



Hi, everyone. It is with fear and trembling that I enter the office of Winnipeg Chapter President. A big thank you should go out to our out-going president, Fred Coakes. He guided this Chapter through two very successful years and I am very glad that he will remain on the Board as Past President to keep me from doing too much damage. I am also grateful for the excellent Board that has been assembled for the upcoming year. They are a crack team, blessed with talent and experience, and I know that they will work hard to make sure that your dues are put to good use.



Don Kroeker
President
ARMA
Winnipeg Chapter

I believe that the main purpose of this Chapter is to bring together members of the Records and Information Management Profession in the Winnipeg area for learning and networking opportunities. I encourage every member to try to make it out to at least one educational session this year. Even if the topic does not necessarily appeal to you, you will still get an opportunity to meet other people from your profession who are going through the same difficulties and dealing with the same challenges that you are. The connections that you make at ARMA events can prove to be extremely invaluable, especially since most of us work in organizations where we are often the only records managers around. If you are wondering what type of software to purchase or what type of technology to install,

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contact your fellow members to see what they have done in the past. Some of us will report great successes and some us will have to confess that our attempts did not succeed but in every instance we will be able to pass on valuable lessons that we learned.

Of course, our educational programs are also top notch as well. We just had another great two-day session with Mr. Records Management, Dr. Mark Langemo and are now looking forward November 25 when RM veteran Katherine Chornoboy presents a seminar on “Strategic Planning for RIM and Auditing Your RIM Program”. Keep checking www.armawinnipeg.org for the details on this and other upcoming events.

Finally, please don't hesitate to let us know what sort of topics or speakers you would like see at

(Continued on page 4)



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2010—2011**

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New rates per issue make it even more affordable to reach hundreds of people in the records management industry.

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| | Issue rate |
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| Full Page | \$49.95 |
| Half Page | \$29.95 |
| Quarter Page | \$19.95 |

The Winnipeg Chapter of ARMA International publishes the MONITOR 10 times during the activity year, which runs from July of one year to June of the following year.

The information contained in this newsletter does not necessarily reflect the views of the membership or Editor, but is offered as a source of information only.

For additional information please contact the newsletter editor, at
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Why Join ARMA?

You are already a member right? But do you know what you are entitled to as a member? Do you have colleagues or friends who might benefit from joining? Below is some information to help you get reacquainted with your ARMA membership benefits.

ARMA International members include records and information managers, MIS and ADP professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, and educators. ARMA, its chapters, and its members are dedicated to helping individuals, organizations, and government agencies successfully meet the challenges of the increasingly complex records and information management field.

Benefits of Membership

Access - Your Connection to a Global Network

- [Local chapters](#) to connect you to professionals in your geographic area
- Online [Member Search](#) to provide you with contact information for members
- Electronic access to information, tips, and guidance through the [ARMA member forum](#)

Expertise - Links to a World of Ideas and Solutions

- [Industry Specific Groups](#) that focus on your industry's issues
- [ARMA Bookstore](#) offers more than 200 member-discounted RIM resources, including books, software, and videos
- [Annual Conference and Expo](#) provides dozens of educational sessions
- [The Information Management Journal](#): In-depth articles by leading RIM and Knowledge Management experts

Professional Development - At Every Stage of Your Career

- ICRM Study Groups and Exam Preparation Resources
- [Online courses and Web seminars](#)
- [Career search and resume posting services](#)
- Leadership opportunities through service on ARMA's committees and Board of Directors, as well as through chapter leadership.

You can find links to any of the above information by going to www.arma.org and clicking on [Join ARMA](#).

Membership Costs:

Basic: \$150 U.S Student/Retired: \$25 U.S + local chapter dues

Contact **Kelly Nichols**
(membership@armawinnipeg.org).

September marks the beginning of the 2010/2011 chapter year. We look forward to another year of newsletters and programming events.

Check out page 2 for the recently elected board members. Once again we have a well planned education programming cycle which you can view on page 9.

