

FRMA 2013 Fall Newsletter



From the Desk of the President

Board Members

*Les Vaughn,
President*

*Lesa Canfield,
Vice-President*

*Rhonda Johnson,
Treasurer*

*Holly Vaughn,
Secretary*

*Carla Markx,
Director of
Administration*

*Kimberly Ingram,
Director of
Education*

*Jean Griggs,
Director of
Membership*

*Vacant,
Director of
Programs*

*DeAnn Miller,
Director of Public
Relations*

*Archie Mathews,
Immediate Past
President*

Well, the calendar says so, but the 90 degree weather doesn't. I hope everyone had a great summer and survived school starting. This year's conference was a success and I hope everyone gained something valuable to take back. I want you to know that your Board is working hard with UCF to iron out the process for our certification. I know it can be confusing and we receive numerous questions about it. Kim Ingram has been extremely busy answering questions and working with the UCF staff to make the best of the information and data that they provide us.

We are also listening to you and are working on getting conference locations locked down for the next 4 years so that you can begin planning. Also, the advanced planning prevents our next Board from immediately planning a conference as they are trying to get settled into new roles. Once settled, they can then begin working on the conference two years out for the next incoming Board. There are so many factors to consider when selecting a site and it is definitely a challenge!

So with that said, we have selected next year's site (as you probably already noticed in the newsletter), Hammock Beach Resort and Spa in Palm Coast, just south of St. Augustine. This resort has a lot of amenities and is on the beach. The conference space is bigger and better than what we have seen in a while. Due to the significantly discounted room rate we received for 2014, we were unable to secure 2015 at what we felt was a low enough price.

So we are in the process of getting 2015 squared away as well as 2016-17. Hammock also has a world class golf course and if there's enough interest, we can organize a golf outing. We have been looking at various ways to expand our networking opportunities and make our conference offer more bang for your buck and time.

As your President, I want to make sure that we get the most of our annual conferences and have fun while we do it! A HUGE thank you goes out to Holly and Kim for steering the selection committee. It sure is helpful to have two travel agents on our Board! They are some pretty tough negotiators and have done a professional job that rivals any conference selection company out there! Our Vice-Pres Lesa was also a big help in this process as well. Me....., well I have been a great moral support and said, "Uh, huh"... "sounds great"... "I like it"... and "wow", a lot. I did do a lot of nit picking, if that counts.

One last thought I'd like to leave you with is that I am working with the Council of Great City Schools on creating some benchmarking for records and information management. I will be sending out a survey of sorts soon to see what types of KPI's you are tracking. I will find a spot on our website and share the data collected as well.

Thanks for all your support and look forward to getting your feedback!

Semper Fidelis!

*Be sure to check the DOS Website for the latest revision to the
GS1-SL, Effective October 1, 2013.*

http://dhis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm

FRMA 2013 Fall Newsletter



FRMA Board Members sworn in at 2013 Conference in Cocoa Beach.



Immediate Past President, Archie Mathews and President, Les Vaughn

Vice President News



I want to take this moment to thank all of the FRMA members who voted for my position as Vice President. I truly enjoy being a part of the organization and serving on the board.

Our Annual FRMA Conference in May was a success! Thank you for all the feedback on the evaluation surveys. We value the positive feedback and suggestions for improvement. The organization is only as good as our members.

I want to welcome the 20+ new members that have joined FRMA and let you know that we are here if you need any guidance.

NEW NEWS!

FRMA has worked vigorously to scout out a place to host our next conference. During the month of July, we formed a small committee to venture out and perform site visits at various hotels to

decide which one excels in the best dynamic hospitality environment with the best quality package for the needs of our members. See flyer for details.

MORE NEW NEWS!

FRMA has NOW joined LINKEDIN. What is LINKEDIN you ask?

