



Meeting: Wednesday, November 20, 2002, 11:30 to 1:30
Location: Courtyard Marriott, 8651 Spectrum Center Blvd.
Reservations - Contact Trey Williams @ (858) 748-1100 x209
On-line RSVP: http://www.sandiegoarma.org/arma_registration.htm
Door Prizes: To be Announced

***How Long Should I Keep My Records??
 Developing a Credible Retention Schedule***

Off the Record

Volume 40, Issue 2

November 20, 2002

The San Diego Chapter of ARMA is very pleased to announce our next speaker. We are very fortunate to have Ms. Marti Fischer, CRM to speak on Developing a Credible Retention Schedule.

Ms. Fischer is a Project Manager for Iron Mountain Consulting Services, with whom she has been affiliated with since April 1999. Prior to that, she was Senior consultant and co-manager of FARMHands Professional Services Group, joining FARM (First American Records Management) in July 1995.



Ms. Fischer has 22 years of records management experience. Previous position include District Sales manager with The dataLOK Company and Records Manager for The Bank of California. At the Bank of California, she oversaw retention and disposition activities, vital records protection, staff development, employee training programs and the publication of a records management manual. She was also responsible for the bank's fixed asset program. Ms. Fischer has also served as Records Manager of American Savings and loan Association in Stockton and U.S. Leasing Corporation in San Francisco, as well as Records Librarian for the law firm of Morrison and Foerster.

Ms. Fischer holds a Bachelors Degree in History from Mills College and a Masters Degree in Library Science from the University of California Berkeley. She is a Certified Records Manager and has been a member of ARMA International for over 22 years. In 1990, she served as Co-Chairman of the

Local Planning committee for the ARMA Annual Conference in San Francisco. She is past Chairman of the Standards Advisory and Development Committee of ARMA International.

Retention schedules are the foundation of all good records management programs. This presentation will identify the basic steps to get you started on this important process. Ms. Fischer will discuss what you need to do to ensure the legal viability of your retention schedule. The reward for completing your schedule is that you will be poised and prepared to move on to other records management initiatives such as electronic document management, imaging and other technological applications.

MEETING AGENDA

- 11:30—12:00 Registration & Networking
- 12:00—12:15 Chapter Meeting
- 12:15—1:30 lunch & Keynote Session

Join us on November 20th at our ***new meeting location:***
Marriott Courtyard—Kearney Mesa!

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Off the Record

Association of Records
Managers & Administrators
San Diego Chapter

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Off the Record is a semi-monthly newsletter of the San Diego Chapter for the Association of Records Managers and Administrators.

This newsletter is published to inform the members of activities of the Chapter, and disseminate news and opinions of Board Members, or Chapter Members. Opinions are those of the author, and do not necessarily reflect official policy or opinion of ARMA, the San Diego Chapter of ARMA, or its members. Your statements and articles are solicited.

Email articles to clacy@sddpc.org. Articles submitted by 1st day of month are considered for that period's newsletter.

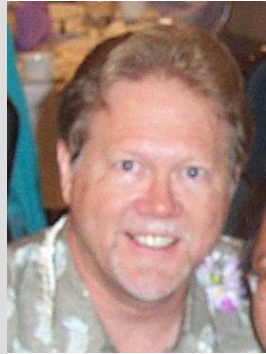
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Contact Jennifer Ota at (858) 554-1529, ext. 240 for further information.

Package Deal: 1/2 page ad in all the year's Issues of *Off the Record*, one vendor table at one of the San Diego ARMA meetings, and a membership in San Diego ARMA - all for \$650.

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Celebrate the Profession



President's Message by David Taylor

I just got back from the International ARMA International conference in New Orleans, LA – hurricane Lili and

all! The theme of the conference was "Celebrate the Profession" and true to the saying we had a good mix of work, networking, and celebrating together.

Close to two thousand people attended the conference with several education tracks occurring simultaneously. A vendor showcase of the current software and hardware were also available to take advantage of. We had some good planning and working sessions for our chapter and region. The big items from these sessions were: 1) the "Member Fest" campaign, and 2) the chance to create a legacy with a donation to the ARMA International Educational Foundation.

The "Member Fest" campaign is designed to bring in new members to ARMA. It is a chance for us to let other people know about ARMA and its great network of people and resources, the ability to keep abreast of legislation and regulations that may affect one's organization, the guides to help understand and purchase consulting services, software and hardware, and one of the major advantages – developing leadership skills. ARMA International is also helping in the recruitment process by rewarding the top three recruiters and the chapters with prizes such as free Conference registration, digital cameras, and palm pilots.