As always, member newsletter submissions are welcomed for publication. See page 11 For more information.

Enza
Public Relations/Newsletter
newsletter@armawinnipeg.org

ARMA INTERNATIONAL WEBINAR

Achieving Information Compliance Through Consistency

Facilitated By: Iron Mountain

Overview

Records management deployments have been challenged with reconciling their past physical records management practices with their increasing electronic records management processes. In this web seminar, learn strategies to manage physical and electronic records by applying classification, retention, and holds with consistency.

Viewing Period:
October 11, 2010 to October 19, 2010

Live Teleconference:

For more info or to register online at
www.arma.org



ARMA CANADA CORNER

Check out upcoming Canadian Region events on the ARMA Canada website at www.armacanada.org.



June 5, 2011 - June 8, 2011

Channelling the Waves of Information

The 2011 Canada Region Conference will be held in Charlottetown, Prince Edward Island June 5 30 - June 8, 2011.



(Continued from page 1)

future sessions. If you get a survey from us, please take the time to fill it out and return it. The more feedback we get, the better prepared we as a Board will be to plan educational sessions that are timely and relevant.

By the way, if you are planning to be in San Francisco in November, let me know. It would be nice to see a few familiar faces out there.

All the best for now,

Don Kroeker
President,
ARMA Winnipeg Chapter
president@armawinnipeg.org

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See Page 2 for other Advertising Rates and Formats





Get Directions to Compliance

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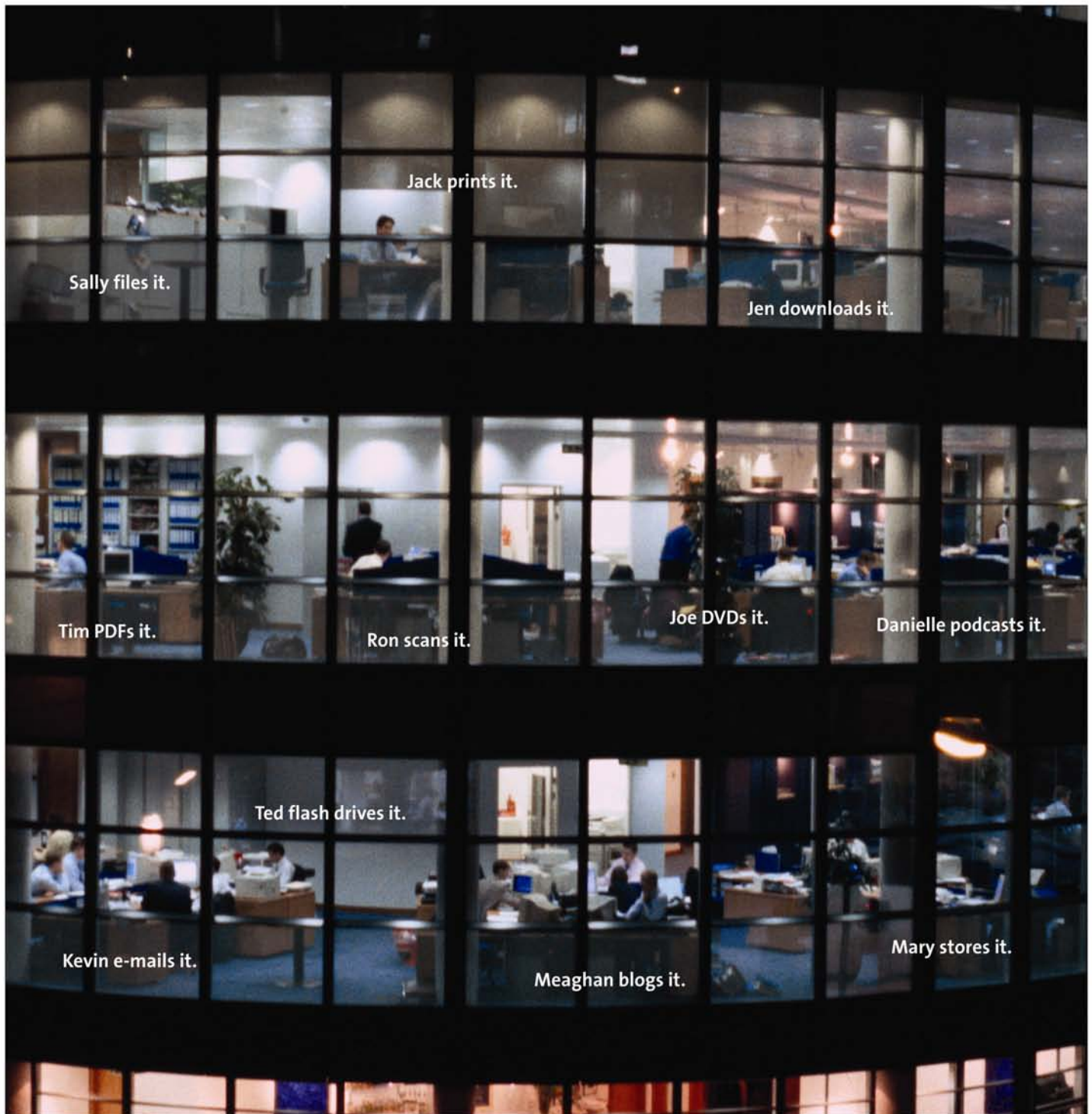