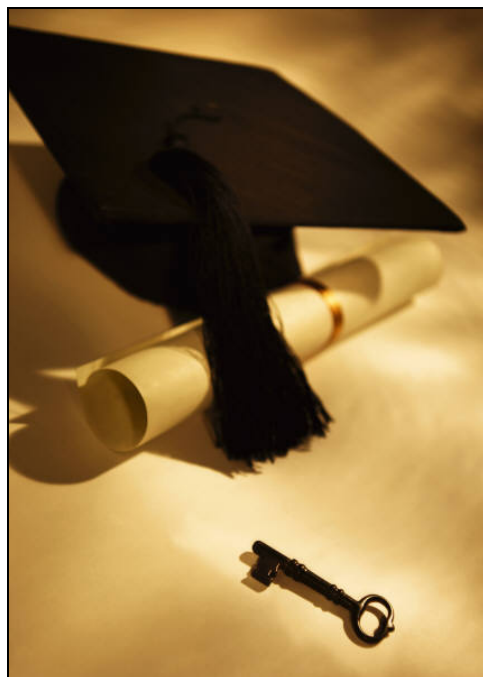
LINKEDIN is a social media site for professional networking. It keeps you in contact with past and present colleagues, helps discover inside connections when you're looking for a job or a new business opportunity and the network is full of industry experts willing to share advice. PLEASE JOIN US ON FRMA LINKEDIN.

Lesa Canfield
FRMA Vice President

FRMA 2013 Fall Newsletter



Florida Certified Records Manager (FCRM)



FRMA 2013 Fall Newsletter



Education News



*Kimberly Ingram,
CRM, CPM, FCRM
Director of Education*

The Education Department is currently working on getting online courses in the near future. We have made some exceptions to earn credit for the FCRM. Please go to the FRMA website under certification. I am looking forward to seeing all of you at the upcoming 2014 conference in Palm Coast located in between St. Augustine and Daytona Beach. This year's conference schedule is full of dynamic speakers. Attending the full conference is worth 22 credit hours. In a few weeks more detailed information regarding the conference will be posted on the FRMA website. In addition Florida Records Management Association is pleased to announce the **Florida Certified Records Management (FCRM) Education Scholarship Program**. To continue the growth of the FCRM Certification Program FRMA will award three Scholarships. The scholarships will cover the annual FRMA Conference registration fee. The **deadline is November 8, 2013**. The application is on the FRMA website. www.frma.org

Please feel free to contact me with any questions. kingram@pinellascounty.org

This year **Core FCRM sessions are as follows:**

Certification:

Basics of Records Management - Part 1 and 2
Legislative Changes
Advanced Records Management - Part 1 and 2
Sunshine Seminar
Disaster Planning and Emergency Response for Essential Records & Hands-on Practice of Disaster Recovery - Part 1 and 2
Managing Electronic Records

Recertification:

Legislative Changes
Advanced Records Management - Part 1 and 2
Sunshine Seminar
Disaster Planning and Emergency Response for Essential Records & Hands-on Practice of Disaster Recovery - Part 1 and 2
Managing Electronic Records

FCRM changes: Effective 2013

If you are recertifying you will no longer need to take Basics of Records Management; however, you will still have to take Advanced Records Management and other required courses in the FRMA Certification Program Policy and Curriculum to obtain your certification. Please see the below policy changes.

FRMA 2013 Fall Newsletter



**F
C
R
M**

Recertification

In order to maintain the (FCRM) Florida Certified Records Manager certification, you must complete 18 hours of approved Continuing Education Hours every two years.

Continuing Education

1. Recertification of training is based on the successful completion of 18 hours of curriculum within the following procedures:

2. Must complete 18 hours of FRMA approved courses within two years from the initial certification.

3. Must attend one session of Advanced Records Management and other mandatory courses stated in the FRMA Certification Program Policy and Curriculum every two years for recertification. FRMA members may attend class as often as desired; however, only one Advanced Records Management session will count toward recertification hours.

