are some of the initiatives the new Region team wishes to embark on:

- 2005 Conference Planning
- Region Budget
- Education committee
- Awards
- Guidelines for Region Team (including policies and rules on items such as finances, leadership funding, etc.)
- and many more....

Our Region Manager, Roslyn Chambers will be meeting with the coordinators this month and I will be able to tell you more as time passes.

I look forward to meeting you soon.

Pat Burns
 Manager, Departmental Information
 Department of Finance
 Room 249, Centennial Building
 Fredericton, NB
 Phone: (506) 453-7475
 Fax: (506) 462-2046

ARMA International News

CALL FOR PAPERS – ARMA International Canadian Region

Experienced speakers who are objective, dynamic and have boundless enthusiasm for sharing their expertise and knowledge are invited to submit Proposals for Presentations at the ARMA International –Canadian Region Conference to be held in St. John's, Newfoundland, May 8th to 11th, 2005.

ARMA International Canadian Region will host "Information Management Symposium 2005", the cutting edge of global technology and information management, in St. John's, Newfoundland. If you have an interesting presentation or an idea that could be developed into a quality educational session, workshop, or case study, you are invited to submit a written proposal. If selected as a conference speaker, you will gain visibility in the industry, help to educate other Information Management Professionals, and contribute to the advancement of your profession.

Once again this year we invite submissions from other organizations through our ongoing partnership initiatives with CIPS (Canadian Information Processing Society), the ACA (Association of Canadian Archivists), CASLIS (Canadian Association of Special Libraries and Information Services) and CHIMA (Canadian Health Information Management Association)

The four categories that we seek submissions for are as follows:

1. PROFESSIONAL DEVELOPMENT: This category will address people issues, including the competencies that Records and Information Management professionals will need to survive and thrive in the rapidly changing electronic workplace of the 21st century.

2. INFORMATION MANAGEMENT: This category will address the information management issues that are confronting Records and Information Management professionals as a result of the rapidly advancing technology solutions and the need for compliance with various Regulations and Standards.

3. INDUSTRY SPECIFIC: This category will focus on how the rapidly changing electronic workplace is affecting Records and Information Management in specific industries, governments, or business sectors. Case studies would be beneficial

4. INFORMATION TECHNOLOGY: This category will examine the information technology revolution

underlying the rapidly changing electronic workplace, which records and information management professionals must come to grips with.

To be considered for a presentation, the submission must be received by October 30, 2004.

The submission form and complete write up on the call for papers can be found at <http://www.armacanada2005.com/callforpapers.asp>

If you currently are a user of technology and have come across an outstanding solution, we encourage you to bring this application process to that vendor's attention so that more like minded professionals can share in the benefit of your discovery.

Thank you in advance for your participation!

info@armacanada2005.com
visit us at www.armacanada2005.com
phone 403 244 8446
fax 403 670 0361

ARMA Canadian Region Conference 2005
"Information Management Symposium"
May 8th to May 11th, 2005
Delta St John's, St John's, Newfoundland

ARMA Canadian Regional Conference 2005 Newfoundland and Labrador

Information Management Symposium 2005

May 8th to 11th 2005

St. John's, Newfoundland and Labrador

Pricing for the upcoming regional conference is listed.

2004	Full Conference	Full Conference w/Sun Work	Sunday Workshop	All day Monday	All day Tuesday	All day Wednesday
Early Early Bird						
	<i>Offer ends December 31, 2003</i>					
Member	595	595				
Non-Member	795	795				
Early Bird						
	<i>Offer ends April 15, 2004</i>					
Member	695	695	200	325	325	325
Non-Member	895	895	250	425	425	425
Regular						
	<i>Commences April 16, 2004 at 12:00:01am</i>					
Member	795		200	425	425	425
Non-Member	995		250	525	525	525
2005	Full Conference	Full Conference w/Sun Work	Sunday Workshop	All day Monday	All day Tuesday	All day Wednesday
Early Early Bird						
	<i>Offer ends December 31, 2004</i>					
Member	475	475				
Non-Member	695	695				
Early Bird						
	<i>Offer ends March 15, 2005</i>					
Member	575	575	150	225	225	225
Non-Member	795	795	250	350	350	350
Regular						
	<i>Commences March 16, 2004 at 12:00:01am</i>					
Member	675	675	150	225	225	225
Non-Member	995	995	250	350	350	350

Records Management: The Next Ten Years

Part IV

Richard Spratt
Senior Consultant
The CGI Group, Inc.
275 Slater Street
Ottawa, Ontario, K1P 5H9

IMPACTS ON THE RECORDS MANAGEMENT DISCIPLINE

We are in the early stages of what will likely be seen ten years hence as one of the greatest transformations in the history of records management. This transformation is being powered collectively by the four forces of change discussed in this paper, namely: trends in the records and document management marketplace, emerging international records management standards, government legislation in the rapidly developing areas of electronic commerce and, perhaps above all, continuing changes and innovations in information management technologies.

