

2016 SPRING

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**MEMBERSHIP IN GOOD
 STANDING: WHAT EVERY
 CRM NEEDS TO KNOW**

*By Nick De Laurentis, CRM, IGP
 Regent – Applicant and
 Member Relations*

“I am a member. I am in good standing, right?” Maybe, maybe not. This article is intended to help ensure that we, the Certified Records Managers (CRM), all stay in good standing and that your membership experience is a pleasant and valued one. We appreciate your membership; we want you here!

We, the Board of Regents at the Institute of Certified Records Managers (ICRM) are certainly not in the business of decertifying our members, inconveniencing our peers in an already busy world, or to make our members jump through hoops to take additional exams to recertify themselves. We want our members to be valued in the business community, to wear their certification proudly, and to contribute to the profession. We strive to grow, not diminish, our membership. That is our business model. What can we do to improve that? Let us explore a few

helpful hints to help our members and the administration of our members.

We have provided some guidelines in our bylaws to help our members keep their certification

<https://www.icrm.org/wp-content/uploads/2016/01/ICRM-Constitution-and-By-Laws-Revision-Revised-8-Dec2c-2015.pdf>:

ARTICLE IV

Certification

Section 3 – Maintaining Certification as a CRM

To remain a member of the ICRM in good standing, and thereby authorized to use the professional designation “CRM”, a person who is certified must meet the requirements, if any, set

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**Regent Nick
 De Laurentis,
 CRM, IGP**

REMEMBER: KEEP INFO CURRENT

Log in to the ICRM website (www.icrm.org) regularly and make sure your contact information is correct. Check your mailing address, email address and phone number. Keeping you current is our responsibility; keeping your information current is yours. Thanks!

ICRM LEADERSHIP ROSTER

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WILLIAM BENEDON, CRM, FAI

It is with great sadness that I learned and now share the news of the recent passing of William Benedon, CRM, FAI, at the age of 92.

Bill was a trailblazer for our association and profession, serving for two decades as founder and editor of our first periodical, *Records Review*, and its successor, *Records Management Quarterly*; writing the first definitive textbook for the profession – aptly entitled *Records Management*; serving as the association's president in its earliest years and later as the president of the Institute of Certified Records Managers; and being named the first person inducted into ARMA International's Company of Fellows.

Through more than 50 years of writing, speaking, training, and mentoring, Bill had a significant impact on the career growth of countless records management professionals and on the development of the records management principles and practices we all use daily. I, personally, saw him as a visionary and a respected voice in records management.

ARMA International wants to express our appreciation for Bill's many contributions to the establishment, growth, and success of our association and send condolences to his family and friends; we will miss him greatly.

-- Peter Kurilecz, IGP, CRM, CA

THE COMPANY OF FELLOWS

William Benedon, FAI, CRM was recognized as the first Fellow of ARMA International in 1990. He had earned a Bachelor of Arts in Education and History then a Master of Business Administration in Accounting and Foreign trade. He was among the first to become a Certified Records Manager. During his career he mentored colleagues he promoted records management, the ICRM and ARMA International. He was active with the Society of American Archivists, and ARMA. He was recognized by many of these organizations with awards that include:

- Fellow of the Society of American Archivists
- Fellow of ARMA International- 1990
- Distinguished Service Awardee-ARMA International
- Records Manager of the Year-ARMA International
- Emmett Leahy Award - 1968

While active Bill served in a number of roles. He was Past President of ARMA International, National Honorary Mem-



ber of ARMA International, Past President of the Greater Los Angeles Chapter/Honorary Member, ARMA Executive Secretary, Magazine Editor (*RMQ*) ARMA International, and in 1981 received the ARMA 25th Anniversary Award.

