

# POOR RICHARD'S ARMA<sup>nac</sup>

THE OFFICIAL NEWSLETTER OF  
THE LIBERTY BELL CHAPTER OF ARMA

Volume 10-11, Issue 6

February 2011

## Join Us For Our Next Chapter Dinner Meeting

March 10, 2011 at  
the Holiday Inn - Philadelphia

### *E-Discovery and Litigation Readiness - Part II*

The topic of discussion was awesome and the questions from the attendees were fantastic at our February meeting. We just flat ran out of time. So we asked our speakers to come back and they said yes !!!

Join us as we pick up where we left off from our February 2011 Meeting with Brian Fox and Andrea Santoro from Pricewaterhouse Coopers.

One of the most expensive areas of Records and Information Management is E-Discovery. You know that your records are somewhere.

Join us as Brian and Andrea fill in the Who, Where, How and Why !!!!

#### Dinner Menu

Chopped Salad

Baked Breast of Chicken Stuffed with Fresh Mozzarella, Roasted Red Peppers and Baby Spinach. topped with a White Balsamic Sauce

OR

Tilapia Baked in a Tri-color Tortilla Topping

Green Beans w/Sweet Red Peppers with Baked Potato  
Assortment of Rolls and Butter,

Fresh Ground Coffees, Tea and Iced Tea

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To Reserve Your Seat At The March Meeting .....

Reserve on-line at [www.armalb.org](http://www.armalb.org)

Or

E-Mail Jesse Cheatham at ... [armalibertybell@gmail.com](mailto:armalibertybell@gmail.com)



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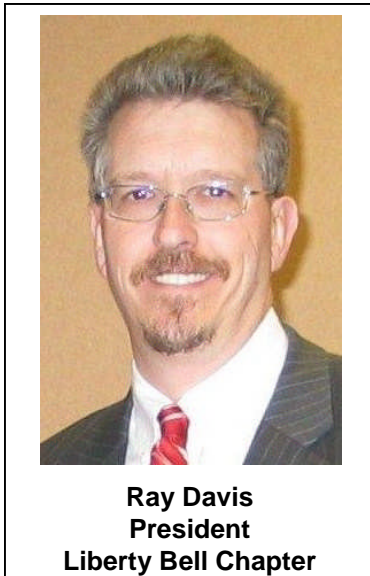
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## THE PRESIDENTS MESSAGE



Chapter Members,

### **February Chapter Meeting**

So a funny thing happened at the February Meeting .....

Sounds like the start of a bad joke ? Not really !!! It's actually a good thing.

We were cruising along with our presentation on E-Discovery and Litigation Preparedness. Along with Brian Fox and Andrea Santoro doing a great job at co-presenting we had questions being asked from all areas of the room. It was one of the most engaging and interactive presentations that we've had at the Chapter in quite some time. And then what happened ?

WE RAN OUT OF TIME !!!!! But wait. They're coming back !!!

Before they left the building we were able to get their commitment to come back for our March Meeting to complete the presentation. So if you missed the February Meeting, or if you were there and you want to hear more. Have no fear. Our March Meeting topic is E-Discovery and Litigation Preparedness Part II. Please join us !!!

### **April Meeting**

Our April meeting will be a joint meeting with the William Penn Chapter of AIIM. They're still in the process of firming up a date, topic, and speaker. As soon as they come back to us with details, we'll pass it along to you. Interacting with our counterparts in AIIM is always an enjoyable time. I hope to see you all there.

### **RIM Conferences - March 2011**

If your organization is allowing you to attend education seminars and conferences, we have the following happening in March 2011 ...

- March 18-20, 2011 ..... NAID Conference in Orlando, FL ... [www.naidonline.org](http://www.naidonline.org)
- March 21-24, 2011 ..... AIIM Expo and Conference in Washington, DC ..... [www.aiimexpo.com](http://www.aiimexpo.com)
- March 23-25, 2011 ..... ACEDS E-Discovery Conference in Hollywood, FL ... [www.aceds.org](http://www.aceds.org)
- March 27-30, 2011 ..... DRJ Spring Conference in Lake Buena Vista, FL ..... [www.drj.com](http://www.drj.com)

It's good to have choices. Hopefully you'll be able to have the opportunity to attend one of them.