Let's examine the impacts that these forces will have on the records management discipline. The impacts to consider are:

- A continuing transition from paper to electronic records
- The end user as records manager
- The long term preservation of electronic records
- The increasing importance of records management standards
- Records management is becoming an information systems function

A Continuing Transition from Paper to Electronic Records

Since 1978, with the introduction of the earliest dedicated word processing computers, records have been gradually shifting from a paper to an electronic format. For the first time documents were being stored and maintained in electronic format. At first, the shift was slow. In 1989 92% of information resources were in paper documents (AIIM 1989). By 1994 80% existed as paper documents (Gartner Group 1994). Since 1996, the growth rate for electronic records has been between 20% – 60% per year (IDC 1996). With the rapid adoption of electronic commerce, the transition from paper to electronic records is expected to accelerate over the next 10 years so that by 2010 around 20% of information will be on paper while 80% will be in electronic format.

The End User as Records Manager

The latest shift in records management is to give end users access to the records management system, and to allow them to participate in the records management process and make decisions formerly made by professional records managers. For example, several records management systems now allow users to declare a document a corporate record and to classify their own records. Putting the records management system into the hands of the user can extend records management benefits to people who formerly had no experience with records management. Records management systems are now designed to assist users in making these decisions.

The Long Term Preservation of Electronic Records

Organizations maintain records for legality or corporate memory. Preserving electronic records for long periods of time, or even forever, raises a different set of issues than preserving paper records. First, digital media such as floppy disks, hard disks, magnetic tape, and CD-ROMS are generally not as stable as traditional media and, as a rule, deteriorate at a much faster rate than paper and microfilm. This means that within a short period of time, often only a decade, digital data can become unusable because the medium it is stored on has become unreadable. To keep electronic data for a much longer period requires an active records migration program. The data must be copied to new media before the old degenerates.

Digital systems also suffer from obsolescence. Unlike paper documents, which can be read directly by the human eye, digital data require the intervention of machines. Without the right hardware, the medium on which electronic records are stored cannot be read. Even with the right hardware, information will not be available in a human-readable form without the software program that originally created the record.

The Increasing Importance of Records Management Standards

One of the most significant developments in records management today is the initiative currently in progress with the International Standards Organization (ISO) to define the world's first international standard proposed by Standards Australia and based on the AS4390 standard.

One of the characteristics of a discipline's rise to professional status is the development of standards. For too long records management has been without formal standards despite the fact that records management is a mature discipline with recognized acceptable practices. A worldwide standard promulgated by the ISO would give a tremendous boost to records management as a discipline worthy of global adoption. Moreover, the standard provides an officially endorsed benchmarking model of best professional practices for global emulation. By mid-2001, we may finally see an international standard for records management.

Records Management is Becoming an Information Systems Function

Many years ago it made sense organizationally to have the records management function in the administrative services unit of an organization. It made sense because records management back then had little to do with technology. Today, however, with the growth of records management technologies this organizational arrangement is shifting. Records managers today are becoming involved in areas not traditionally associated with records management. As records managers take on the role of keepers of

electronic records, records management is gradually evolving into an information systems function. Organizational managers are beginning to understand this development and are repositioning the records management function as a branch of the Information Systems department.

In order to manage electronic records effectively in an increasingly technological environment, records managers will need to have a basic understanding of several areas of information technology including networking principles, operating systems, database systems, imaging systems, workflow, e-mail systems, Internet/intranet, etc. Continuing education will become a lifelong endeavour.

CONCLUSIONS

Records management is becoming an information systems and technology function. Understanding this transition is important for records managers for the future viability of the profession. Technological progress, and the unsettling changes it produces, will require significant attention to records management education.

Board of Directors

2002-2003

President

Brenda Neary
 (709) 778-7352
brenda.neary@exxonmobil.com

Past-President

Susan Duke
 (709) 570-8844
sduke@smss.com

Vice President

Paul Kenney
 (709) 729-3628
pkenny@mail.gov.nf.ca

Treasurer

Virginia Connors
vconnors@gov.nl.ca

Secretary

Mary Piccott
 (709) 748-4504
mpiccott@nfd.net

Director at Large

Vicki Stanford
 (709) 737-7810
victoria.stanford@nlh.nf.ca

Director at Large

Deborah Dooley
ddooley@amkc.ca

Director at Large

George Salmaniw
 (902) 490-2317
george.salmaniw@cgi.com

Director at Large

Iris Power
 (709) 729-4704
irisp@govl.nl.ca

Director at Large

Judy Ludlow
jludlow@petro-canada.ca

Student Representative

Allison Rasmussen

About Sealines

The ARMA Terra Nova Chapter publishes Sea Lines six times a year. It covers issues of relevance to our membership and our communities, from a local, regional, national and international perspective, with articles of interest from a variety of relevant fields. A truly international newsletter with a local voice!

Advertising Rates

Now you can advertise in our newsletter! The ARMA newsletter is an ideal way for you to reach a very specific and targeted audience, and the cost is extremely affordable.

Contact any of the members or the executive. Alternatively visit our web site at <http://www.armaterranova.org> .

	Members	Non Members
Business Card	\$10.00	\$20.00
Quarter Page	\$25.00	\$50.00
Half Page	\$40.00	\$80.00
Full Page	\$50.00	\$100.00

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