



**Meeting: Tuesday, March 18, 2003, 9:00 to 3:30**  
**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](http://www.sandiegoarma.org/arma_registration.htm)**  
**Door Prizes: To be Announced**

## **MANAGING ELECTRONIC DOCUMENTS**

# Off the Record

Volume 40, sue 4

March 18, 2003

The San Diego Chapter of ARMA International is pleased to announce a special half day seminar focusing on the understanding of basic computer and networking technologies, concepts, and operations to be able to inventory electronic records and establish appropriate retention periods.

The Chapter is very fortunate to have John T. Phillips, CRM, CDIA, FAI. Mr. Phillips is a management consultant, author, and educator who has clients, native presentations, seminars, tributions sional tions, and numerous and has assisted given infor- presentataught made con- to profes- associa- authored articles books. He worked for the University of Tennessee, Union Carbide Corporation, and Lockheed Martin as a contractor to the US Department of Energy, as well as state governments and additional private corporations. His technology and information management articles have been published in many professional journals and his presentations are widely respected and well known for identifying cutting edge issues that face the information management professions.



In 2001 John was inducted into the ARMA International Company of Fellows. He was also awarded the Emmett Leahy Award for 2001 by the Institute of Certified Records Managers, the most prestigious international award in the profession of Records and Information Management, for his outstanding contributions to the information and records management professions over many years.

The growing use of e-mail systems, corporate databases, legacy software applications, and desktop computers to create electronic records requires that these technologies be understood with respect to how data, documents, and records are created within the systems. Seminar attendees will learn to identify records within

computer systems, create metadata for indexing records, establish filing schemes for documents, and discover the locations of electronic records repositories. By concentrating on learning how specific document creation and storage technologies are used in the workplace to create and file electronic records, RIM practitioners can then better communicate the need for managing electronic records to users and computer systems personnel. Technologies covered will include e-mail, enterprise business applications, data formats, media formats, databases, data warehouses, Internet Web sites, Intranet Web sites, e-commerce, and remote application service providers.

- ✦ Learn how to directly help IT personnel and document creators identify and locate electronic records within e-mail systems, enterprise business applications, and on personal computers.
- ✦ Understand technologies impact records creation and filing location.
- ✦ Learn how to use software document properties and metadata to inventory, categorize, and classify electronic records.

### MEETING AGENDA

9:00 am	9:30 am	Registration / Breakfast
9:30 am	10:00 am	Vendor Showcase
10:00 am	12:00 pm	Morning Session
12:00 pm	1:00 pm	Lunch
1:00 pm	3:00 pm	Afternoon Session
3:00 pm	3:30 pm	Vendor Showcase

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## Off the Record

Association of Records  
Managers & Administrators  
San Diego Chapter

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Public Relations  
Jennifer Ota

*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](mailto:clacy@sddpc.org). Articles submitted by 1st day of month are considered for that period's newsletter.

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**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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# Don't Miss our 1-Day Seminar!



## President's Message by David Taylor



On Tuesday March 18, 2003 San Diego ARMA Chapter will host the most important event of the year – a 1/2 day

seminar on "Managing Electronic Records." We have a renowned speaker, John T. Phillips, CRM, CDIA, FAI conducting the seminar. He is a management consultant, educator, and an author. His technology and information management articles have been published in numerous professional journals and his presentations are widely respected and well known for sorting out *cutting edge* issues facing information management professions today.

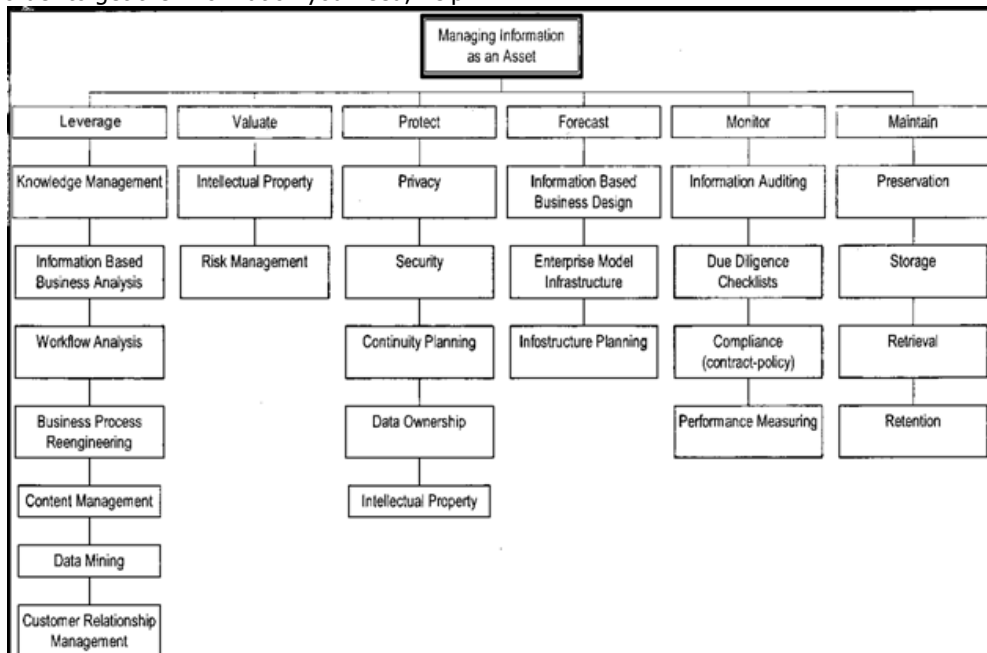
Whether you have a document management system or not, this event is the one that can crystallize the key points and offer strategies to do your records management work better and much more efficiently. Mr. Phillips will be sharing his knowledge in approaches to IT personnel in order to get the information you need, help