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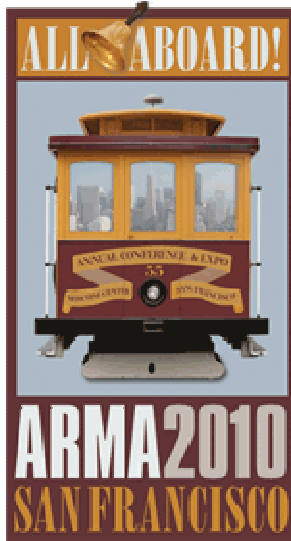


Records Management | Data Protection and Disaster Recovery Services | Secure Shredding | Digital Archiving
Electronic Discovery Support Services | Health Information Services | Document Management Solutions

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55TH ANNUAL CONFERENCE & EXPO



NOVEMBER 7-10, 2010 MOSCONE WEST CONVENTION CENTER

The premier event in the records and information management field, ARMA International's 55th Conference & Expo, will be held November 7-10, 2010, at the Moscone Center West in San Francisco, Calif. It's never too early to start planning for the 2010 ARMA International Conference & Expo, which delivers the resources and tools you need to better govern your information.

Where It's Happening

The 2010 ARMA International Conference & Expo is located in the [heart of downtown](#) San Francisco, at Moscone Center West. The San Francisco Marriott Marquis is the headquarters hotel, with the Parc 55 as an additional hotel. Close to Union Square, you can hop on a trolley to take in the breath-taking sights on the way to Pier 39 and Alcatraz. Chinatown, historic North Beach, and the Embarcadero are just a few blocks away. There are many excellent and ethnically-diverse restaurants and cafes close by to satisfy every taste. Plan on great food, coffee, and company—in addition to polishing your professional pedigree.

For more info and links go to <http://www.arma.org/conference/2010/SanFrancisco.aspx>