The ARMA International Education Foundation is a non-profit (501 C 3) organization to help fund resources for individuals and organizations that promote the advancement of both information managers and the information management profession. Its top priority is funding research and educational programs that benefit both the practitioner and the profession.

The Foundation has several interesting initiatives:

Benchmarking and Trends Research – Business trends/opportunities, information management models and metrics,

monitoring, measuring and tracking methods and changes in record keeping needs and practices in modern offices

Education Guidelines and Standards – Help educational organizations and associations develop relevant curricula, credential programs, and training opportunities

Education Scholarships and Grants – Academic and Continuing Education programs

Academic/Applied Research and Standards Development – Future vision of information and records management profession with such topics as strategic information management and planning, contracts and documentation, legal and copyright issues related to intellectual property ownership, operations and security, retention schedules for specific industries and assessing the impact of Web sites on access to and management of records



This foundation represents a chance for us to "give back" and create a legacy for the future. It is a vision to help people today and in the future. For more information email pwshimer@adelphia.net.

The one nice thing about a trip is coming home and in this case putting some of those conference ideas to work. San Diego ARMA now has 86 members and on an average about half attend our luncheon meetings. We have a team of dedicated volunteers that have put together a wonderful and informative series of luncheon programs for the next several months. This month's program on records retention is one of those programs not to be missed. Please remember to put this one on your calendar!



Measuring Your Data

As Records Managers, one is always asked some very interesting questions. Could you estimate how many documents would fit in a 2' x 2' box. Do you know how many 8.5" x 11" documents fill one inch of space? I saw this very interesting article in an AIIM publication chock full of answers to just those kind of questions. I'm hoping that this will help all of you answer some of those very interesting questions you hear every day.

SCANNED PAGES

- 1 scanned lettersize page (8 1/2 by 11 inches, A4) = 50 KiloBytes (KByte) (on average, black & white, CCITT G4 compressed)
- 1 file cabinet (4 drawer) (10,000 pages on average) = 500 MegaBytes (MByte) = 1 CD (Compact Disc) (ROM or WORM)
- 2 file cabinets = 10 cubic feet (cf) = 1,000 MegaBytes = 1 GigaByte (GByte)
- 8 file cabinets = 1 DVD-R (WORM)
- 2,000 file cabinets = 1,000 GigaBytes = 1 TeraByte (TByte) = 250 DVDs
- 1 box (in inches: 15 1/2 long x 12 wide x 10 deep) (400 x 300 x 250 mm) (2,500 pages) = 1 file drawer = 125 MegaBytes
- 1 box (packed) = 2 linear feet (500 mm) of files (loose enough for active filing) = 25 (rounded) linear inches = 125 MegaBytes
- 1 linear inch (~20 mm) = 100 pages = 5 MegaBytes
- 1 thousand linear inches = 100 thousand pages = 5 GigaBytes
- 1 cubic foot (cf) (~.025 cubic meter) = 2000 pages = 100 MegaBytes
- 10 cubic feet (~.25 cubic meters) = 20 thousand pages = 1 GigaByte
- 8 boxes = 16 linear feet = 2 file cabinets = 1 GigaByte
- 8,000 boxes = 16,000 linear feet = 1,000 GigaBytes = 1 TeraByte
- 1 pulp tree (loblolly pine) = 1/10th cord of wood = 10,000 pages = 1 file cabinet = 4 boxes = 1/2 GigaByte = 1 CD

DERIVATION OF DIGITAL DOCUMENT SIZE ESTIMATES

These size estimates are based on actual system metrics taken over a long period of time. Storage is a small part of total system cost, so even moderate errors in size estimates do not affect overall system cost very much. After even one percent of a project's documents have been scanned, a very accurate estimate of the per document and per file cabinet (etc.) can be made. If the actual size of the digital images of the average scanned document is 10 percent larger than the above estimate, then the overall storage system estimate can be increased by 10 percent (with very little effect on overall system cost). These metrics are also chosen in rounded form so that system estimates come out to exact rounded numbers which make the systems easier to describe and discuss.

These metrics are of greatest benefit in bringing design meetings to closure on the topic of system sizing by eliminating the need to discuss (ad infinitum) whether the average size of an image is 50 or 51 KiloBytes.