you understand the many different technologies that you can tap into, and how to develop, maintain and access current methods of inventorying, cataloging, and classifying electronic information.

This coming seminar is the fourth in a series of seminars that addresses managing information as an asset. Figure 1 Managing Information as an Asset depicts the various parts that go into managing information. San Diego ARMA decided to use this layout as a roadmap to develop the year's seminars.

During the upcoming half-day seminar Mr. Phillips will be hitting many key points listed in the boxes below. Additionally, several vendors will be presenting their products and available to answer your questions.

This seminar is packed full of insightful information, good food, and a raffle for several prizes. This is one you'll not want to miss!



# Sarbanes/Oxley and HIPAA Information

Many of our readers have requested information on both of these topics. I've included information about both that I hope you will find valuable. Please let me know either via email or phone if there are topics that you'd like to see in the newsletter.

## Sarbanes - Oxley Webinar Update

Back by Popular Demand ...

ARMA International's Sarbanes-Oxley Act of 2002 Webinar (audio conference combined with a web presentation) held in December 2002 attracted 270-plus participants. Due to the success of the first Webinar and many requests to repeat it, ARMA will host a second Sarbanes-Oxley Webinar, which will include any updates to the law, in March. The date and time will be announced soon.

Questions & Answers ...

Below are some questions from attendees of the first Sarbanes-Oxley Webinar and the Sarbanes-Oxley session at the 2002 ARMA International Conference & Expo in New Orleans. The answers to these questions were provided by Webinar leaders Frank Moore and Rae Cogar. Moore is director of the Government Relations Public Policy Practice Group for Smith Bucklin and Associates, which represents ARMA International in Washington, D.C. Cogar is a consultant specializing in the management of corporate records, an attorney, and chair of ARMA International's U.S. Government Relations Committee (GRECO).

**Q:** Related to "associated persons," under conducting investigations by the Board, how do you perceive an attorney's relationship when working with public accounting firms? Are they then considered an "associated person"?

**A:** The term "associated persons" relating to public accounting firms and the investigations to be conducted by the Board and an attorney's relationship when working with public accounting firms can be found in the Act's definition of "associated person" in section 2. This definition includes any professional who, in connection with the preparation or issuance of an audit report, either participates in the public accounting firm's profits or receives compensation in any form, or acts as an agent for the firm involving any activity of the firm (in connection with an audit). This language suggests a limitation that should be of interest to an attorney working with a public accounting firm relating to the framework of the Sarbanes-Oxley Act -- the activity must be involved in the preparation or issuance of an audit report by the public accounting firm. However, the Board

may have already issued or in the future issue regulations that specifically address the scope of its jurisdiction over associated persons.

Based on standard statutory interpretation, the scope of the new Board's scrutiny of "associated persons," unless otherwise specifically provided for in the statute, should be limited to those activities associated with the public accounting firm's auditing function or other activities that the Sarbanes-Oxley Act places under the jurisdiction of the new Board. These activities, and the scope of investigations of the Board, should suggest the parameters that attorneys working with public accounting firms should be concerned with.

Section 104 regarding the Board's ongoing inspections of registered firms includes: "a continuing program of inspections to assess the degree of compliance of each registered public accounting firm and associated persons of that firm with this Act, the rules of the Board, the rules of the Commission, or professional standards, in connection with its performance of audits, issuance of audit reports, and related matters involving issuers."

Section 105 regarding investigations of the Board includes: In accordance with the rules of the Board, the Board may conduct an investigation of any act or practice, or omission to act, by a registered public accounting firm, any associated person of such firm, or both, that may violate any provision of this Act, the rules of the Board, the provisions of the securities laws relating to the preparation and issuance of audit reports and the obligations and liabilities of accountants with respect thereto, including the rules of the Commission issued under this Act, or professional standards, regardless of how the act, practice, or omission is brought to the attention of the Board.

**Q:** Sections of the United States Code were updated based on the content of the Act. Can you cite specific sections (beyond Title 18, Chapter 73, §§1512, 1519-1520, 1102)?