His service extended to publications as well, working to enhance and educate both his colleagues, potential records managers and the companies that would eventually employ those records managers. His works include *Records Management Workshop-ARMA*, *Records Management Correspondence Course-ARMA*, *Editor- Records Management Quarterly-(1968-1984)*, *Records Management (Text Book-Prentice-Hall)-*

1969, CD- Records and Information Management (RIM)-An Overview 2003, On-Line ARMA Course-Records and Information Management-An Overview, History of Records and Information Management (Encyclopedia of Library and Information Sciences) 2009.

Bill especially enjoyed teaching and training in all aspects of records and information management. He excelled at the development and implementation of organization-wide RIM programs and the design and engineering of records storage facilities.

MORE MEMORIES

William Benedon, CRM, FAI was my teacher, mentor, colleague and friend. I knew him for the 36 years I have been in ARMA and he was always the shining example of a RIM professional that I aspired to be.

Soon after joining ARMA in 1980, I took his correspondence course on *Records Management* and was able to interact with him at conferences and the GLA Chapter. He encouraged me to get my CRM, and become active in the ICRM. He was a "go to" mentor when I became an officer then President, of ARMA International. I was honored to receive the William Benedon Professional Achievement Award he sponsored through the GLA Chapter, of which Bill was a founding father.

Bill had not been able to be active in GLA for the last few years, and we "old timers" missed his presence and guidance. So many of the new members never had the opportunity to know and love him as we did. The RIM profession was blessed by his many years of service as the first

(Continued on Page 4)

BENEDON *(Continued from Page 3)*—

Fellow of ARMA International, ARMA President, ICRM President, editor of the Records Management Quarterly, author and presenter at so many local, regional and international conferences. He touched many lives and I am blessed that mine was one of them.

-- **Juanita Skillman, CRM-R, FAI**

He was a “giant in our profession of records and information management” who was a colleague and a good friend. All Records and Information Management professionals are so saddened by the recent passing of William “Bill” Benedon. He basically taught all of us how to be professional Records Managers. Then, he put his knowledge and expertise and leadership qualities all into practice during his long career to show all of us how RIM programs should be developed and run. Truly a giant in our profession, his book Records Management published back in the 1960s was a major resource for practitioners in our profession for a very long time! I believe that Bill Benedon is the single most significant leader ever in our RIM profession worldwide! To use a baseball analogy, Bill was “records management’s Babe Ruth!”

An early leader in what is now ARMA International, Bill taught and exemplified what and how truly professional records managers should know and how they should handle themselves! I was privileged to meet Bill at the ARMA Conference in St. Louis in 1969—me, at that time, just a “kid” in my first years of teaching records management courses at the university level. He took an immediate interest in me, and he went out of his way through this career to help me whenever I called him. He helped me so much in trying to achieve goals of teaching quality RIM to university students and ARMA members and all who needed records management knowledge, expertise, mentoring, and motivation! Bill became “ARMA Fellow #1” (I’m ARMA Fellow #8), and there, too, he set a high standard for how veteran RIM professionals should continue to lead. Privately, the time I was honored to get with him personally was always so meaningful and so much fun! Bill was a “hero” to me, and it always meant so much that he went out of his way to be my confidant and friend.

I hope he’s looking down and feeling that I didn’t let him down in terms of trying to make our RIM profession what it needs to be. Sincere condolences go to Bill’s family and all of his and our colleagues and friends on his passing. Thanks, Bill, for what you did for all of us for a very long time! God bless the memory of William “Bill” Benedon.

-- **Dr. Mark Langemo, CRM-Retired
Professor Emeritus, University of North Dakota**

REGENT *(Continued from Page 1)*—

forth by the Board of Regents, including the payment of any fees. The Board may, by two-thirds vote of the Regents present and voting, revoke the certification and the membership of any member of the ICRM that the Board determines is not in good standing.

ARTICLE V

Finances

Section 2 – Revenues

B. Annual Fee: Each individual certified as a CRM shall become a member of the Institute and be required to pay an annual fee in an amount to be specified by the Board of Regents in order to remain in good standing.