United States Paper Sizes in Inches, New (Trimmed) and Old (Untrimmed)

Name	New Size	Old Size	Name	New Size	Old Size
A	8 1/2 x 11	9 x 12	F	28 x 40	varies
B	11 x 17	12 x 18	G	11 x (22 1/2 to 90)	varies
C	17 x 22	18 x 24	H	28 x (44 to 143)	varies
D	22 x 34	24 x 36	J	34 x (55 to 176)	varies
E	34 x 44	36 x 48	K	40 x (55 to 143)	varies

The Old (Untrimmed) United States Paper Size

The old United States paper size was based on a 9 by 12 inch piece of paper. This was trimmed to 8 1/2 by 11 which became the new basis for the standard paper size. In reprographics and records management, as well as digital imaging, the older paper sizes must be accommodated because the older records are still on the older size sheets. (i.e. Purchase a 36 inch scanner rather than a 34 inch scanner.)

Folded Sizes

As can be seen, an E size sheet once folded is D size, twice folded is C size, thrice folded is B size, and folded 4 times, is A

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Measuring Your Data

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size. For image storage sizes, a scanned engineering drawing is the same size as the equivalent number of letter size pages. A (A4) (one page) is 50 KiloBytes; B (A3) (two pages) is 100 KiloBytes; C (A2) (four pages) is 200 KiloBytes; D (A1) (eight pages) is 400 KiloBytes; and E (A0) (Sixteen pages) is 800 KiloBytes.

Varying Aspect Ratio

In the United States System, when enlarging page size from 'A' Size to 'B' Size, the aspect ratio changes. That is, when one enlarges an 8 1/2 x 11 inch image to 11 x 17 inches, it does not fit exactly. The Europeans who established the metric paper sizes engineered a paper size series in which the aspect ratio is the same for all paper sizes. The only aspect ratio for which this is possible is the square root of two. In the metric world, when an image is enlarged from one paper size to another, the image fits exactly.

METRIC PAPER SIZES

The basic size of metric paper is one square meter, which is the area of an A0 sheet of metric paper. The number N in 'A'N is the area of the metric size in square meters times 2 raised to the -N power. This size (area), taken along with the aspect ratio, the square root of two, fully determines the size and shape of metric reprographics paper.

For a given sheet size, United States paper is a little wider than metric paper in the short dimension, and a little shorter than metric paper in the long dimension.

As can be seen, A0 size folded once is A1 size, folded twice is A2 size, folded thrice is A3 size, and folded 4 times is A4 size. Metric paper also has a 'B' series of sizes for posters and wall- charts and a 'C' series of sizes for envelopes.

Equivalent Metric and US Paper

Metric Name	Metric Size in mm	Size in inches	US Size	Size in Inches
A10	26 x 37	1.02 x 1.46		
A9	37 x 52	1.46 x 2.07		
A7	75 x 105	2.91 x 4.13	3 x 5	3 x 5
A6	105 x 148	4.13 x 5.83	Microfiche	4.13 x 5.83
A5	148 x 210	5.83 x 8.27	5 x 8	5 x 8
A4	210 x 297	8.27 x 11.69	A	8 1/2 x 11
A3	297 x 420	11.69 x 16.54	B	11 x 17
A2	420 x 594	16.54 x 23.39	C	17 x 22
A1	594 x 841	23.39 x 33.11	D	22 x 34
A0	841 x 1189	33.11 x 46.81	E	34 x 44
2A0	1189 x 1681	46.81 x 66.22		
4A0	1682 x 2378	66.22 x 93.62		
			F	28 x 40
			G	11 x (22 1/2 x 90)
			H	28 x 44 to 143)
			J	34 x (55 to 176)
			K	40 x (55 to 143)

Sizes G, H, J, and K are US roll sizes. Letter Size is A4, A, or 8 1/2 x 11; depending on the system of measure. Ledger Size is 11 x 17 inches. Tabloid Size is 11 x 17 inches. Legal Size is 8 1/2 x 14 inches.

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Weights of Paper

The weight of metric paper is given in grams per square meter (gsm). As written above, by definition, one square meter is one A0 size sheet or 16 A4 size sheets. The weight of United States letter size paper (copier or laser printer cut sheets) is given in pounds per 500 sheet ream of uncut C size paper. For the letter size paper, a sheet is cut into 4 pages so that a cut ream of letter size paper, 500 letter size sheets, weighs 5 pounds if the paper is nominally 20 pound paper.

