

For the Record

ARMA Calgary Chapter Newsletter



September Information Session and Luncheon Monday September 19, 2016

Implementing the New CGSB72.34-2016 National Standard into Your RIM Program

Presented jointly by: Uta Fox, CRM, Manager Records and Information, Calgary Police Service; and Stuart Rennie, Lawyer and Records Management Consultant

University of Calgary, Downtown Campus, Room 626 344,
906-8th Avenue SW, Calgary AB

The Canadian General Standards Board recently posted an updated draft of CAN/CGSB72.34 Electronic Records as Documentary Evidence and is currently working to update the CGSB72.34-2005 standard. The new version will provide for the principles for the creation and management of all forms of electronic records to support their admissibility as evidence in legal proceedings. This presentation will review and discuss the changes from CGSB72.34-2005 to the latest draft version of CGSB72.34 from the legal perspective. It will also discuss how to implement CGSB 72.34 into an organization's Records and Information Management program from the policy and procedure perspective to ensure the organization addresses that its electronic records meet admissibility requirements in court proceedings.

Speaker: Uta Fox, CRM, Manager Records and Information at the Calgary Police Service

Uta Fox is the Manager, Records & Information, Records and Information Management Section, Calgary Police Service. She holds a Master's Degree from the University of Calgary and is a Certified Records Manager. Co-authoring several ARMA International publications, Uta is a member of its Content Editorial Board and is ARMA Canada's Director of Canadian Content.

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Continued from page 1

Speaker: Stuart Rennie, Lawyer and Records Management Consultant

Stuart Rennie is a lawyer in private practice and a Records Management Consultant. He co-authored the BC Local Government Management Association's Records Management Manual for Local Government. He is also the Legislation and Law Reform Officer for the Canadian Bar Association (British Columbia Branch). Stuart holds a Master's Degree in Library & Information Studies from UBC and is an adjunct professor at UBC. He is a member of ARMA International's Content Editorial Board.

The University of Calgary Downtown Campus is 1 block from the 7th St. C-train station and parking is easily accessible in the Impark lot attached to the Downtown Campus.

www.ucalgary.ca/downtown

Dress code is Business Casual

Early Bird Luncheon Cost (until Sept 12th)

ARMA members: **\$25.00** Non-members: **\$30.00**

Regular Luncheon Cost

ARMA members: **\$30.00** Non-members: **\$35.00**

**** No outside food or water is permitted. Venue will impose fines if this agreement is breached.****

Registration Coordinator

Wendy Dobos

registration@armacalgary.org

(403) 767-5746

Refunds and Cancellations:

All chapter events are payable in Canadian funds. For monthly information sessions, two full business days' notice is required for cancellations. For longer conferences or education seminars, seven business days' notice is required for cancellations.

Cancellations must be directed to the Registration Coordinator at registration@armacalgary.org or Webmaster at webmaster@armacalgary.org.

ARMA Calgary Membership Survey

The ARMA Calgary Chapter Board is requesting your participation in a brief membership survey. The survey will only take about 5 minutes to complete. The Chapter Board is requesting members' feedback about where your interests lie for programming and seminar topics. Your responses will assist us in evaluating and making decisions to best suit our membership as a whole.

Your participation is completely voluntary and anonymous. All responses will be kept confidential and no personally identifiable information will be associated with your responses.

Survey link: <https://www.surveymonkey.com/r/JM7P7TV>

President's Message

Robert McLaughlin

We are beginning our Chapter year with a bang! I am excited to start the year off at our new downtown University of Calgary location. For those of you wondering why we have chosen an alternate venue for hosting our meetings, it was determined through feedback from our members that we needed to continue to provide sessions while being cognizant of costs. The University of Calgary offers us a downtown location at nearly half the price with C-Train accessibility. I know that most organizations are trying to reduce their overhead expenses and we still want the membership to be able to attend sessions. We hope that the reduced session costs will assist in allowing our members to continue attending educational opportunities at a time when many organizations are reducing expenses.

Our first information session and lunch is being presented by none other than our own Calgary Chapter member Uta Fox, and her colleague Stuart Rennie. I was fortunate enough to attend their session at the ARMA Canada Conference in Halifax and cannot say enough about how informative it was to learn about the CAN/CGSB72.34 Electronic Records as Documentary Evidence standard and its progression through the standards process. I am excited for the second opportunity to see this presentation as it was a lot of information, and I know that I will pick up on more of the points listening to the speakers a second time.

The Board has been in full swing, and conducting such activities as planning programs and upcoming seminars, annual budgets, membership surveys and communications. Everyone is busy with their portfolios of responsibility and I am grateful for all of the time and effort each have spent over the summer months in preparation. Anyone wishing to submit an idea for consideration by the Board can forward them to the appropriate board members or send to myself and I will make sure the proper individuals are informed. Our intention is to provide the best learning opportunities to the Chapter. Take part in the membership survey (see how further in the newsletter) to let us know your feedback.