As always, I enjoy serving as your President and would love to hear from you with comments and suggestions as to how we can make things even better.

Please reach out to me any time, either at our monthly meetings or by email if you prefer ...

[rdavis@thefxorganization.com](mailto:rdavis@thefxorganization.com)

## Ask the CRM” - Bob Dalton, CRM

### *Part II – Creating a Database with Access*

In the previous article, we reviewed some of the requirements that would be needed to develop a simple indexing system using Microsoft Access. The basic requirements are: (1) computer skills and (2) time to develop a system. In Part II, we will discuss designing a simple database that may be used to manage a collection of records, in office and off-site.



However, I still recommend the purchase of document management software in lieu of developing an in-house system. While your organization may have a qualified information management professional with a Microsoft Access background, a document management system is a very complex program, developed by experts employed by companies that are in the business of providing this type of service.

If you still want to proceed, the first and most important goal in developing a database/finding aid is identifying the information you want to capture. I cannot over-emphasize how critical this phase of the project is if it is to be successfully implemented. You need to consider the following:

- What is the purpose of the database?
- What information do you want to capture?
- Make a list of the field names and what data type the record will be (date, text, currency, number, memo, etc.). Pay particular attention and place the fields in a logical flow for data entry. Example: If you are entering information from a form, you want to design the fields for data entry in the same flow as the form entries.
- Determine the types of reports you want to produce.

The books on Access mentioned in Part I at the end of this article will help you in the development of the program with examples of data fields and data types (Numbers, Text, Data/Time, Memos, etc.)

Remember: I try to limit and/or establish only the basic information needed to manage the document. Do not be tempted to add additional fields in your table just in case. Keep it simple if at all possible. I have found in the past the tendency to capture too much information.

### **Creating a Table in a Database**

A **database** is a collection of information associated with a topic (for example, sales of products for customers). The smallest piece of information in a database is called a **field**, or category of information, such as a customer's name, city, state, or telephone number. A **key field** is a field that contains unique information for each record. A group of related fields, such as all demographic information for one customer, is called a **record**. In Access, collection of records for a single subject, such as all the customer records, is called a **table**.

The following tables will be created:

- Table for file management.
- Table to manage boxes in storage
- Table to manage retention

### **File Management Table**

The database table below developed in Microsoft Access will allow the user to develop the basic information to manage their files to:

- Produce reports (listings) of records in the database (by department, function, file code).
- Print file folder labels.
- Produce destruction notices.
- Produce transfer notices for off-site storage facilities or your state archives by modifying or adding fields to the database.
- Searches by keyword.
- Create indices .

An example of a table in Access design mode with fields and data types to capture a single record of information:

Field Name	Data Type	Description
Rcd_Id	AutoNumber	
Rcd_FileCode	Text	Alpha/Numeric Field
Rcd_Title1	Text	
Rcd_Title2	Text	
Rcd_Title3	Text	
Rcd_DateorSeqFr	Text	Beginning Date/Sequence Range *
Rcd_DateorSeqTo	Text	Ending Date/Sequence Range *
Rcd_Memo	Memo	Memo Field for expanded information
Rcd_Atch	Hyperlink	Provide capability to attach pictures, documents, spreadsheets, etc.,
Rcd_Dept	Text	Department/Function Owner
Rcd_SysDt	Date/Time	Date entered into the system. Used for quality control and label creation.
Rcd_Status	Text	Records Status (Active, Inactive, Transferred, State Archives)
Rcd_TransDt	Date/Time	Date transferred to another location (Archives, Storage)
Rcd_TransBC-Box	Text	Barcode Number or Box Number
Rcd_RevDt	Date/Time	Records Review Date of Inactive Records
Rcd_DestDt	Date/Time	Date Record Destroyed

\* You may want to create a separate field for each field, i.e, one for dates and one for sequence ranges.

I am assuming that you have a basic idea of the definition of a field and data type. Simply stated they are: (1) Field Name: The name assigned to each field in a table, and (2) Data Type: the type of information that will be entered into the field.

While in the Design mode for your record table you may specify default entries to speed up data entry. Examples:

- How you want the date to be entered – 1/25/2011, Jan 25, 2011, 1-25-11.
- How you want the telephone number to be entered: (253)-229-4xxx
- How you want the Social Security Number to be entered: 111111111 or 111-11-1111.