Let me break down what this means to our members, you, the CRMs. “To remain a member of the ICRM in good standing . . . a person who is certified must meet the requirements, if any, set forth by the Board of Regents. . . .” Included in the bylaws is “the payment of any fees” which refers to the annual ICRM dues and any related late fees.

We all know what it means to earn the CRM designation: passing all six parts of the CRM examinations drawing from our core knowledge and experience to succeed. It is a very satisfying day in our professional career to receive the notification that we have passed. For details of the certification process please visit the ICRM website (www.icrm.org) and click “About Certification” (<http://www.icrm.org/about>).

We CRMs should also be familiar with Certification Maintenance Points (CMP). Each CRM must attain 100 points within the five-year certification maintenance cycle. For details about the CMP please visit the ICRM website (www.icrm.org) under the “Certification Maintenance” section (<http://www.icrm.org/certification-maintenance/>).

When you attain your CRM certification you are required to become a member of the ICRM which includes paying an annual fee. Once a member, you receive your annual dues invoice in November each year which states:

NOTES: This invoice in the amount of \$200.00 is for your 2016 ICRM membership dues. The amount owed reflects the membership category in which we have you listed (CRM Active). Further explanation regarding membership categories can be found on the ICRM website: www.icrm.org.

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REGENT (Continued from Page 4)

We must receive your payment no later than February 01, 2016 to maintain your membership in good standing. Payments after February 01, 2016 must include an additional \$15.00 late fee.

Additional communications are sent in December and January prior to late fees being assessed. If the ICRM has not received payment by February, an additional good faith effort is made to contact the member directly followed by a final notice sent by US mail in March which includes a \$15 late fee. In compliance with our By-Laws it is only at this point that the ICRM Board of Regents have to act on processing the member for decertification in April.

More detail about membership and the decertification process can be found on the ICRM website (www.icrm.org) under the "Membership and Reinstatement" section (<http://www.icrm.org/membership-reinstatement/>).

Please note that other processes are referenced here for context and links to those items are provided for convenience, but the focus of this article is to enhance understanding around maintaining your good standing.

That is a lot of detail for what is a basic process in this organization and it is important to understand. The ICRM continues to strive through our vision, mission, goals, and strategic plan to improve the records and information management profession by growing our membership. We do not want to alienate or remove members; that simply does not help our members.

My intent is to shed some light on the annual process for all of our retired, active and future CRMs. We are continually improving our processes and governance to clearly articulate expectations and responsibilities, both for our members and the Institute itself.

I will conclude with a few final suggestions so that we can all improve the ICRM administration processes and membership experience for our valued members:

- At least once annually log on to the ICRM member website. Time it around the annual ARMA Conference which is just before you receive your invoice. Update all of your contact information including email addresses, mailing address, phone numbers, etc. This enables the ICRM to stay in communication with you so you receive all communications including your annual dues invoice. It is your responsibility to keep your contact informa-

tion up to date in the ICRM database; no one else can do this for you. Log on to the ICRM website and click on View Personal Details to ensure your information is correct.

- Make an effort to pay your annual dues prior to the end of each calendar year. Late fees are not assessed until February 1 the following year. The ICRM would prefer not to charge a late fee. While late payments create more work and administrative cost for the ICRM, it diminishes your experience with the organization designed to advocate for you.
- If you intend to pay your dues but are having difficulty, please contact our administrative office and let us know. We want to minimize your stress. You can call us at 877-244-3128 (USA and Canada). The office is staffed between 9 AM – 4:30 PM Eastern Time. An alternate number where we can be reached is 518-694-5362, or you can fax us at 518-463-8656. Finally, email is a good way to reach us: admin@icrm.org
- If you have been decertified for non-payment, we want to help you retain your membership. Please reach out to me directly or Steve Grandin at our administrative office at the contact information above. As we standardize our processes around this concern, there may be some bumps. We are here to help get things back on track for our members and resolve any discrepancies. We value your membership; we want you back as a "member in good standing".