**A:** Numerous sections of the United States Code were amended by the Sarbanes-Oxley Act. See listing of titles and sections compiled from Law Revision Counsel.

**Q:** If a firm registers, can the Public Company Accounting Oversight Board go back and inspect records from prior to when they registered? If yes, how far back can they go?

**A:** Specific document retention requirements under the law as amended by the Sarbanes-Oxley Act are effective immediately, unless otherwise specified in the

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# Sarbanes/Oxley and HIPAA Information

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Act. Therefore, it should be expected that the Board may inspect these records; however, these provisions would not apply to conduct prior to the enactment of the new law. For example, under the document retention requirement under Section 103 requiring a registered public accounting firm to maintain audit workpapers and other information related to any audit report for seven years, an individual or company that destroyed a document that is now covered by the law prior to the enactment of Sarbanes-Oxley, will not be in violation of this provision. Rules promulgated by the new Board or by the SEC may indicate their own effective date.

Q: An external audit firm is required to retain records for 7 years. Let's say current internal retention requirements for audit records is from audit to audit (may be 7 years). What is the corporate retention time for the external final audit workpapers submitted to company? (Is it still the same retention or is it the 7 years?) Would it be duplication since the external accounting firms have the records and are required to maintain for 7 years?

A: Sarbanes-Oxley requires an auditing firm to retain audit workpapers for seven years, but it does not specifically address the retention requirement of these records by a corporate entity. However, in its Federal Register notice of proposed rules as required under Section 802 of the Act, the SEC, among other things, asks if there should be a "document retention requirement" for the corporate entity.

Q: Where does the Oversight Board funding come from?

A: Startup funds come from SEC budget. After the Board is set up, funding will be generated from collection of monetary penalties. See §109(c)(2).

Q: What or who is the managing agency of the Board?

A: The Board is a quasi-independent body with the SEC having some administrative review over Board decisions. See §107. The SEC retains the right to relieve the Board of its responsibilities to enforce compliance; the SEC may censure the Board or individual Board members. See §107(d).

Q: If the SEC has the power to override the Board's sanction, how and when will the override be instituted? Will it be evaluated by appeal of sanctionee, or will all decisions made by the Board be reviewed by the SEC?

A: See §107(c). The SEC has the authority to enhance, modify, cancel, reduce, or require the remission of a sanction imposed by the Board if the SEC finds the

sanction to be unnecessary or excessive. §107(c)(3).

Q: Are there any implications in the Act for control of reports and workpapers prepared by internal audit groups?

A: New Section 1520 of Title 18 of the United States Code refers only to audits and audit review papers. The SEC will issue rules to further define these requirements. New Sections 1519 and 1512 of Title 18 of the United States Code are not limited to these and cover any documents.

Q: Are there implications of retention of audit reports submitted to the company that were prepared by an outside audit firm for the audit they just completed for the company?

A: Sarbanes-Oxley imposes a retention schedule for registered public accounting firms that have conducted audits of publicly traded companies. See Section 103. The Act does not pose a retention schedule for these documents on the corporate entity; however, see Sections 1512, 1519, and 1520 regarding the potential coverage of all documents.

Q: What does the corporate responsibility disclosure statement include?

A: Section 302 of the Act identifies six elements that must be included in the disclosure statement.

Q: Why is there a difference between the retention period of audit workpapers, 7 years in the Act and 5 years in the criminal section? Should a publicly traded company keep the records for a longer period of time?

A: Section 103 of the Act requires accounting firms to retain audit work papers and other documents for seven years. The SEC has issued proposed rules, as required by the Act, to further define this retention requirement. Section 802 of the Act creates a new Section 1520 of Title 18 of the United States Code that requires any accountant to retain all audit and review workpapers for five years.

Q: §1520 - an internal auditor (happens to be an accountant) is conducting an internal audit of non-accounting procedures. Do these workpapers need to be kept for a period of 5 years also?

A: Section 1520 applies to "any accountant who conducts an audit of a publicly-traded company." The SEC has proposed rules, as required by the Act, to further clarify this retention requirement.



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# Sarbanes/Oxley and HIPAA Information

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## **New act has major impact on electronic evidence Several provisions of Sarbanes-Oxley govern document-retention policies.**

By Michele C.S. Lange SPECIAL TO THE NATIONAL LAW JOURNAL

In response to the recent series of highly publicized business scandals, Congress passed the Sarbanes-Oxley Act. President Bush signed the act into law on July 30. See [http://financialservices.house.gov/media/pdf/H3763CR\\_HSE.PDF](http://financialservices.house.gov/media/pdf/H3763CR_HSE.PDF). The legislation aims to strengthen accounting oversight and corporate accountability by enhancing disclosure requirements, increasing accounting and auditor regulation, creating new federal crimes and increasing penalties for existing federal crimes.