Forced Sizes

Now that '8 1/2 by 11' and '11 by 17' have become standards for computer printing in the United States, older US trade size have been forced to fit them. Ledger Size and Tabloid Size are now both defined as '11 by 17' for computer printing purposes. Legal Size, 8 1/2 by 14, was previously printed at a reduced size of '8 1/2 by 11', but now that '11 by 17' computer printers are more widely available, Legal Size is now being printed on '11 by 17' paper.

Because of the frustration over paper size standards, that have been so non-standard in the United States, '8 1/2 by 11' and '11 by 17' have become numonyms for the sizes, in an attempt to avoid confusion. Letter Size is a size that is convenient for reading and handling, and describes 8 1/2 by 11 in the US and 'A4' size in the metric world.

COMPUTER DISPLAY RESOLUTIONS

640 x 480 307.2 thousand pixels VGA (Video Graphics Array) (standard computer screen resolution) (also NTSC Video) = $[2^{**5} \times 2^{**5}] [4 \times 3] [5 \times 5]$

800 x 600 480 thousand pixels SVGA (Super VGA) = $[2^{**3} \times 2^{**3}] [4 \times 3] [25 \times 25]$

1024 x 768 786.432 thousand pixels (often XGA) extended Graphics Array), less often UVGA) = $[2^{**8} \times 2^{**8}] [4 \times 3]$

1152 x 768 884.736 thousand pixels Apple PowerBook G4 laptop (3 to 2 aspect ratio) $2^{**4} \times 72$ typeset points per inch) x $[(2^{**8})^{*3}]$

1152 x 900 1.036800 million pixels (Sun Microsystems) 1152 x 870 (Mac) (1152 = $2^{**4} \times 72$ typeset points per inch). Some Sun Microsystems and Apple / Mac screen resolutions were chosen so that the actual screen resolutions were 72 dpi to match the 72 points per inch used in typesetting.

1280 x 1024 1.310720 million pixels (more often SXGA (Super XGA), sometimes UVGA, less often XVGA) = $[2^{**8} \times 2^{**8}] [5 \times 4]$

1366 x 768 1.049088 million pixels (WXGA (Wide XGA), sometimes XGAW) = $[2^{*683} \times (2^{**8})^{*3}] [(((16 / 9) * 768) + .6667) \times 768]$

1600 x 1024 1.638400 million pixels SXGAW or SXGA-W or WSXGA or W-SXGA (SXGA Wide) $[(2^{**6})^{*(25)}] [2^{**10}]$

1600 x 1200 1.92 million pixels (often UXGA) (Ultra XGA) (high resolution document imaging workstation) = $[2^{**4} \times 2^{**4}] [4 \times 3] [25 \times 25]$

1920 x 1200 2.304 million pixels (HDTV) The computer version of HDTV (High Definition TV) resolution is 1920 x 1200 ([Sun.com] Microsystems) $[(2^{**9})^{*3*5}] \times 2048 \times 1536$ 3.146728 million pixels QXGA Quad XGA (very high resolution gray-scale document imaging workstation) = $[2^{**9} \times 2^{**9}] [4 \times 3]$ Lasergraphics QXGA desktop projector:

<http://www.Lasergraphics.com/pages/lq2001.htm>

2200 x 1700 4.32 million pixels 8 1/2 x 11 inch letter size (A size) sheet at 200 dpi or C size at 100 dpi or E size at 50 dpi, an A4 sheet at 9 dpmm is 2376 x 1680 = 3.99168 million pixels

2560 x 2048 5.24288 million pixels QSXGA Quad SXGA = $[2 \times 2] [1280 \times 1024] = [2 \times 2][2^{**8} \times 2^{**8}] [5 \times 4] = [2^{**9} \times 2^{**9}] [5 \times 4]$

3072 x 2048 6.291456 million pixels Kodak PhotoCD, 16 base (captures all the resolution on most 35 mm film images) = $[3 \times 2] [2^{**10} \times 2^{**10}]$

3200 x 2048 6.5536 million pixels QSXGAW or QSXGA-W or WQSXGA or W-QSXGA (Quad SXGA Wide) (4 times SXGAW resolution) $[2 \times 2] [(2^{**6})^{*(25)}] [2^{**10}] = [(2^{**7})^{*(25)}] [2^{**11}]$

3200 x 2400 7.68 million pixels QUXGA (Quad UXGA) = $[2 \times 2] [1600 \times 1200] = [2 \times 2] [2^{**4} \times 2^{**4}] [4 \times 3] [25 \times 25] = [2^{**5} \times 2^{**5}] [4 \times 3] [25 \times 25]$