You have represented your profession well and have attained the premier certification our profession of records and information management can offer. We want you to proudly use the CRM certification in your profession. Let us work together to develop our representation and enhance our profession!

Thank you for taking the time to read about this important subject and please contact me if you have any questions.

ICRM MISSION

To certify RIM professionals as Certified Records Managers® (CRM) and administer a certification maintenance program

THE CANDIDATE COACH: PART 6 MENTORING

**By Howard Loos, CRM, IGP
ICRM Mentor Coordinator**

Many thanks to those who serve as a mentor. We are always looking for more mentors. Performing this service is an opportunity to give back to our profession and provides candidates with needed guidance through the Part 6 exam process. Mentoring also enables mentors to receive three ICRM maintenance credits for each mentoring assignment. If you are serving as a mentor and have not yet registered with the ICRM Mentor Coordinator, please do so by sending an email to mentor@icrm.org. Registering is a simple but necessary step for earning your credits. When emailing the mentor coordinator, please include your candidate's name, email address and in which exam cycle your candidate plans to take the Part 6 exam.

For those of you who would like to serve as a mentor, please send an email to the [ICRM Mentor Coordinator](#) expressing your desire to serve. The following Q/A should help you understand the role of a mentor:

What is my time commitment and duties as a mentor?

- Most mentors spend a total of two to four hours working with their assigned candidate over a one or two month period of time

- The main duties of the mentor are first, to answer questions related to the examination process and second, provide feedback on one or two practice exams completed by the candidate. Most communication is done via email

What resources are available to help me?

- Practice Exams with answer guides – Each year, the ICRM retires two exams. One or more of these exams are given to candidates who participate in the mentoring program. The grader's instructions are provided to the mentor to assist in the practice exam feedback process. When you are assigned as a mentor, you will be provided with the practice exams.
- Part 6 Study Guide – This study guide is designed to give guidance to both mentors and candidates. You will receive this study guide during your mentor assignment.
- ICRM Exam Preparation Resources are available at <http://www.icrm.org/exam-preparation-resources/>. For Part 6, this webpage includes a link to a Part 6 Sample Business Case (Practice Exam), as well as strategies for passing the exams.

NEW CRMs FROM FEBRUARY 2016 EXAM CYCLE *PLEASE WELCOME OUR NEWEST CRMs*

William T. Basinger II, CRM
Austin, TX

Kimberly Ann DeCola, CRM
Gonzales, TX

Christine D. Hann, CRM
Calgary, AB , Canada

Kriss A. Llewellyn, CRM
Hollywood, FL

Michael Maitland, CRM
Tallahassee, FL

Matthew T. McMahan, CRM
Louisville, KY

Joy L. Nelson, CRM
Greenwood Village, CO

Thomas C. Nelson, CRM
Woodbury, MN

Bradley M. Nordling, CRM
Naperville, IL

Sofia Obradovich Scalzitti, CRM
Vernon Hills, IL

Suzanne E. Turner, CRM
Richland, WA

LaVonne Williams, CRM,
Atlanta, GA

Susan B. Winingar, CRM
Lehigh Acres, FL

UPCOMING EXAMINATION SCHEDULE

<i>Summer 2016</i>	<i>Fall 2016</i>
Registration Open .. May 20-July 28	Registration Open: . Aug. 19-Nov. 3
Exam Dates Aug.1-12	Exam Dates Nov. 7-18

ICRM MEMBER APPLICATION FOR ELECTION TO BOARD OF REGENTS

**By Rae Lynn Haliday, CRM
Chairman, Board of Regents**

Announcement of Open Board of Regents Positions

2016 Election Year

Effective June 1, 2016, active CRMs in good standing (member dues and certification maintenance requirements current), including those presently serving on the Board of Regents, who are interested in applying for one of the opening positions, must complete the following application and include a head shot (jpg) that is at least 300 dpi.