### **Ten tips for electronic record retention**

Sarbanes-Oxley reinforces the reality that electronic data management should garner top priority for corporate leadership, corporate counsel and accounting/auditing professionals. The following 10 tips should be considered when developing and maintaining rules for electronic record retention:

- ✦ Make electronic-data management a business initiative, supported by corporate leadership.
- ✦ Keep records of all types of hardware/software that are in use and the locations of all electronic data.
- ✦ Create a document-review, retention and destruction policy, which includes consideration of backup and archival procedures, any online storage repositories, record custodians and a destroyed documents "log book."
- ✦ Create an employee technology-use program, including procedures for written communication protocols, data security, employee electronic-data storage and employee termination/transfer.
- ✦ Clearly document all company data-retention policies.
- ✦ Document all ways in which data can be transferred to or from the company.
- ✦ Regularly train employees on the company's data-retention policies.
- ✦ Implement a litigation response team, comprised of outside counsel, corporate counsel, the human resources department, business line managers and IT staff, that can quickly alter any document-destruction policy.
- ✦ Be aware of electronic "footprints"—delete

does not always mean delete, and metadata is a fertile source of information and evidence.

- ✦ Cease document-destruction policies at the first notice of a suit or reasonable anticipation of suit. On a final note, make a practice of conducting routine audits of policies and enforcing violations.

Similar to other areas of the law, Sarbanes-Oxley embraces the issues developing around the proliferation of electronic evidence. With 93% of all business documents created electronically and only 30% ever printed to paper, corporations in the last few years have been compelled to address the retention of, and potential liability associated with, electronic documents and communication. Ten years ago, corporations tended not to keep many hard copies of documents because paper documents take up physical space. Now companies save nearly every electronic document and e-mail because it can be stored electronically with relative ease. In response to this techno-reality, corporations are implementing and enforcing document-retention policies more than ever before.

Yet the reality is that outdated e-mail, antiquated files and archival data stored on backup tapes or disks are often kept for months or years past their useful life. Case law reveals that unwieldy preservation of all electronic data and e-mail created in the course of business can come back to haunt a corporation when litigation ensues. For example, in *Murphy Oil USA Inc. v. Fluor Daniel Inc.*, 2002 WL 246439 (E.D. La. Feb. 19, 2002), the court stated, "Fluor's e-mail retention policy provided that backup tapes were recycled after 45 days. If Fluor had followed this policy, the e-mail issue would be moot." As a result of Fluor's unwieldy document retention, the parties spent considerable time and money arguing the discoverability of e-mail messages that should have been destroyed.

#### **New retention requirements**

Sarbanes-Oxley imposes new requirements on public companies and their accounting and auditing teams with regard to the retention and destruction of certain financial records. There are three provisions that deal with electronic documents and should be of concern to corporations: n Document alteration or destruction. Sec. 802 of the act amends the federal obstruction-of-justice statute by adding two new offenses. First, people who knowingly alter, destroy, mutilate, conceal or falsify any document or tangible object with the intent to impede, obstruct, or influence proceedings involving

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# Sarbanes/Oxley and HIPAA Information

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federal agencies or bankruptcy proceedings may be fined, imprisoned up to 20 years or both.

**Mandatory document retention.** Second, § 802 directs accountants to maintain certain corporate audit records or to review work papers for a period of five years from the end of the fiscal period during which the audit or review was concluded. It also directs the Securities and Exchange Commission (SEC) to promulgate, within 180 days, any necessary rules and regulations relating to the retention of relevant records from an audit or review. This section makes it unlawful knowingly and willfully to violate these new provisions—including any rules and regulations promulgated by the SEC—and imposes fines, a maximum term of 10 years' imprisonment or both.

**Obstruction of justice.** Sec. 1102 expands the obstruction-of-justice statute that prohibits tampering with witnesses. Now acting or attempting "corruptly" to alter or destroy a record or other object "with the intent to impair the object's integrity or availability for use in an official proceeding" is punishable with fines and/or imprisonment of up to 20 years.

#### Impact of the provisions

The impact of Sarbanes-Oxley on electronic-data management is basically twofold. The first part of § 802 places criminal liability on any person who knowingly destroys documents or objects relating to a federal agency or Chapter 11 Bankruptcy. Sec. 1102 prohibits people from corruptly altering or destroying documents with the intent to impair an official proceeding. The definition of "document" in these statutes is likely to be interpreted to include electronic-document destruction. Given its breadth, these provisions give the federal government authority to prosecute cyber-crimes and other computer hacking that results in information destruction relating to official proceedings.

Past case law reveals the federal government's commitment to using computer forensic tools to bring hackers and cybercriminals to court. For example, in *U.S. v. Lloyd*, 269 F.3d 228 (3d Cir. 2001), the defendant was convicted under 18 U.S.C. 1030 on one count of computer sabotage for planting a computer-based "time bomb" in his employer's computer systems. Computer experts were essential in recovering the evidence of the time bomb. Sarbanes-Oxley is likely to expand that governmental commitment to using computer forensic protocols to prosecute cybercrime.