3300 x 2550 8.415 million pixels 8 1/2 x 11 inch letter size (A size) sheet at 300 dpi or C size at 150 dpi, an A4 sheet at 12 dpmm is 3564 x 2520 = 8.98128 million pixels

3840 x 2400 9.216 million pixels QUXGAW or QUXGA-W (Quad UXGA Wide) or WQUXGA or W-QUXGA (Wide Quad UXGA) or QHDTV (Quad HDTV)

6144 x 4096 25.165824 million pixels Kodak Professional PhotoCD, 64 base (captures all the resolution for most film formats larger than 35 mm) = $[3 \times 2] [2^{**11} \times 2^{**11}]$

6600 x 5100 33.66 million pixels (Dynabook) 8 1/2 x 11 inch letter size (A size) sheet at 600 dpi or C size at 300 dpi or E size at 150 dpi, See also Dynabook by 22,000 x 15,596 343.112 million pixels, high resolution scan of entire aperture at 400 dpi at 29X reduction as used for A0 and E size drawings. [http://www.edg.dk/default_uk.asp] Microbox

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Measuring Your Data

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The Kodak PhotoCD FAMILY OF RESOLUTIONS

1/16 base (thumbnail, index print on CD cover) .024576 megapixel image = 128 x 192 pixels = $[2 \times 3] [2^{**6} \times 2^{**6}]$

1/4 base (largest Kodak size that is smaller than 480 x 640 for display on TV) .098304 megapixel image = 256 x 384 pixels = $[2 \times 3] [2^{**7} \times 2^{**9}]$

1 base .393216 megapixel image = 512 x 768 pixels = $[2 \times 3] [2^{**8} \times 2^{**8}]$

4 base (largest Kodak size that is smaller than 1920 x 1152 for HDTV) 1.572864 megapixel image = 1024 x 1536 pixels = $[2 \times 3] [2^{**9} \times 2^{**9}]$

16 base (captures all the resolution on most 35 mm film images) 6.291456 megapixel image = 2048 x 3072 pixels = $[2 \times 3] [2^{**10} \times 2^{**10}]$

64 base (captures all the resolution for most film formats larger than 35 mm) 25.165824 megapixel image = 4096 x 6144 pixels = $[2 \times 3] [2^{**11} \times 2^{**11}]$

Kodak PhotoCD image sizes are based on a $[2 \times 3]$ portrait aspect ratio multiplied by an integer power of 2.

The standard PhotoCD contains all of the image sizes (except 64 base) for each photograph on the CD. A professional PhotoCD contains all of the image sizes (including 64 base) for each photograph on the CD.

UNITS OF MEASURE (Digital and Metric)

1 KiloByte = 1,000 Bytes = 1 Thousand Bytes (KByte)

1 MegaByte = 1,000 KBytes = 1 Million Bytes (MByte)

1 GigaByte = 1,000 MBytes = 1 Billion Bytes (GByte) = 1 Million KiloBytes

1 TeraByte = 1,000 GBytes = 1 Trillion Bytes (TByte) = 1 Million MegaBytes = 1 Billion KiloBytes

1 PetaByte = 1,000 TBytes = 1 Quadrillion Bytes (PByte) = 1 Million GigaBytes = 1 Billion MegaBytes = 1 Trillion KiloBytes

1 ExaByte = 1,000 PBytes = 1 Quintillion Bytes (EByte) = 1 Million TeraBytes = 1 Billion GigaBytes = 1 Trillion MegaBytes

1 ZettaByte = 1,000 EBytes = 1 Sextillion Bytes (ZByte) = 1 Million PetaBytes = 1 Billion TeraBytes = 1 Trillion GigaBytes

1 YottaByte = 1,000 ZBytes = 1 Septillion Bytes (YByte) = 1 Million ExaBytes = 1 Billion PetaBytes = 1 Trillion TeraBytes

MARKETING MEGABYTES (AND TECHNICAL MEGABYTES)

DVDs are measured in Marketing MegaBytes. CDs were invented before Marketing MegaBytes were created and so CDs are measured in Technical MegaBytes. This difference in metrics can cause storage estimate errors when converting from CD to DVD storage sizes. A 74 minute CD holds 650 Technical MegaBytes. The same 74 minute CD holds 682 Marketing Megabytes. A single sided DVD-R holds 4.7 Marketing MegaBytes.