The 2016 ARMA International Conference in San Antonio is being held September 25th-27th. It will be another well-organized and informative conference. I am aware that there are some attendees going from Calgary. An Online Silent Auction will be held by the ARMA International Educational Foundation (AIEF) with all profits to be used to support scholarship and research projects. More information on how to participate will be communicated to members through our social media pages so that they may take part in the fun.

I hope to see all of you at the upcoming educational sessions, and participating in the social media initiatives that the Chapter is making use of to update the membership on records and information topics.

Be sure to read the rest of the newsletter so that you are informed of the happenings of the Chapter.

Robert McLaughlin
ARMA Calgary Chapter President
President@armacalgary.org



ARMA International offers membership levels so that you can join and participate as it makes sense for you, your career and your organization.

Professional Member (\$175 USD annually)

A Professional member will have all of the perks of our current member and then some. Professional Members get discounts on all of the resources ARMA International provides. They receive a print subscription to our Information Management magazine. And most importantly, Professional members will have 24/7 access to all of ARMA International's On-Demand web seminars, free of charge – a catalog of more than 250 cutting-edge topics all at your fingertips, when you need answers to your most pressing questions. This is ideal for any member who is familiar with information governance and can benefit from substantial discounts on education and resources.

Associate Member (\$95 USD annually)

This is our first step into membership, recommended for students and retired professionals. Associate Members can join an ARMA International chapter and have access to an electronic version of our award-winning Information Management magazine. It's a great way for those new to information management to get up to speed and see what ARMA International can do for them.

Friend of ARMA (\$0)

In the past, we've considered nonmembers to be only customers. But they're so much more than that. They are our friends and our colleagues, and we're happy to provide them with the resources and education they need.

Go to <http://www.arma.org/r1/membership/membership-structure> to join/renew now!



Benefit	Professional	Associate	Friend of ARMA
Industry Intelligence White Papers and Web Seminars	X	X	X
RIM Core Competencies PDF Publication	X	X	X
The Principles Resources	X	X	X
E-Newsletters	X	X	X
Career Link	X	X	X
Social Media	X	X	X
Buyer's Guide	X	X	Online Only
Access to Member Database	X	X	
Option for Chapter Membership	X	X	
<i>Information Management</i> magazine	X	Online Only	
Member Discounts	X		
Leadership Opportunities	X		
Discounts and Offerings from Partners	X		
FREE, 24/7 Access to library of On-Demand web seminars	X		
Eligible to vote in association elections	X		

ARMA International Session of the Month Announcement

ARMA International updated their online system in August including the way members may access the Session of the Month content. Within the new platform, all ARMA Chapter members have access to all of the sessions at all times. To access sessions, log in to the ARMA International website at www.arma.org and go to your "My ARMA" account under the Education Link on your My Profile page. You may also access the sessions from the Chapter Operations E-Handbook. [This page has](#) specific information about Session of the Month, and a link to access the platform.

There are nearly 200 sessions available to choose from.

Click on the link next to your chapter membership and begin enjoying the session.

<http://arma.org/Leadership/HQResources/SOM.aspx>



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CRM Column

Wayne Hoff, CRM

Greetings everyone! I have recently accepted the honourable mantle as ARMA Calgary's new CRM Liaison, and look forward to serving in this capacity. A HUGE Thank you to Margo Young for all of her dedication to this role for the last several years; I know many of you have received knowledge and support from her that served you well.

By way of introduction, I have worked in the Information Management industry for 15 years, all in Calgary. I currently work for the Alberta Energy Regulator as Manager, Corporate Records and Senior Records Officer, and have been in that role for a year and a half.

I've held the Certified Records Manager credential for five and a half years. Feeling a little bold at the time of registration, I wrote Parts 1 to 5 all at once, over 3 days. For Part 6 I spent all but 40 minutes on question A and, given my hasty treatment of question B, was truly convinced that I had blown it and failed. Most fortunately I did not, but I certainly felt deeply the stress of the test! I currently grade and re-grade Part 6 exams so I still have a window into that process.

A huge congrats goes to **Perry Koch** who achieved his CRM designation back in May, and to **Monica Reichert** who just received her CRM designation in August. Welcome to the fold, Perry and Monica! There are other chapter members who are studying and writing exams – I would like to hear from you on your progress and experience.

For those in the process of writing, and for those thinking about pursuing the CRM designation, please do not hesitate to contact me or to check out the ARMA Calgary CRM blog at : <http://ARMACalgaryCRMCandidates.blogspot.ca/> - here you will find articles designed to support those preparing for the credential. I'll also respond to comments and questions raised (and that *you* may raise) on an ongoing basis. And all you CRM's in the chapter – there are many of you – this is a location for you, too, to weigh in on topics of CRM interest. Hope to see you all there.