Further, § 802 of Sarbanes-Oxley is likely to have a great effect on how accounting and auditing firms handle electronic documents. Most accounting firms already

retain audit and review records for at least five years, so it is perceived that the second portion of § 802 might have minimal impact. Yet § 802 specifically references the retention of electronic records that are created, sent or received in connection with an audit or review. This provision could require many accounting firms to retain more documents than they have in the past.

Further, the § 802 document-retention rules and regulations to be implemented by the SEC also could force accounting professionals to give more consideration to their current electronic-records policies. The breadth and depth of these rules remains to be seen.

In complying with the new provisions of Sarbanes-Oxley, accounting and auditing firms should consider electronic records when determining what should be retained and what should be destroyed. The financial industry is not the only business sector affected by the dangers of digital data, however. All business organizations should bear in mind that retained and deleted electronic evidence could become intricate minefields of liability. Even if information is effectively deleted and overwritten from a hard drive, this still does not mean that it is gone for good. Documents that have been copied to other media, saved in a routine system backup or e-mailed to anyone else have effectively been copied over and over again, creating numerous replicas of the "electronic footprints."

#### Accountants and auditors

Accounting and auditing firms can mitigate the risk associated with electronic information management by creating a document-retention policy. See Daniel I. Prywes, "The Sarbanes Oxley Act Raises the Stakes for E-Records Management" *Digital Discovery & E-Evidence*, October 2002, at 1. The policy should start with an information inventory of the firm's electronic framework, including documentation of all electronic hardware and software in use throughout the company (including cell phones, PDAs, laptops, etc.); all locations and storage formats of archived electronic data; and all methods in which data can be transferred to/from the company.

The bulk of the retention policy should include methods for classifying documents, determining retention periods, setting the retention schedule and procedures and selecting a records custodian. The policy should also create an index of active and inactive records and implement "log books" in which all destroyed documents are recorded. Most important, an organization must retain all relevant documents when it knows, or should have reason to know, that they will become material in the future.

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# Sarbanes/Oxley and HIPAA Information

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In conclusion, the Sarbanes-Oxley Act compels public companies, corporate counsel and accounting/auditing professionals to consider the impact of electronic evidence in relation to certain financial records. No longer can e-mail and computer files be blindly destroyed.

Instead, balance must be found between appropriate destruction of stale and nonregulated documents and adequate preservation of potentially significant documents. Such balance is the key to effective electronic-document management and the protection of informational assets as required by this new law.

Michele C.S. Lange is a staff attorney for the electronic evidence services division of Kroll Ontrack Inc., based in Eden Prairie, Minn. Lange can be reached at [mlange@krollontrack.com](mailto:mlange@krollontrack.com)

## Final HIPAA Security Rule Published

The Centers for Medicare and Medicaid Services (CMS) recently announced the final rule on the Health Insurance Portability and Accountability Act (HIPAA) standards for the security of electronic health information. As published in the Federal Register, the rule specifies a series of administrative, technical, and physical security procedures for covered entities to use to assure the confidentiality of electronic protected health information.

According to Gartner Inc., the scope of the final rule is basically the same as the draft released in August 1998, but the long-awaited, revised, and now final U.S. healthcare regulation increases the flexibility of healthcare organizations to comply because the encryption of e-mail containing protected health information is no longer mandatory.



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# Sarbanes/Oxley and HIPAA Information

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The standards are separated into either "required" or "addressable" implementation specifications. Covered entities must implement required sections as written but for addressable sections, they can document why the implementation specification is not reasonable or appropriate to its circumstances and implement an equivalent measure, if reasonable and appropriate. To determine the reasonableness and appropriateness of an implementation specification, covered entities may consider criteria such as the "cost of security measures" and the "probability and criticality of potential risks to electronic protected health information."

Twenty-two of 42 implementation specifications are addressable, including those involving information technology security systems. The addressable implementation specifications include "integrity controls" and "encryption" related to the standard for "transmission security." At minimum, Gartner says, this approach will encourage tens of thousands of doctors in individual and small group practices to exchange unencrypted e-mails about routine appointment and prescription renewal requests with patients because such communications carry minuscule risks and significant benefits. In addition, emphasis will shift from e-mail security to content filtering because the real risk is authorized users doing things they should not.

The new flexibility should reduce the total cost of compliance for the United States by at least 50 percent, Gartner estimates.