2010/2011 Program/Education Plan – ARMA Winnipeg Chapter

ARMA WINNIPEG CHAPTER

THE MONITOR

| Date | Time | Speaker | Session Title | Session Price | | Facility |
|--|-------------------------------------|--|---|-------------------------------------|----------------------|---|
| | | | | Members & F/T Students: | Non-Member: | |
| Sept. 16 & 17, 2010 (2 days) | 8:00 a.m. to 4:30 p.m. | Dr. Mark Langemo, CRM Professor Emeritus, University of North Dakota | Six Part Series on Records Management (Seminar 1: Parts 1 & 2) | Members & F/T Students: \$275 | Non-Member: \$325 | Norwood Hotel 112 Marion Winnipeg, MB |
| Nov. 25, 2010 | | Katherine Chornoboy | Strategic Planning for RIM and Auditing Your RIM Program | Members & F/T Students: | Non-Member: | Norwood Hotel 112 Marion Winnipeg, MB |
| Jan. 20, 2011 | . | | To be announced | Members & F/T Students: | Non-Member: | Norwood Hotel 112 Marion Winnipeg, MB |
| April 7 2011 | | Brian Hubner | What do Record Managers Need to know about Archives and Archivists? | Members & F/T Students: | Non-Member: | |
| May. 12 & 13, 2011 (2 days) | | Dr. Mark Langemo, CRM Professor Emeritus, University of North Dakota | Six Part Series on Records Management (Seminar2: Parts 3 & 4) | Members & F/T Students: \$275 | Non-Member: \$325 | Norwood Hotel 112 Marion Winnipeg, MB |
| June 16, 2010 | | Rick Stirling, | Selecting the Right RIM Software for Your Organization | Members & F/T Students: | Non-Member: | Norwood Hotel 112 Marion Winnipeg, MB |
| | | | | | | |
| June 17, 2010 | 5:00-5:30 5:30-6:30 6:30-9:00 | AGM (including elections for Board of Directors) Member Appreciation Dinner ARMA Winnipeg Chapter Night | | | | Norwood Hotel 112 Marion Winnipeg, MB |
| <p>Note: Above plan subject to change. Visit our web site at www.armawinnipeg.org for more details and on-line registration.</p> | | | | | | |



Upcoming Program/Education Session Details – November , 2010

| Date | Time | Speaker | Session Title | Session Price | | Facility |
|---|------------------------------|----------------------------|--|------------------------------|-------------|---|
| Nov. 25, 2010 | 8:30 a.m. To 5:00 p.m. | Katherine Chornoboy | Strategic Planning for RIM and Auditing Your RIM Program | Members & F/T Students | Non-Member: | Norwood Hotel 112 Marion Winnipeg, MB |
| <p><u>Session Description:</u></p> <p>Do you know where your RIM program is going? This session will discuss the importance of having a RIM strategy that is aligned with your organizational culture and objectives. It will identify the steps required to develop an effective RIM strategy. The session will also identify how to define measurement criteria and measure your program performance in relation to the strategy you have defined.</p> | | | <p><u>Biography:</u></p> <p>Katherine started her consulting career as a member of the Arenburg Consultants, Datafile and Tab consulting teams. For the past 15 years, she has provides a full range of diverse records and information management consulting services as the principal consultant and owner of Info Access Consulting Group Ltd. The general business knowledge acquired through academic and project initiatives allows her to take a best practice view in developing the right solution to meet specific client needs.</p> <p>In addition to her consulting practice, Katherine is an active member of the records and information management profession. She teaches at the University of Toronto, Faculty of Information - iSchool; speaks at conferences and seminars; co-authors the Carswell Records and Information Management Audit Toolkit; and has authored chapters for the Carswell Law and Practice publication. Katherine has filled a variety of positions for the Toronto chapter of ARMA including a number of terms as Program Director, and Host Chapter Chair for the 2006 ARMA Canada conference held in Toronto. Her positions on a broader scale have included being the ARMA Canada Program Director and a member on the ARMA International Leadership Development and Training Committee. At the present time, she holds the positions of ARMA Canada Grant committee Governor and ARMA Canada Central Region Coordinator. Katherine was the recipient of the ARMA Toronto chapter Member of the Year award in both 2005 and 2006, and received an ARMA Canadian Region Member Recognition Award in 2008.</p> | | | |
| <p>Note: Above subject to change. Visit our web site at www.armawinnipeg.org for more details and registration.</p> | | | | | | |



We at the ARMA Winnipeg Chapter would like to take advantage of the skilled pool of Records Management professionals that we have in Winnipeg . We would like to do this by asking our members to share their work experiences, successes, opinions, even failures. The reason for this is that we know we learn invaluable lessons from each other. If you have anything you can share with us please contact armawinnipegnewsletter@gmail.com and we'll do our best to publish it.