DVD (commonly Digital Video Disc) (A DVD is the same physical size as a CD.) DVD stands for Digital Versatile Disc, by vote of the committee that controls the trademark DVD, the DVD Forum. [<http://www.DVDForum.org>] All capacities are given in commercial units (marketing MegaBytes): (e.g.: 1 GigaByte = 1 Billion Bytes; 1 MegaByte = 1 Million Bytes) rather than the older, larger computer based binary MegaBytes (1 MegaByte = 1,048,576 Bytes) Marketing Megabytes were invented because there are more marketing MegaBytes on a given disk (or disc) than there are binary MegaBytes on the same disk (or disc). This allows the advertised capacity to be given as a larger number.

When you calculate the amount of storage you will need on a given CD or DVD (using the table below), be sure that the units you are using for the size (amount) of data you plan to record are given in commercial units (marketing MegaBytes) rather than computer units (binary MegaBytes). If you are not sure that the size (amount) of your data is given in commercial units, then add 10 (ten) percent to the size (amount) of data you plan to record. In all cases, you should leave yourself some headroom (of at least 5 percent) for last minute changes. (This can be reduced as you gain experience.) If, in addition to the normal headroom allowance, you are also uncertain of the (data size) units used, it is best to allow a total of 15 percent for headroom.

1,000 Bytes = 1 KiloByte (exactly 1 Thousand Bytes in common and legal usage) (exactly 1,024 Bytes = 2^{**10} = 2 to the 10th power in computer terms); 1,000 KBytes = 1 MegaByte (exactly 1 Million Bytes in common and legal usage) (exactly 1,024 KBytes = 1,048,576 Bytes = 2^{**20} = 2 to the 20th power in computer terms).

The history of marketing MegaBytes.

For marketing purposes, a given magnetic disk can hold more of the smaller commercial units than the larger computer units. For example a disk that contains 770 computer based MegaBytes (1,048,576 Bytes) sounds smaller than a disk that contains 807 of the commercial MegaBytes (1,000,000 Bytes), even though both disks hold exactly the same number of bytes of data. For both marketing purposes, and because of concern about lawsuits, only the commercial terms have been used in commercial descriptions in recent years.

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Measuring Your Data

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Conversion from computer binary Technical MegaBytes to commercial Marketing MegaBytes. (Including the percent by which binary Technical Megabytes are larger than the corresponding marketing MegaBytes.)

1,024 Marketing Bytes = 1 Technical KiloByte (a difference of 2.4 percent)

1,048,576 Marketing Bytes = 1 Technical MegaByte (a difference of 4.9 percent)

1,073,741,824 Marketing Bytes = 1 Technical GigaByte (a difference of 7.4 percent)

1,099,511,627,776 Marketing Bytes = 1 Technical TeraByte (a difference of 10 percent)

There are 1,048 commercial Marketing KiloBytes in a computer based binary Technical MegaByte, but only 1,024 binary KiloBytes in a computer based binary MegaByte.

Computer binary MegaBytes are given in powers of two (2^{*N}) because the address space (size of memory, memory capacity) of a computer is determined by the number (N) of address lines available. A 32 bit computer has 32 address lines, has a 32 bit address space, and can address 2^{*32} (= 4,294,967,296) Bytes of RAM (Random Access Memory). The capacity of a disk or disc is determined by the number of sectors, tracks, platters, layers, and/or sides. These numbers are not based on powers of 2.

For More Details

For more details please see ArchiveBuilders.com by [Steve Gilheany](#) MIT, LIT, CDIA, CRM

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September Meeting Pictures



Raffle winners pose with their prizes! Interesting that three of the four new members won prizes!!! Susan Roberts with Corovan, Juan Leclair with Iron Mountain, Susan Comer with Iron Mountain, Ralph Selle with Iron Mountain, Richard Smith with Corovan and Christina Raffee with Quintiles, Inc. Let's spread the wealth next time!!



Susan presenting John J. Isaza with our Speaker's Award of Appreciation.



WELCOME!! To our new members: Juan Leclair with Iron Mountain, Ralph Selle with Iron Mountain, Chris Vavrunek with Ligand Pharmaceuticals and Christina Raffee with Quintiles, Inc.

FYI

Electronic Records Management Specialist

(Starting Salary \$45,000 - \$50,000 based on qualifications)

This position consults with State and local governments in Arizona with regard to the management of e-records and computer information; and evaluates e-records for retention and disposition purposes with regard also to historical appraisal.