If interested in completing the 2016 Member Application for Election to the Board of Regents and to reference the information in this email [Click Here](#):

www.icrm.org/board-nominations/

The application shall be sent to the Chairman of the ICRM Board of Regents. A standing Awards and Nomination Committee is in place to confirm eligibility for all Candidates that will go on the final Ballot for the 2016 election.

2016 Awards & Nominations Committee Members

- Rae Lynn Haliday, CRM, MBA, Chairman
- Amy Van Artsdalen, CRM, IGP
- Anita Castora, CRM
- Earl Johnson, CRM
- Lisa Daulby, CRM
- Linda Muller, CRM, IGP ERMp
- Su D.A. Graham, CRM, MLS

All interested Candidates must submit a complete application by July 1, 2016, close of business, 5:00 pm EST.

Email to:

Rae Lynn Haliday, CRM, Chairman at admin@icrm.org

Open Board of Regents Positions for 2016 Election

President Elect

- In so far as possible, Candidates shall have served on the Board of Regents within the last five (5) years
- Candidates elected as President-Elect will serve a three-year term:
 - One (1) year as President-Elect starting January 1, 2017 and ending December 31, 2017
 - One (1) year as President starting January 1, 2018 and ending December 31, 2018
 - One (1) year as Chairman of the Board starting January 1, 2019 and ending December 31, 2019

Regent, Examination Development (2017-2018)

- In so far as possible, Candidates shall have served as a member of the ICRM Exam Development Committee within the last five (5) years
- Candidates elected to this role in 2016 will serve a two-year term starting January 1, 2017 and ending December 31, 2018 (or when their successors have been elected and assume office)

Regent, Applicant & Member Relations (2017-2018)

- In so far as possible, Candidates shall have served as a member of one or more ICRM Regent committees prior to candidacy
- Candidates elected to this role in 2016 will serve a two-year term starting January 1, 2017 and ending December 31, 2018 (or when their successors have been elected and assume office)

Duties and responsibilities for these positions can be found on the ICRM website at www.icrm.org or by contacting the ICRM Chairman chair@icrm.org

MEMBER IN THE SPOTLIGHT: WENDY GLICKMAN, CRM

Our Member in the Spotlight for this issue is Wendy Glickman. Wendy grew up in New Jersey and went to college in the Midwest where she attended the University of Michigan. Wendy was a film major and writes, “I was more interested in the history of movies rather than production. After college, I went on to a one year program for film preservation at the George Eastman House in Rochester, NY.”

After the program, Wendy spent a couple of years working at the Rockefeller Archive Center in Sleepy Hollow, NY, with a very small film collection but primarily worked with photographs. She left because she wanted to live and work in New York City.



Prior to finding her calling in records management Wendy also worked

as an archivist for a non-profit organization, World Monuments Fund in New York City. While there she “... wanted to help improve the organization and management of their active files. I did some research online, came across ARMA’s website, and began integrating some records management concepts into the filing systems.” After she started working with active files her title changed to Archive and Information Manager.

After acquiring some expertise in records management Wendy writes, “My first formal records management position was with the San Diego County Airport Authority where I was a Records Management Coordinator.” During her time at the Airport Authority she worked with an individual who set the groundwork for a career in Records Management. Wendy relates that, “Tony Russell, CRM, the Director of Records Management at the San Diego County Airport Authority took a chance on hiring an Archivist with little formal records management experience to help coordinate a records management program. The program was already well established and provided a solid framework



that I still refer to this day.” She returned to New York City where she attained her CRM in 2010.

In her career Wendy says that she has seen some changes in the field, specifically “... the idea of using content analytics to classify and manage records. [It] is probably the biggest change I’ve noticed since starting in the field. It’s very interesting to see the shift and acceptance of it.”

When meeting new people the subject of careers and jobs come up in conversation. Wendy wrote, “There have been so many times people are excited to hear I work in records management – then I tell them it’s documents and information, not music. Their excitement deflates and they pretty much say “oh” and I say, unfortunately its not as exciting and they say ‘that’s okay’”. I think many of us have had the same reaction!