If you noticed, I start the field name with a specific identifier (Rec\_\*) to denote the table I am working with, for example: At a later time you can learn to create a query to join the two tables to provide information for reports, etc.

You can add additional fields to the table for specific types of records being created. For example, you could add a field to denote the record being retained is a tax record or held under a litigation hold. This could be useful when you are conducting queries.

Again, I am assuming that your organization has an established records management program and your records have been inventoried and a file classification system established as the Rec-FileCode reflected in the File Management Table (Figure 1) and utilized in both the Box Management Table (Figure 2) and Retention Management Table (Figure 3) for the creation of the destruction notice. If you are going to use the full potential of the three tables, then the file code is required. Some resources on conducting an inventory can be found on my blog at askthecrm.blogspot.com.

Note: As I am not a professional programmer I do not write computer code for the programs I develop. I utilize only the existing program wizards provided in Microsoft Access to develop the queries, forms, and reports.

If you have completed the table, exit and save the table, then open the table and try entering data into the table to see if you have the necessary fields to effectively manage your records. Experiment with some of the capabilities of Microsoft Access and create forms, reports, queries using the Wizard functions in MS Access. Do the same for each of the tables that are being developed.

**Box Management Table**

The box management database table below will allow the user to data enter information about boxes to be sent to storage:

- Created transfer notices for internal and/or external commercial records storage.
- Create indices of boxes in storage (all, by department or function).
- Listings to be used for records retention reviews.
- Number of boxes in storage by user, for possible chargeback storage costs.
- For budgeting purposes the number of boxes being sent to storage and destroyed (annually).

Field Name	Data Type	Description
Box_Id	Auto Number	System number
Box_BC	Text	Barcode or Shelf Number
Rec_FileCode	Text	Alpha/Numeric Field
Box_Dept	Text	Department/Function Owner
Box_DateFr	Date/Time	Beginning Date of Records within box
Box_DateTo	Date/Time	Ending Date of Records within box
Box_SeqFr	Text	Alpha/Numeric Field
Box_SeqTo	Text	Alpha/Numeric Field
Box_Desc1	Text	What records are within the box
Box_Desc2	Text	What records are within the box
Box_TransDate	Date/Time	Date Transferred to storage
Box_Status	Text	Active, Inactive, Out, Destroyed, etc.,
Box-RvwYr	Text	Year box to be reviewed
Box_DestDate	Date/Time	Date Box Destroyed

## **Retention Management Table.**

The retention management database table below will allow the user to enter data on the retention periods and legal information for each record type entered in your file and box management tables. If created, it will provide the information to:

- Create destruction notices by creating queries on fields within different tables (Rec & Box), then creating a report that will produce a destruction notice..
- Create library of legal citations that reflects the minimum legal requirement for the retention of the record series.
- Using a hyperlink to the legal citation instead of a paper copy. A click of the hyperlink will provide direct access to the source document (citation) where it is officially maintained. I highly recommend a review of the link on a yearly basis to insure the citation is current.

Field Name	Data Type	Description
Ret_Id	Auto Number	System number
Rec_FileCode	Text	Alpha/Numeric Field
Rec_Title1	Text	Alpha/Numeric Field
Ret_Jur	Text	Jurisdiction: Fed, State, Local
Ret_Cit	Text	Enter Citation Number
Ret_Title	Text	Enter Citation Title
Ret_Ret	Text	Enter Citation Retention
Ret_OrgRet	Text	Enter Organization's Retention Period
Ret_Atch	Hyperlink	Enter a hyperlink to citation
Ret_SpecType	Text	Enter type of record: (T)ax, (A)rchival, (O)ther
Ret_Other	Memo	Enter any other special information

Following the guides in the books suggested in the previous article, you should be able to design a simple database as your document management system that will provide you with a finding aid for search and retrieval of your business records. Additional resources by Lisa Friedrichsen listed below:

Course Guide: Microsoft Office Access 2003 Intermediate

<http://www.nextag.com/Courseguide-Microsoft-Office-Access-1230111993/prices-html?nxtg=104d0a1c0514-DAC9E240DD136C54>

Microsoft Office Access 2007: Illustrated Course Guide, Basic

<http://www.nextag.com/Microsoft-Office-Access-2007-1230447378/prices-html?nxtg=104d0a1c0514-DAC9E240DD136C54>

Microsoft Access 2010: Basic

<http://www.nextag.com/Microsoft-Access-2010-Basic-1231951266/prices-html?nxtg=104d0a1c0514-DAC9E240DD136C54>

In Part III I'll discuss queries and creation of data entry forms from data being captured in the tables above.