Requirements:

- *Education* - Bachelors Degree in Information Technology, Information Sciences, Business Administration, Public Administration or a related field. A Masters Degree in the above fields is desirable. Five years of experience in one of the above fields may substitute for a bachelors degree.
- *Experience* - Minimum of three years in a responsible position in Electronic/Digital Records Management, Electronic/Digital Archives, Information Sciences or Information Technology. Experience should include demonstrated ability to work well with others in collaborative efforts.
- *Certification* – Certified Records Manager, CRM, per testing by Institute of Certified Records Managers is preferred.
- *Professional Activities* – An active professional with participation in ARMA, NAGARA, AIIM and/or other professional associations is desirable.
- Hired individual must submit to police background check within 10 working days of starting employment.

This position is not covered by the State Personnel Merit System. Position is open until filled..

Send detailed resume along with a completed form SF501 to:

Carol Westwood, Director of Operations

Arizona State Library, Archives and Public Records

1700 W. Washington, Rm. 200, Phoenix, Arizona 85007

Phone: 602-542-4035 • FAX: 602-542-8195

E-Mail: cwestwoo@lib.az.us

The Arizona State Library, Archives and Public Records is an Equal Employment, Reasonable Accommodation Employer.
NOTE: The SF501 may be downloaded from website www.hr.state.az.us/employment or call 602-542-5482.



Pictures from ARMA International



ARMA members attending Robert Zornado's presentation.



Dave Taylor with SDDPC, Alex Fazekas-Paul with Sempra, Steve Gray our District ARMA Rep and John Isaza our last speaker, at the banquet.



Robert Zornado, our local chapter Treasurer, at the Pacific Area Party.

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IS IT TOO EARLY FOR NEW YEARS RESOLUTIONS – read on -

GREAT NEWS In January 2003 San Diego Mesa College will offer Records Management 205 as a distance learning class. That means you can sign up and complete the class from your home or office. Consider taking this class and perhaps go on to fulfill the requirements for a certificate in records management – all on-line.

If you would like more information about Mesa College's on line "distance learning program" just log on to <http://sdccd.net> and click on the on-line class schedule logo.

The Spring semester begins January 2003.

If you would like more information or have questions please contact me, Benay Berl, at bberl@olivenhain.com or 760 753 2459 ext 127. I can help you get started.

ARTICLES OF INTEREST

Towering Accomplishment: How One Company Rebuilt
<http://www.zdnet.com/filters/printerfriendly/0,6061,2879810-92,00.html>

From Ground Zero Up: How 9/11 Changed Disaster Planning
<http://www.zdnet.com/filters/printerfriendly/0,6061,2879843-92,00.html>

AIIM eDoc Magazine site: <http://www.edocmagazine.com>

1. What is a Record? By Randolph Khan
2. Media Considerations for Record Retention and Archiving by Jack Scott
3. Records, Records Everywhere and Not Very Many Properly Managed by Robert F. Williams

San Diego ARMA
Board Meetings
10/17 Iron Mountain
12/4 DISC
2/12 SDDPC
5/21 Corovan

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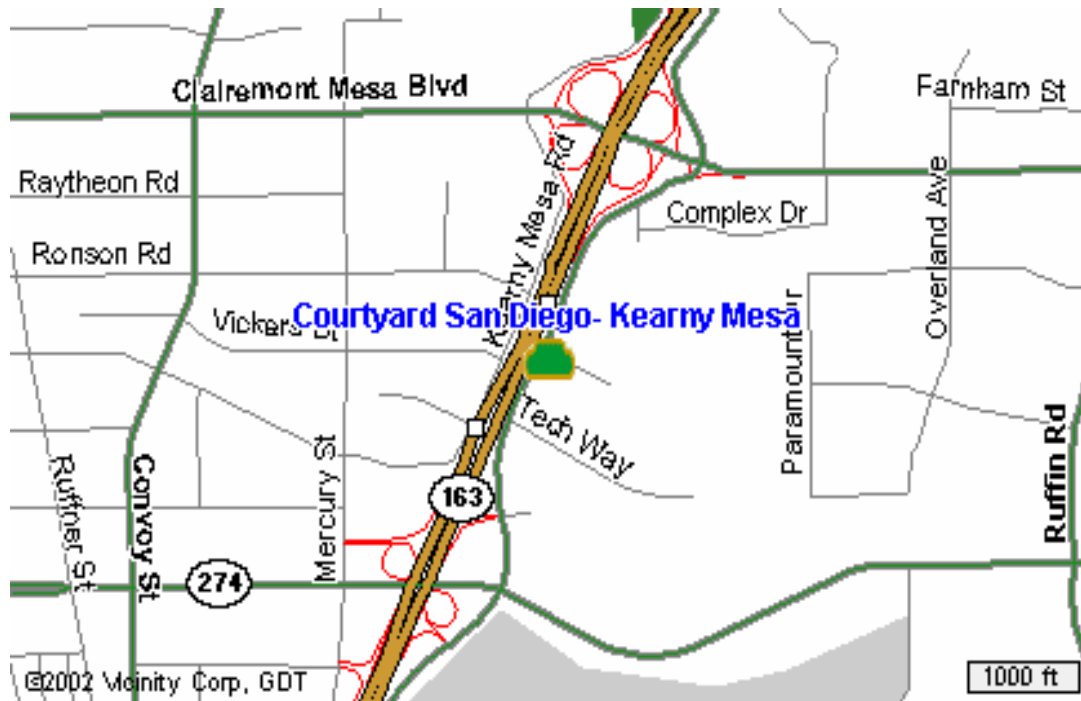
November Registration Form