Having returned to her roots in the New York City area, Wendy spends her personal time “traveling to and exploring off the beaten path places I don’t know much about along with biking, hiking, photography, and cooking. I like biking and walking for hours wandering through neighborhoods both in the city and when traveling. I also like photographing landscapes in the countryside and quirky details of a city or town.”

LA ARMA NOSTA SCHOLARSHIPS AVAILABLE

The Institute of Certified Records Managers (ICRM) is excited to announce the La ARMA Nostra scholarships, administered through the ARMA International Educational Foundation (AIEF). These awards are \$500 each, one-time reimbursement for individuals who have successfully completed or are actively pursuing of their Certificate of Records Management (CRM), Information Governance Professional (IGP) certification, or other RIM-related certification. Three awards will be presented in Jeffrey Baldwin, CRM's name, and three will be presented in Komal Gulich, CRM's name; both passed away from cancer in 2014 and were long-time champions of the RIM profession and the CRM certification.

This award is available to individuals in all geographic locations; however, weight will be given to applicants from ARMA's Great Lakes Region. The award is also available to anyone who is actively pursuing or has obtained a professional RIM certification; however, weight will be given to those obtaining/pursuing their CRM over other certifications... so this is an excellent opportunity for members of the ICRM! Don't delay, apply today!

Applications can be submitted for the successful completion of any part (e.g., CRM Part I has been passed successfully) so long as applicant is still actively pursuing the designation (candidate in good standing) and completion of part or all of the certification occurred after January 1, 2015.

Applications for this competitive scholarship are due by July 31, 2016 at midnight.

For more information and the application, please visit: www.armaedfoundation.org. The application may be found [here](#).

ICRM NEWSLETTER DEADLINES

Deadlines for submitting articles for the ICRM newsletter are November 1, February 1, May 1 and August 1.

Please email your news items to newslettereditor@icrm.org. All items must be in MS Word or MS Excel format. Photographs may be in .jpg or .tif format.

PRISM INTERNATIONAL ANNOUNCES 2016 VOLUNTEERS OF YEAR

PRISM International announced the 2016 Volunteer of the Year recipients at the 2016 Annual Conference and Exhibit in Bonita Springs, Florida. The volunteer of the year awards recognize PRISM members that have done an outstanding job supporting PRISM as an organization as well as contributing to the success of the task groups they participate on.

Christopher Jones -- Secure Records Solutions

Jones is the chair of the Annual Conference Planning Task Group for the second year in a row. Jones has been exceptional in this role for multiple reasons but primarily in his strategic planning and promotions of the 2015 and 2016 conferences.

Ali Kazmi -- Back Office FZ, LLC

As a member of the Asia Pacific Regional Council, Kazmi has been a tremendous help in organizing and promoting both the Dubai workshop and the Asia Pacific Conference. Ali worked the phones and attended many planning sessions this year, and has been a key player in developing PRISM's presence in an important part of the world. Along the way, Ali has been supportive, friendly, smart and great to work with.

Ted Prittie -- Iron Mountain

Prittie was the President of the European Regional Advisory Task Group and played a key role in development and promotion of the European Conference. Prittie has also continued to help in other ways, by attending and offering his support for other conferences and PRISM endeavors.

Jacqueline Terrell -- REB Storage Systems International

Terrell has been actively involved on the PRISM European Regional Advisory Task Group, Future of PRISM Task Group and the Annual Conference Task Group. She has been a reliable and very helpful contributor to each. Terrell has worked with staff to develop marketing programs to exhibitors and consistently has shared terrific feedback, advice and strategic ideas.

ICRM VISION

The Institute of Certified Records Managers® (ICRM) is the certifying body for Records and Information Management (RIM) professionals, recognized and valued by employers and RIM practitioners world-wide.