Wayne Hoff, CRM
ARMA Calgary Chapter CRM Liaison
icrmrep@armacalgary.org

Next Exam Cycles

	Fall 2016	Winter 2017	Spring 2017
Registration Open	Aug 19 - Nov 3	Nov 25, 2016 - Feb 2, 2017	Feb 24 - Apr 27
Exam Parts 1-6	Nov 7 - 18	Feb 6 – 17, 2017	May 1 - 12

Pre-approved Maintenance Credits

Event	Date	Credits
ARMA International Conference	Sep 25-27	Approx. 15 credits (final number not available)

Guidelines for Bursaries Awarded to ARMA Calgary Chapter Members

Conditions of Award

Twice yearly, the ARMA Calgary Chapter will be offering two \$500.00 bursaries intended for use by its recipients to pursue education/training in the field of records and information management. These bursaries are awarded to members in good standing.

Each Fall - a \$500.00 bursary is to be awarded (Application deadline October 14th)

Each Winter – a \$500.00 bursary is to be awarded (Application deadline December 31)

The bursaries will be based on the financial need of the applicant.

Applications and all supporting documentation must be filed with the ARMA Calgary Chapter by October 14th to be eligible for Fall bursary and December 31st to be eligible for Winter bursary in each year.

Guidelines and applications are available on the ARMA Calgary Chapter web site (www.armacalgary.org).

The bursary will be tenable for a program of study leading to learning in the field of records and information management and will not be awarded to the chosen recipient until evidence is provided for the registration and completion by the candidate's attendance and course completion.

Bursaries will only be awarded once to any individual in a 21 month period.

Authentic signature of the actual applicant must appear on Application Form. Any other signature will cause the application to be invalid and therefore denied.

Eligibility

The Applicant must be an ARMA Calgary Chapter member in good standing at the time of the application.

A member in good standing is defined as a duly qualified individual with ARMA International and is a registered member of the ARMA Calgary Chapter.

Requirements

1. All questions (blank spaces) on the application form must be completed. The application form must be signed by the applicant.
2. 'Letter of Registration' for a program, course, seminar, etc in the field of records and information management must be included. A confirmation of registration is also required at the time of the application or within 60 days of receipt of the bursary award.
3. Financial support of applicant's organization of employment must be declared on the application form (if any).
4. Those receiving a bursary must be prepared to enter into normal publicity that goes with receiving such an award (newsletter announcement, social media, as well as announcement in an ARMA International publication).
5. The ARMA Calgary Chapter bursaries are available only to ARMA Calgary Chapter members.
6. Current ARMA Calgary Board members are not eligible to receive a bursary during their tenure on the board.

The President, President-Elect, Past President and Education Director of the ARMA Calgary Chapter will review and administer the awards by evaluating all requests.

All information obtained on the application form will remain confidential within the above evaluation committee and destroyed at one year after the application deadline.

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ARMA Calgary Chapter Bursary Application Form

BASIC INFORMATION

Full Name: _____ Date: _____
 ARMA Membership #: _____ Phone Number: _____
 Address : _____
 City/Town : _____ Province: _____
 Postal Code : _____ Email Address: _____

Program/Seminar/
 Course Title : _____ Date(s): _____

**Summary of Program/
Course/Seminar content**

**Total costs (attach program/
course/seminar listing and
fee schedule).**

**How much financial
assistance are you
requesting? Please indicate
a dollar amount.**

Date

Signature

Thank you for providing the ARMA Calgary Chapter with this information.

Please return this form back to the Chapter's Education Director at education@armacalgary.org.

Please note that only successful applicants will be notified.

Calgary Geoscience Data Managers Society “Learn@Lunch”

Digital Core Databases

September 21, 2016

We are excited to have Darryl Soderberg of Loring Tarcore Labs present “Digital Core Databases”.

The meeting is free (BYO Lunch) but space is limited so please RSVP to Kate Smiley at info@cgdms.ca.

Katalyst Data Management has generously donated a meeting space in the Aquitaine Auditorium, +15 level of 540 5 Ave. SW for this and future luncheons. Thanks so much to Katalyst for water, Divestco for cookies and donuts, Santos for cheese and meat platter, and Seisland for cupcakes!

Future Luncheons

E-Wellfile — October 19

We invite all those who are interested to join our LinkedIn group ‘Calgary GeoScience Data Managers Society’ or check out our website at <http://www.cgdms.ca>.

Date and Time

September 21, 2016
Session runs 11:30 a.m. to 1 p.m.

Location

Aquitaine Auditorium
+15 Level of 540 5 Ave. SW
Calgary, Alberta, T2P 0M2

Event Coordinator

Kate Smiley
info@cgdms.ca

Please Welcome Our New Chapter Members!

Shannon L Smith
Bennett Jones

Margie Ednalaguim Kempster

Sandra Lee
SAIT

Marie-Soleil Bouchard
Mountain View County

Spectra Energy

Natalie A Haines
TransCanada

Susan Gardner
Alberta Energy Regulator

Ashley Haughton
U. of Lethbridge

Vicki Norris
YWCA of Calgary

Ashley Sobry, PMP
TrimFiles Corp.

Savita Bhatia
Inter Pipeline

Coralee Kalomiris
Crescent Point Energy

Carolyn Bentzen
City of Calgary

ARMA Calgary Board of Directors

2016-2017

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Past President	Margo Young, CRM, IGP	pastpres@armacalgary.org
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