(Continued from page 1)

Lunch will feature Chicken Piccata, Salad, Vegetables, Dessert, Coffee and Iced Tea.

For information regarding vendor exhibit opportunities, contact **Jennifer Ota** at **(858) 554-1520 x240** or **Jennifer.ota@ironmountain.com**

Please register early as seating is limited. **RSVP to Trey Williams** via phone **(858) 748-1100 x209** or email: **twilliams@corovan.com**



To Register: FAX this form to Trey Williams at **858-679-7341**, or call Trey at **858-748-1100, x209**, via **Email: twilliams@corovan.com**, **NO LATER than 3:30 PM, Monday, September 16.** Cancellations later than 48 hours prior to the event will be billed.

Lunch (please circle) **Member: \$25.00** **Non-member: \$35.00**

Name _____ **Organization** _____

Phone _____ **FAX** _____ **Email** _____

Membership

ARMA Int'l. Pics



Membership Corner by Trey Williams

Hello Everybody

body. Our last luncheon was great, wasn't it? We had a big turnout, with a knowledgeable speaker AND good food. We are 86 members strong and growing! Bring a couple of friends to the next luncheon on November 20th - they'll be glad you invited them. They might win a cool raffle prize (last luncheon we gave away a Trevor Hoffman autographed baseball, a digital camera, and more!). You'll also be in the running for that gift certificate we give to the person who invites the most guests by year's end.

See you there,
Trey Williams

A Contest

BRING A GUEST TO THE LUNCHEON
Come to the Luncheon—1st time this year!

Bring a book for the Literacy Program
Contribute an article for the newsletter
(More ways to win will be announced)

You will receive a Blue ARMA Card
Collect these ARMA Cards till the end of the year!

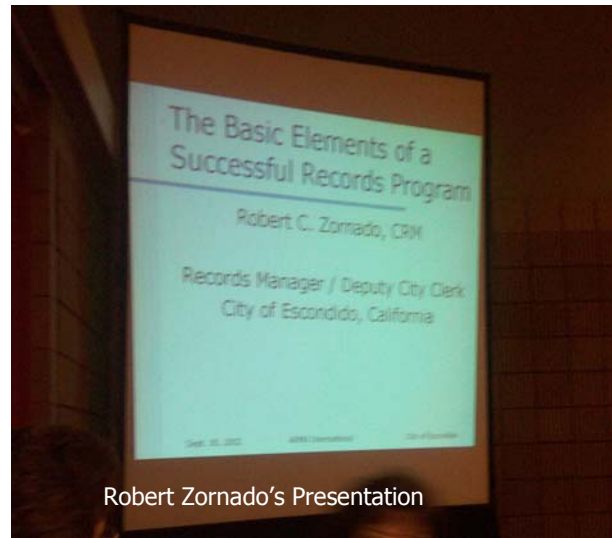
For the person who has the most Cards collected,
our ARMA Reward will be...
(Drum roll!)

A \$50 Gift Certificate to any Westfield Shopping Center!

2002-2003 Meeting Programs
November 20, 2002
January 23, 2003
March 20, 2003 1/2
Day Seminar
June 19, 2003 Final Luncheon for the year



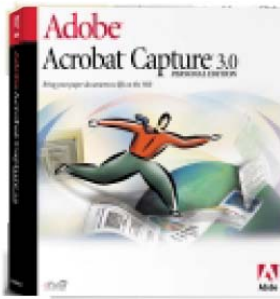
Keynote Speaker Dr. Nick Bontis. See his presentation at www.Bontis.com



Robert Zornado's Presentation



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