IN 100 YEARS

By *Mike Grosvenor*

Years ago, I worked for a company that managed technology, mainly servers and desktops, for government agencies. I was part of the team responsible for a database application used to track maintenance schedules, service calls and parts inventory.

When we'd face a challenge and, in particular, a less than exciting solution, someone would say, "In a hundred years, we'll all be dead and it won't matter." I don't remember who said it first but it became a kind of mantra. (A similar joke was that "IT" actually stood for "It's Temporary," ironic in that many of the systems had been there longer than we had.)

At first, you could be excused for thinking this sounds pessimistic and maybe even a bit unprofessional. I assure you it wasn't. We wanted to be sure we didn't spend time or energy that wouldn't improve the quality of our deliverable or make a difference to the customer.

I took two career lessons from that experience: First, it's important to know when it's not about us (or me). We support the customer or our larger organization. Hopefully, we contribute to their mission the best we can. Second, don't make a simple problem into a complicated one. Spend your resources where you can have the most impact.

Determine the factors important in determining your team's, or a solution's, effectiveness and apply them consistently. Some of these value metrics might be:

- Alignment - Does it work for the people and process as intended?
- Durability - Will it last (and will it continue to be used) without excessive involvement from the support team?
- Scalability - When the organization (or the number of customers) grows, will the solution handle it?
- Integration - Does this fit with existing applications and technology?

You could have others. We don't always know the future needs, of course, but we should anticipate based on the strategy and known risks. Be clear in defining a problem and craftsman-like in delivering a solution. It might matter for longer than you think.

ICRM CODE OF ETHICS

Certified Records Managers® should maintain high professional standards of conduct in the performance of their duties. The Code of Ethics is provided as a guide to professional conduct.

1. Certified Records Managers have a professional responsibility to conduct themselves so that their good faith and integrity shall not be open to question. They will promote the highest possible records management standards.
2. Certified Records Managers shall conform to existing laws and regulations covering the creation, maintenance, and disposition of recorded information, and shall never knowingly be parties to any illegal or improper activities relative thereto.
3. Certified Records Managers shall be prudent in the use of information acquired in the course of their duties. They should protect confidential, proprietary and trade secret information obtained from others and use it only for the purposes approved by the party from whom it was obtained or for the benefit of that party, and not for the personal gain of anyone else.
4. Certified Records Managers shall not accept gifts or gratuities from clients, business associates, or suppliers as inducements to influence any procurements or decisions they may make.
5. Certified Records Managers shall use all reasonable care to obtain factual evidence to support their opinion.
6. Certified Records Managers shall strive for continuing proficiency and effectiveness in their profession and shall contribute to further research, development, and education. It is their professional responsibility to encourage those interested in records management and offer assistance whenever possible to those who enter the profession and to those already in the profession.

ICRM PRE-APPROVED CMP ACTIVITIES

Date	Title	Type	Credits	Sponsor	Site
6/8	Copyright Issues for Digital Archives #1688	A	6.5	Society of American Archivists	Plattsburgh, NY
6/10	Managing Electronic Records in Archives and Special Collections	A	6.5	University of Hawaii William S. Richardson School of Law Library	Honolulu, HI
6/12	First Nations RIM Bootcamp	A	6.5	ARMA Canada Region	West Vancouver, BC
6/12	Change Management Pre-Conference ARMA Canada Conference	A	6.5	ARMA Canada Region	West Vancouver, BC
6/13	Wet Salvage Recovery	A	5	Georgia Records Association	Pine Mountain, GA
6/13	Overview of the Open Records Act	A	3	Georgia Records Association	Pine Mountain, GA
6/13	ARMA Canada Conference	A	15	ARMA Canada Region	West Vancouver, BC
6/14	Georgia Records Association Annual Meeting	A	11	Georgia Records Association	Dallas, GA
6/16	Georgia Records Association Spring Workshop	A	6	Georgia Records Association	Dallas, GA
6/20	ARMA Europe 2016 Conference	A	9	ARMA International	Brussels, Belgium
7/11	Privacy and Confidentiality Issues in Digital Archives #1720	A	6.5	Society of American Archivists/Yale University Libraries	New Haven, CT
7/13	NAGARA Pre-Conference - E-Discovery Workshop	A	3	National Association of Government Archives and Records Administrators	Lansing, MI
7/13	NAGARA Pre-Conference - Basic Records Management Workshop	A	3	National Association of Government Archives and Records Administrators	Lansing, MI
7/14	2016 NAGARA Conference	A	10	National Association of Government Archives and Records Administrators	Lansing, MI