4. Only classes taken after the certification date will be counted for recertification.

5. Members must maintain continuous FRMA membership to maintain the FCRM certification.

6. FRMA will only accept credit for approved webinars and seminars. All request(s) must be made in writing to the Director of Education and approved 30 days prior to attending session(s).

Extensions

7. To request a 6-month extension to complete recertification hours, the Recertification Application must be submitted to the FRMA Director of Education, along with an Extension Fee of \$20.00, within 90 days before the recertification deadline.

Decertification

8. To request a 6-month period to complete recertification hours and reestablish your FCRM designation, the Recertification Application must be submitted to the FRMA Director of Education, along with a Maintenance Fee of \$40.00, within 90 days after decertification (missed recertification deadline).

If recertification hours are not completed within the approved 6-month period, all earned credit hours will be rescinded, and the applicant will need to once again complete all 36 hours required for the initial FCRM certification.

Recertifying

9. You must contact the Director of Education in writing that you will be recertifying within three months of decertification. If you fail to recertify your FCRM certification credentials will be decertified.

FRMA 2013 Fall Newsletter



Please Note: It is your responsibility to make sure you sign the sign-in sheets at the conference. This is how UCF verifies your attendance.

Please Do Not sign the sign-in sheet for someone else. The signatures are verified.

Membership must be paid prior to Annual Conference to receive credits for the FCRM certification.

Conference Program *Asterisked courses on the conference program are core FCRM courses that must be taken within a 2 year certification/recertification period.

Please note if you have taken core courses, they counted once for the certification/recertification period. Non core courses count toward your FCRM certification.

Approved Credit for FCRM

As previously announced, FRMA approved the courses below to count toward your FCRM certification. If you attended any of these courses, you must submit a certificate or proof of attendance to the Director of Education within 30 days of completion.

First Amendment Foundation:

2013 Fall Sunshine Seminar: Please note First Amendment Foundation is charging an additional cost of \$10.00 for processing fee for Continuing Education Credits.

<http://www.floridafaf.org/continuing-professional-education-courses>

First Amendment Foundation:

2013 Fall Sunshine Seminar:

October 16, 2013 – Lake City

October 17, 2013 – Orlando

October 18, 2013 – Sarasota

October 21, 2013 – Miami

October 22, 2013 - Stuart

October 23, 2013 – Daytona Beach

October 24, 2013 - Jacksonville

The Florida Institute of Government at FSU
Records Management: Online Training Series

<http://iog.fsu.edu/events/index.html#3>

You must attend all 3 sessions to get 4 hours of FCRM credit hours.

Dates: September 24, 2013 2 PM–4 PM (Eastern)

Part 1 – Basics of Records Management*

October 1, 2013 2 PM–4 PM (Eastern)

PART 2 – Disaster Preparedness and Vital Records*

October 8, 2013 2PM–4PM (Eastern)

PART 3 – Electronic Records Management

Trainers: Tim Few, Government Operations Consultant and Roger Sockman, Government Operations Consultant; Division of Library and Information Services, Florida Department of State

FRMA 2013 Fall Newsletter



Archie Mathews, Immediate Past President

A few words from Archie...

As Past President, I want to take this opportunity to thank all of the hard working Board members and volunteers that I have had the privilege to work with for these past several years. When Tommy McKendree first asked me if he could nominate me for the office of Membership Director, I doubt that either he or I imagined that it would be a decade before my service on the FRMA Board would end. It has truly been a privilege and a pleasure (most of the time).

Lest this sound too much like a farewell address, let me go on the record as saying that I have no intention of going away. I still have a few more years to work before I retire, and I know of no better way to make sure that my office is legally compliant than to continue to attend classes at FRMA conferences, and to maintain my FCRM certification. I have also committed to your current Officers and Directors, as well as to you members individually, that I am always no more than a phone call away if I can be of assistance.