To access a copy of the 289-page rule, go to [www.cms.hhs.gov/hipaa/hipaa2/default.asp](http://www.cms.hhs.gov/hipaa/hipaa2/default.asp). (Web Posted 2/21/2003)

## HIPAA Privacy Essentials

If you are responsible for bringing your organizations into compliance with the U.S. Health Insurance Portability and Accountability Act (HIPAA), you will find the expertise, guidance, and tools needed to navigate through this complex regulation in HIPAA Privacy Essentials from ARMA International and Privacy Council. HIPAA Privacy

Essentials will help you

determine which components of the HIPAA Privacy Rule apply to your organization  
manage and prepare for a compliance program  
learn what information the Privacy Rule protects  
learn about other state and federal privacy laws affecting the healthcare industry

The information is provided in your choice of formats: an online course or printed publication. The informative and interactive online course quickly gets you

up-to-speed on how the HIPAA Privacy Rule impacts your organization and has been pre-approved for 7.5 education credits for certified records managers. All users will receive a course certification upon successful completion of the course. Registration and other details are available at [www.armalearningcenter.org](http://www.armalearningcenter.org).

HIPAA Privacy Essentials is also available in a printed format, complete with a CD-ROM that also contains the HIPAA ruling and privacy resources in PDF format. You can customize electronic versions of the tools to meet your specific requirements. For more information or to order this publication, go to [www.arma.org/bookstore/product\\_detail.cfm?itemID=1202](http://www.arma.org/bookstore/product_detail.cfm?itemID=1202).

## HIPAA Privacy Implementation Guide

After you've completed HIPAA Privacy Essentials, you'll be ready to jump into the Implementation Guide, which walks you clearly and concisely through the entire process of setting up a HIPAA privacy program, from self-assessment to hiring a compliance officer, implementation, and training. This publication has many helpful tools, including training slides, assessment worksheets, and sample documents that will save hours of work.

HIPAA Privacy Implementation Guide includes a CD-ROM version supplemented with various tools and privacy resources in PDF format, which you can customize the electronic versions of the tools to meet your specific requirements.

This publication is also available in ARMA's Online Bookstore. Go to [www.arma.org/bookstore/product\\_detail.cfm?itemID=1207](http://www.arma.org/bookstore/product_detail.cfm?itemID=1207).

(Web Posted 2/17/2003)

## 2002-2003 Meeting Programs

**March 20, 2003  
1/2 Day Seminar**

**June 19, 2003 Final Luncheon for the year**





**May 2 - May 4, 2003 / Los Angeles, CA**  
**3 Day Document Imaging and Document Management Course.**

Contact: Steve Gilheany, CRM, CDIA (310) 937-7000, SteveGilheany@ArchiveBuilders.com, or visit:

<http://www.ArchiveBuilders.com/abcourses.html>

All course materials available free on the Internet at:

<http://www.ArchiveBuilders.com/whitepapers/index.html>

**For those persons who cannot attend the class, all of the printed class materials including the following 3 new papers (below) are available free on the Internet at:**

<http://www.archivebuilders.com/whitepapers/index.html>

[1] A fully illustrated paper on grayscale scanning of handwritten and hand drawn documents: (paper 5-21)  
"Grayscale: an Illustrated Comparison with Black & White Document Imaging — for Accuracy, Legibility, Readability, Ease-of-Use, Storage Cost, and Internet Access Speed" (short version: 1-18)

This paper shows a total of 39 image segments comparing the same handwritten text or hand drawn line art reproduced in both grayscale (8-bits) and in black&white (1-bit). Cost comparisons for digital storage are estimated. This paper is designed so it can be used as a model for archivists, librarians, and records managers to conduct grayscale vs. black&white research with their own documents at:

<http://www.archivebuilders.com/whitepapers/22058p.pdf>

Two new one-page papers on storage and communications:

[2] (paper 1-7) 1 "(One) PetaByte (One Thousand Tera-Byte, One Million GigaByte) Magnetic Disk Array in a 48 Square Foot (5 Square Meter) Office Cubical; and 600 Giga-Byte Native Format Magnetic Tapes"

<http://www.archivebuilders.com/whitepapers/22042p.pdf>

[3] (paper 1-3) "10 (Ten) Terabit Ethernet, T1, OC3, and Document Transmission Speeds: Pages per Second Over Various Types of Links"

<http://www.archivebuilders.com/whitepapers/22037p.pdf>

The paper on the ASCII encoding of text has been reformatted for clarity. If you have heard the term ASCII, and would like to see a display of the ASCII organization of the Latin alphabet, this paper may be useful.

<http://www.archivebuilders.com/whitepapers/22032p.pdf>

There is a new Large Print edition of the 28-page Document

Imaging Document Management site summary page that prints on 11 by 17 (A3) paper for people who would like to read the summary in LARGE PRINT.

<http://www.archivebuilders.com/whitepapers/27006LP11by17p.pdf>

A link to a demonstration site for multi-gigapixel grayscale images

(including images of handwritten and hand drawn documents) is provided at

<http://navigatela.lacity.org/samples/start/> These images are viewable over a dial-up Internet connection.

## **NEW WEBINAR: HIPAA ... WHAT EVERY BUSINESS NEEDS TO KNOW!**

Do you find yourself asking...