Type: A – Attend; B – Present: Teach/Lecture/Present/Panel/Participation; C – Publish: Articles, monographs, white papers or books;
D – Other: Work-Related Activities or Other RIM-related activities

ICRM PRE-APPROVED CMP ACTIVITIES

Date	Title	Type	Credits	Sponsor	Site
7/18	Arrangement and Description of Electronic Records, Part I and II #1721	A	13	Society of American Archivists/Yale University Libraries	New Haven, CT
8/26	ECRM Pioneers Breakfast Club	A	1.5	Gimmel	Houston, TX
9/23	Using Technology to Automate IG for Maximum Success	A	4	ARMA International	San Antonio, TX
9/23	A Roadmap to Records Retention Schedule Development: Retention Program Development Certificate	A	4	ARMA International	San Antonio, TX
9/24	Presentation Boot Camp: Enhancing Your Speaking and Presentation Skills	A	6.5	ARMA International	San Antonio, TX
9/24	Information Program Metrics: Using Measurements, Dashboards and Scorecards	A	4	ARMA International	San Antonio, TX

Type: A – Attend; B – Present: Teach/Lecture/Present/Panel/Participation; C – Publish: Articles, monographs, white papers or books; D – Other: Work-Related Activities or Other RIM-related activities

MEETINGS & MINUTES

The ICRM Board of Regents meet by conference call on a quarterly basis as well in person at the Spring Board Meeting held in Albany, New York and hosted by the Institute's administrative management firm, CHMS. The Fall Board Meeting is held prior to and in conjunction with the annual ARMA Conference. Strategic Planning sessions and the majority of business that requires discernment and voting occurs primarily during the in-person meetings. However, voting does occur as needed throughout the year by electronic means and during the scheduled conference calls. The discernment and consent agenda process is used to facilitate productive and orderly meetings.

The Minutes of the Board of Regents meetings are provided to the members of the Institute. Any member of the ICRM can request to attend a meeting of the Board of Regents.

<http://www.icrm.org/governance/meetings-and-minutes/>

Conference Calls

- June 15, 2015
- September 15, 2015
- November 10, 2015
- December 15, 2015

- January 12, 2016
Dues Payment Policy
February 9, 2016

Spring and Fall Board Meetings

- May 1-3, 2015 – Albany, NY
- October 3-4, 2015 – Washington, DC
Requirements for Strategic Alliances
Board Resolution

Budget

FY 2016

Business Meeting Presentations

October 4, 2015

ATTENTION CRMs

In order to maintain the CRM designation, you must earn 100 credits every five years. Log onto the ICRM database to keep track of when the cycle ends and your total maintenance points. You must apply for Certification Maintenance credits within six months of the activity.



It is your **life**. It is your **career**. It is your **certification**.

CRM

In a business world of doing "more with less," your designation as a Certified Records Manager shows that you understand the many facets of the RIM profession.

In a business world that is rapidly changing, your designation as a Certified Records Manager shows you are up to date on the latest technology, the latest rules and regulations, and the techniques of the RIM profession.

In a business world in which new jobs are increasingly competitive, your designation as a Certified Records Manager (CRM) demonstrates that you have the experience and expertise to lead change and deploy best practices as they evolve in the RIM profession.

For more information about becoming a Certified Records Manager, contact (518) 694-5362 or visit www.icrm.org