During my time on the Board, FRMA has gone through some changes, and there are certainly more to come. As has been said, "the only constant is change."

The FCRM certification program was little more than a dream then, and while we have had our share of "birthing pains" with it, I feel that we have more than achieved the goal of creating a valid, respected education program that has real worth. The ravages of the economy reduced our membership numbers, and we are recovering from that. The Mid-Year Conference had to be dropped for the same economic reasons, but there is the real possibility of reviving it in a somewhat different format.

Conference programs continue to be "ramped up," with more and better content each year. Changes in technology are reflected with changes in presentations to the members. Like many of you, my career in records management began with paper records as the primary media. At the present rate, in a few more years, paper will become the minor media. Court records already are converting to a digital format only, other types of records are sure to follow. There are two phrases that I feel should be eliminated from the English language.

FRMA 2013 Fall Newsletter

They are: “we’ve never done it that way,” and “that’s the way we’ve always done it.”

I am gratified that neither of those phrases has found a foothold in FRMA. I recently attended a workshop where there was a one dollar fine for saying either one of those phrases, or anything that conveyed the same meaning. After paying in a dollar or two, most people figured out how to do some innovative thinking, and not rely on the practices of the past.



Thanks to Archie for His Years of Service

Again, I have no intention of not being with you at future conferences and activities. I commend President Vaughn and the Board for the steps already taken to make FRMA better. There are some people out there who feel they have failed or that they are made to look bad when their successors move an organization to new heights. I am not one of those. I find great satisfaction in seeing excellence, whether I am in a leadership position or not. I will always be there to help, to support, and to cheer you on.

Archie Mathews, Past President

Contact Information for FRMA Board

Les Vaughn, President
Lesa Canfield, Vice President
Rhonda Johnson, Treasurer
Holly Vaughn, Secretary
Carla Markx, Director of Administration
Kimberly Ingram, Director of Education
Jean Griggs, Director of Membership
DeAnn Miller, Director of Public Relations
Archie Mathews, Immediate Past President

les.vaughn@ocps.net
Lesa.Canfield@sarasotacountyschools.net
RhondaJohnson@polk-county.net
HVaughn@lakecountyclerk.org
Carla.Markx@ucf.edu
kingram@co.pinellas.fl.us
jean.griggs@myclearwater.com
millerde@osceola.k12.fl.us
ALM@alachuaclerk.org

FRMA 2013 Fall Newsletter



If you have suggestions for the upcoming conference, articles you would like to see in the newsletter, or ideas for the website, please contact me. I appreciate your patience as I navigate through the website updates.

DeAnn Miller, Director of Public Relations

Upcoming Events

2014 FRMA Conference

May 20 - 23, 2014

Hammock Beach Resort

200 Ocean Crest Drive

Palm Coast, Florida

2015 and 2016 FRMA Conferences

May 19 - 22, 2015

May 24 - 27, 2016

The Shores Resort and Spa

2637 South Atlantic Avenue

Daytona Beach Shores, Florida

A big thank you to Holly Vaughn and Kimberly Ingram for the work they've done to secure our conference locations.

The deadline for the Florida Certified Records Manager (FCRM) Education Scholarship Program application for the 2014 Conference has been extended to November 8, 2013.

SAVE THE DATES

FRMA

Florida Records Management Association

2014 Annual Conference

May 20 – 23, 2014



**HAMMOCK BEACH
RESORT**

PALM COAST FLORIDA



Conference Registration Fees

\$145 – One Day

\$205 – Two Days

\$235 – Three Days

\$250 – Full Conference

*Credit card payment available via PayPal
(\$5.00 service charge applies)*

Resort Accommodations

Main Tower 1-Bedroom Ocean View Suites

\$149 per night

+ 9.75% Club Services Fee (\$14.53 per night) for parking (self or valet) and in-room Wi-Fi

Total Nightly Room Rate: \$163.53

*****Conference registration and resort reservations will open soon*****