***Why do I need to be concerned about HIPAA?  
How does HIPAA affect me?  
How will HIPAA affect my organization and my job?***

ARMA International and Privacy Council will help you answer these questions and many more in the new webinar "HIPAA ... What EVERY Business Needs to Know!" This webinar will take place at **2:00 p.m. CST on Tuesday, March 4** and will feature Ryan Barker, Privacy Council's chief privacy officer. Barker will discuss how the Health Insurance Portability and Accountability Act directly or indirectly impacts every organization and will help you gain an overall understanding of the HIPAA Privacy Rule. With the April 14 compliance date just around the corner, there is no time to delay in learning how HIPAA impacts your organization and in taking steps toward compliance.

**More details are available at [www.arma.org/learning/seminars/hipaa\\_webinar.cfm](http://www.arma.org/learning/seminars/hipaa_webinar.cfm)**



# MEMBERSHIP



## Membership Corner by Trey Williams

### MemberFest

Share the Experience. Feel the Power. Reap the Rewards!!

Engage your peers in the power of connections by participating in Member Fest! This exciting new member-get-a-member program rewards you for sharing the ARMA experience with your colleagues.

Sponsor a new member in ARMA International and join an exclusive group of ARMA members in the CORE (Connecting Others through Encouragement and Recruitment) Club. Sponsor at least five new members and you may win great prizes!

The top three recruiters by June 30, 2003, will win one of the following prizes. (NOTE: A minimum of five new recruits is required.)

#### GRAND PRIZE

HP Digital Camera (\$750 value)  
One 2003 Full-Conference Registration (\$645 value)

#### FIRST PRIZE

Palm Pilot (\$500 value)  
One 2003 Full-Conference Registration (\$645 value)

#### SECOND PRIZE

Palm Pilot (\$500 value)

A special thank you to our sponsor, [ColorFlex](#), for making these prizes possible.

Chapters also win in this new program. Check the Recognition page for more exciting rewards!

### How to Get Started

It's as easy as 1-2-3.

1) Read the [Official Rules](#), so you know exactly what to expect.

2) Make a list of colleagues whom you think could benefit from all that ARMA offers.

3) Fill in your Member ID# on the special Member Fest application and go for it!

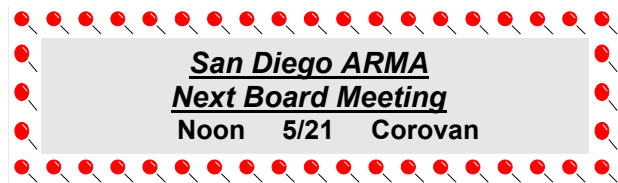
All the materials you need to be successful are available in the [Recruitment Kit](#)

or by calling ARMA's Member Services Department at 800.422.2762. The kit contains:

- Campaign brochure/application - new members must submit this special application form, complete with your Member ID# in order for you to receive credit
- PowerPoint presentation explaining the benefits of ARMA membership

The best approach is to share your own experience and reasons for being a member - make a list to share with others. We have also gathered some helpful [Recruitment Tips](#) from many of the association's leaders for you to use.

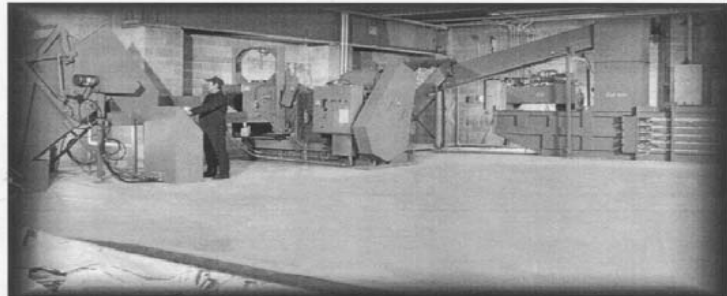
**Most of all, have fun!**



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# Distance Learning



## Education Corner

by Benay Berl

I am excited about the incredible opportunities for career enhancement education thru on-line or distance education opportunities. Here are some interesting ways you can take advantage of learning.

The new ARMA Learning Center <http://www.armalearningcenter.org/> If you are actively pursuing career enrichment or not, take a moment to visit this innovative website.

The San Diego Community College District offers 5 to 16 week distance education classes. Visit them at <http://www.sdccd.net/> and click on the on-line college catalog. You will be amazed at their offerings. The member schools are right here in San Diego, but their premier distance education program is respected world wide.

Mohawk College of Applied Arts & Technology in Hamilton, Ontario offers a distance learning Certificate in Records and Information Management. For details, go to <http://disted.mohawkc.on.ca>.

Opportunities to learn are posted on the records management listserv. You can join this group by sending a message to [RECMGMT-L@LISTS.UFL.EDU](mailto:RECMGMT-L@LISTS.UFL.EDU). In the subject line type RECMGMT-<your name> If you don't want to be bothered receiving emails each time they are posted, once you are a member you can choose to use the digest.