ARMA Winnipeg Chapter Presents Four Certificates

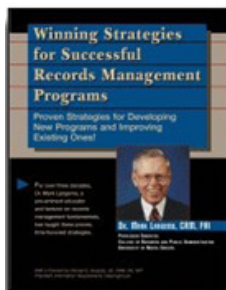
Four participants recently completed the comprehensive six-day, three-seminar professional development certificate course in Establishing and Managing Successful Records Management Programs.

The program is delivered by Dr. Mark Langemo, CRM, FAI, Professor Emeritus in the College of Business and Public Administration at the University of North Dakota.

He has over 39 years of experience as a professor of Records Management, IT, Office Systems Management, and related information management courses.



Pictured from left to right are: **Kelly Nichols**, Membership Director, ARMA Board; **Lynn Einarson**, Information and Client Services Clerk, Information Management and Client Services Health Canada; **Todd Ito**, A/Regional Manager, Information Management, Regions and Programs Branch, Health Canada, Manitoba/Saskatchewan Region; **George Koutroubis**, Account Manager, ALLMOVE Secure Document & Data Management; **Carol P. Garnham**, CRM, erm[™], Internal Portal Services Manager, Regional Health Authority - Central Manitoba Inc., ARMA Board Member; and **Dr. Mark Langemo**, CRM, FAI.



Dr. Langemo speaks to tried-and-proven, practical approaches and strategies for developing and strengthening organization-wide records management programs.

Carefully review the extensive topics that will be included in the six full days of this three-seminar program. Attendees will learn about how to develop quality records management programs and how to manage electronic and paper and all records. Participants will learn how to develop and implement records retention programs, develop state-of-the-art filing systems, and manage inactive and vital records. A special focus will be on "imaging" and on how to capitalize on both digital imaging and film-based (microfilm) imaging technologies. Attendees will learn how to more effectively manage and motivate records management personnel. And, all participants will be introduced to a wide array of records management resources.

For more information on upcoming education programs, or to register, click here: <http://www.armawinnipeg.org/programs.html>



ARMA International provides numerous publications for records and information management professionals on emerging RIM issues. For example, *NewsWire (IMN)* alerts you to the most significant information-related topics



in the news and provides expert analyses that put them in context for you as an information professional. Various *Policy Briefs* (Washington, Canadian, and EU) provide news and analysis of legislation affecting information management globally. These publications are available at arma.org. Here are some samples of recent RIM headlines in the news:

Data Retention Survey Shows Companies Don't "Do As I Say..."

A June 2010 survey from Symantec shows an interesting split between attitude and actions when it comes to data retention and disposition. In fact, it shows that most organizations don't follow their own advice. Most organizations (87%) believe a proper information retention strategy would allow them to delete unnecessary information. But, fewer than half (46%) actually have a formal information retention plan in place.

For complete story go to:
http://www.arma.org/policy/policy/newswire/10-08-24/Data_Retention_Survey_Shows_Companies_Don_t_%e2%80%9cDo_As_I_Say%e2%80%a6_%e2%80%9d.aspx

*ARMA International, IMN,
June 24, 2010
Diane Carlisle*
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**Patient Records Faxed to Wrong Number**  
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A Winnipeg man's fax machine is receiving other people's confidential health records by mistake. Jeremy Peters-Fransen has received a dozen faxes from St. Boniface Hospital over the past eight months, detailing information about patients' heart and liver conditions, among other things.

For complete story go to:  
<http://www.cbc.ca/canada/manitoba/story/2010/03/03/mb-faxes-hospital-wayward-winnipeg.html>

*ARMA Canadian Policy Brief,  
March, 2010*  
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