Bob Dalton, CRM of Dalton Consulting

*Note: My thanks to editor, Barbara Werelius, Records Manager and Guru at the Tacoma Public Utilities for her assistance in the development of this article. Other articles by Mr. Dalton can be reviewed and copied at his BLOG site: [askthecrm.blogspot.com](http://askthecrm.blogspot.com).*

## ***HELP WANTED !!!!!***

The Liberty Bell Chapter of ARMA has the following volunteer positions available. We would greatly appreciate the assistance of any Chapter member that would like to contribute their time for the benefit of their fellow members.

### **Program Director**

The Program Director assists the Board in developing the season monthly meeting schedule, which includes the speaker, the topic and the location. Also, the Program Director plays an integral role in managing the annual seminar, from it's initial development in the June Planning Meeting until we host the seminar in February.

If you would like to be the focal point of our educational offerings to our members please send an email to [rdavis@thefxorganization.com](mailto:rdavis@thefxorganization.com) for consideration.

### **Assistant Newsletter Editor**

We are looking for an Chapter Member that would like to assist the Newsletter Editor with the creation and publication of the Chapter Newsletter. This position will assist the Editor in sourcing articles, newsletter layout, and creative design ... and will eventually lead to you stepping up in the Newsletter Editor position.

If you have a creative side that you'd like to express to the members of your chapter, send an email to [rdavis@thefxorganization.com](mailto:rdavis@thefxorganization.com) for consideration.

### **Advertising Manager**

We have an opening for a Chapter Member to assist the Newsletter Editor and Program Director with selling advertising to vendors for our newsletter and annual seminar.

If you like speaking with vendors about the opportunities available to them by advertising with the Chapter, please send an email to [rdavis@thefxorganization.com](mailto:rdavis@thefxorganization.com) for consideration.



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## **Attention Business Owners and Managers**

**Do you have a Records Management Position that you need to fill ?**

**Than consider posting your open position with  
The Liberty Bell Chapter of ARMA**



**We'll post your job opportunity on our web site,  
as well as in an edition of Poor Richards ARMANac.**

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that could be the perfect fit for your need.**

**Contact Ray Davis to post your Job Opportunity**

**[rdavis@thefxorganization.com](mailto:rdavis@thefxorganization.com)**



## 2011 CRM Exam Schedule

**Spring:** Parts 1-5, May 2-6, 2011 | Part 6, May 5, 2011 |  
**Registration Open:** February 25, 2011 - April 28, 2011

**Summer:** Parts 1-5, August 1-5, 2011 | Part 6, August 4, 2011  
**Registration Open:** May 20, 2011 - July 28, 2011

**Fall:** Parts 1-5, November 7-11, 2011 | Part 6, November 10, 2011  
**Registration Open:** August 19, 2011 - November 3, 2011

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## 2010-2011 Liberty Bell Chapter Meeting Schedule

Date/Location	Speaker	Topic
February 17, 2011  Holiday Inn - Philadelphia 4th and Arch Streets Philadelphia, PA 19103	Brian Fox and Andrea Santoro Pricewaterhouse Coopers	E-Discovery and Litigation Readiness
March 10, 2011  Holiday Inn - Philadelphia 4th and Arch Streets Philadelphia, PA 19103	Brian Fox and Andrea Santoro Pricewaterhouse Coopers	E-Discovery and Litigation Readiness PART II !!!!
April 2011  Mainline Chamber of Commerce 175 Strafford Avenue - Suite 130 Wayne, PA 19087	Joint AIIM/ARMA Meeting TBD	TBD
May 19, 2011  Philadelphia Museum of Art	Susan Anderson Archivist of the Philadelphia Museum of Art	Tour of an Archives and Learning How They Built Records Management Into Their Ar- chives Program