As always, my message is – keep on learning  
Benay Berl



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last February?*

*Can I get the Hickenlooper  
home equity loan file?  
Over the web??*

*Remember the  
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we took a couple  
years back?*

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# March Registration Form

(Continued from page 1)

**Join us on March 18<sup>th</sup> at our new meeting location: Marriott Courtyard – Kearny Mesa!**

Continental breakfast, lunch and snacks will be served.

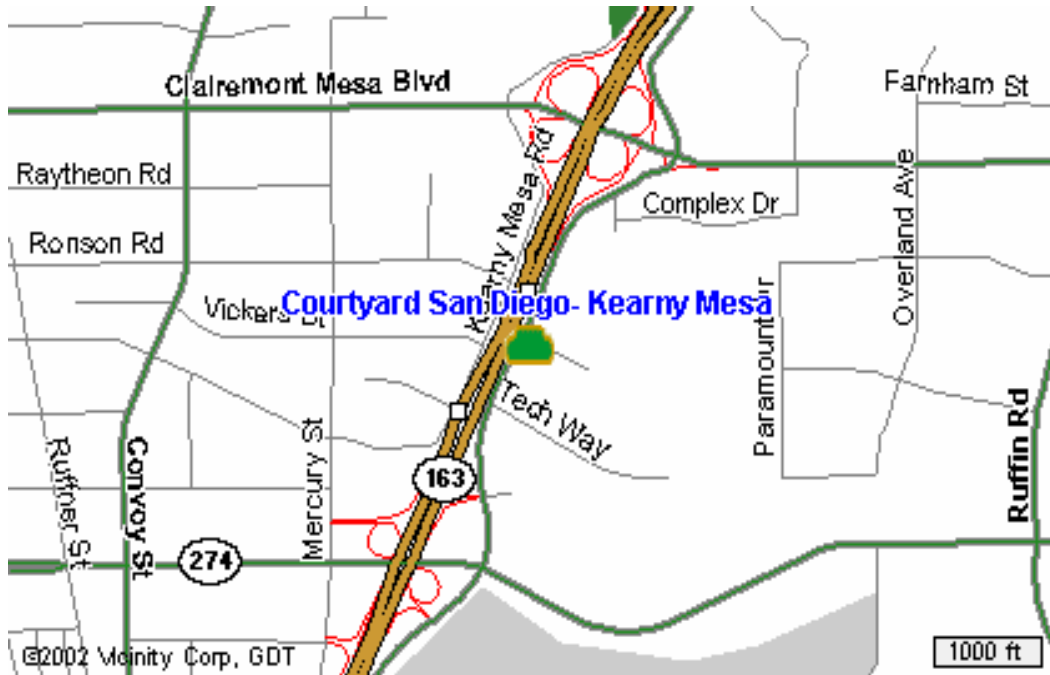
**Marriott Courtyard—Kearny Mesa**

For information regarding vendor exhibit opportunities contact Jennifer Ota:  
 (858) 554-1529 x240  
[jennifer\\_ota@ironmountain.com](mailto:jennifer_ota@ironmountain.com)

8651 Spectrum Center Blvd.  
 San Diego, CA 92123

**Please register early, as seating is limited.**

RSVP to Trey Williams:  
 858-748-1100 x209  
[twilliams@corovan.com](mailto:twilliams@corovan.com)



**Bring Gently used books for a chance to Win a PRIZE.** We are collecting books for READ/San Diego. Books collected will either be resold and the money donated to the program or used for instruction.

**To Register:** FAX this form to Trey Williams at (858) 679-7341, or Call Trey @ 858 748-1100 x209, or Email : [twilliams@corovan.com](mailto:twilliams@corovan.com) **NO LATER than 3:30 p.m., Friday, march 14, 2003.** Cancellations later than 48 hours prior to the event will be billed to the person registered.

<b>Lunch (please circle)</b>	<b>Member \$25.00</b>	<b>Non-Member \$30.00</b>	<b>Vegetarian Yes</b>
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**Name:**

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**Organization:**

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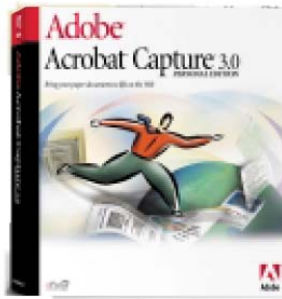


Program Co-Chairs, Richard Berlin and Susan Comer present Sheryl Roush an Award of Appreciation for being our January speaker.



**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,  
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(Drum roll!)  
A \$50 Gift Certificate to any Westfield Shopping Center!  
Questions? - Call Trey Williams @ 858-748-1100 x209



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## San Diego ARMA Chapter—2002/2003 Officers/Directors

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Treasurer	Bob Zornado	City of Escondido rzornado@ci.escondido.ca.us	760-839-4561	760-741-7541
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Hospitality	Candace Sanchez	Iron Mountain Candace.Sanchez@ironmountain.com	858-455-9933 X262	858-455-7125
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