

April 2011  
Newsletter



P.O. Box 568542 Orlando, Florida 32856-8542  
[www.frma.org](http://www.frma.org)

## Welcome New Members

---

**CR Wirthlin - City of Dunedin**

**Ann Stephan – City of Oldsmar**

**Carley Lewis – City of South Pasadena**

**Lawrence Langdon – Volusia County**

**Kevin Hart – South Broward Drainage District**

**Thomas Fryar – Fort Pierce Utilities Authority**

**Tanya Caris – Palm Beach County Sheriff's Office**

**Sally Frank – Sarasota County School Board**

**David Gonzalez – Florida Virtual School**

**Sarah Wachman – Florida Department of Revenue**

**Tommy Gaffney – Polk County BOCC**

**David Cane – Southwest Florida Water Management District**

**Rose Marie Arredondo – Lee County Port Authority**

### **EXECUTIVE BOARD 2010-2011:**

**President**

Patrick Mudd

**Vice President**

Archie Matthews

**Treasurer**

Rita Smith

**Secretary**

Sandy Tuller, CP,  
FCRM, FRP

**Director of  
Administration**

Nancy McConkey

**Director of  
Education**

Lesa Canfield

**Director of  
Membership**

Teresa E. Aguiar,  
PHR, CPM

**Director of  
Programs**

Tina Hill

**Director of  
Public Relations**

Maria McCreless

**Immediate Past  
President**

Gloria Lewis,  
MA, FCRM

# Director of Administration

Nancy McConkey

---

The 2011 State Legislature convened on March 8. New Governor, new Legislature, new Congress... "new" always brings hope.

May I share a few words from Florida Senate President Mike Haridopolos, as he opened the new Senate session:

*I recognize that we are bit players in the international economic drama. In fact, it is doubtful that we alone can do much to impact the national economy in all its vastness and complexity.*

*But, fortunately, we are not alone. We may rely upon the fact that our colleagues in Congress and our brethren in every state legislature share our goals of prosperity with justice, and freedom with security. And we can be sure that farmers in Nebraska are not so very different from construction workers in Florida in the ways that matter most.*

*Edmund Burke wrote that the building blocks of any community, of every nation, are the little platoons – families, churches, charities, civic organizations. We are just such a little platoon in the big picture of things. But if we do our part, and others do theirs, then together we will achieve our shared goals as a people, as a state, and as a nation.*

Let's hope many good things come to us all this year, and that the economy will stir and refresh.

The Legal Committee's proposed revisions to the FRMA Bylaws have been finalized, and will soon be sent to members for review. Thanks again, Legal Committee Members, for your diligence and commitment to FRMA!

This past year, there were notable revisions and additions to resources from the Florida Department of State Library and Archives:

- GS1-SL General Records Schedule for State and Local Governments was revised to reflect electronic communications, and information about electronic records was added to front matter: [http://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm).
- ***Please note the front matter in the General Records Schedules; it is a wealth of information about records management!***
- Electronic Records and Records Management Practices handbook was revised: <http://dlis.dos.state.fl.us/barm/handbooks/electronic.pdf>
- Also available is their Electronic Recordkeeping Strategic Plan: <http://dlis.dos.state.fl.us/recordsmgmt/pdfs/ElectronicRecordkeepingStrategicPlan2010-2012.pdf>

On December 29, 2010, Attorney General Bill McCollum issued AGO 2010-55, Subject - Public Records, Employee's Personal Notes:

[http://myfloridalegal.com/\\_85256236006EB5E1.nsf/0/BDC2D02AF2E6B90485257808007B8D9F?Open&Highlight=0,2010-55](http://myfloridalegal.com/_85256236006EB5E1.nsf/0/BDC2D02AF2E6B90485257808007B8D9F?Open&Highlight=0,2010-55)

---

## NEW GOVERNOR IN FLORIDA

Our new Governor, Rick Scott, has re-established the Office of Open Government and reaffirmed his administration's commitment to the proper functioning of that office. Read Executive Order No. 11-03 signed on January 4, 2011: [http://www.flgov.com/wp-content/uploads/2011/01/scott.eo\\_three.pdf](http://www.flgov.com/wp-content/uploads/2011/01/scott.eo_three.pdf).

The Governor's Office recently adopted a Cost Recovery Policy, found at <http://www.flgov.com/2011/03/03/memoradum-adoption-of-cost-recovery-plan/>, which will "enable the office to properly respond to all (public records) requests while remaining accountable to taxpayers."

Also, Pat Gleason is moving back to the Attorney General's office, working for Pam Bondi. We have all learned much from Ms. Gleason, who is truly an expert on open government and public records.

## Program Director

Tina Hill

---

The 2011 Annual Conference is well under way. We have booked our dates, set aside rooms, gone over menus, and planned our agenda. We have been sending out information little by little to our members so that you can plan your week. Registrations are coming in, so mark your calendars for the week of May 23 thru the 27 (with the 23<sup>rd</sup> being a check-in day) and submit your reservations for the conference. It is going to be at the TradeWinds in St. Pete Beach again this year. A great time was had last year and we had a lot of positive feedback.

We will be having some great guest speakers to give all of you the opportunity to get your credits for certification. You can receive up to 28 hours towards your FCRM Certification Program. Our speakers will include Steve Lewis, Pat Gleason, Vincent Edwards, Marilyn Crotty and many more. We anticipate having several vendors join us and even have the vendors hosting a reception so that you will have the opportunity to speak to them individually about what they can do for you and your organization. We will have our Business Luncheon on Thursday during our stay to announce new officers and discuss business opportunities for the association for the remainder of this year and next.

As always we look forward to all of our members attending the conference to learn all we can to assist us in our jobs as Records Managers and Supervisors. It's going to be a great time to learn about the new legislative changes, more efficient record keeping, and any legal issues we might face as we head into the unpredictable times ahead. I look forward to seeing all of you in May as we become more educated by day and by night socialize with the members we rarely get to see.

# President

Patrick Mudd

---

As I come to the close of my term as President of FRMA, I want to thank the membership for their support, and the members of the Board of Directors for all of their hard work.

These are difficult times for us as government employees. We are forced to do more and more with less and less, and there is, as yet, no hope on the horizon for things to get much better. Nonetheless, the job of the Records Manager remains as important as it has ever been. In these litigious times, the keeper of the records must maintain the records in a manner to satisfy all of the parties involved, a daunting task at best. The challenge of new technology will always be with us. The medieval scribe probably found the transition from the scroll to the book to be a major adjustment, just as we find ourselves tasked with making our way through the ever increasing complexity of digital recordkeeping. We know also, that the very things we find brand new and challenging, will be relegated to the dustbin of technology in a few short years.

I encourage each of you to maintain continuing education to keep updated on the latest technology as well as the ever changing regulations, rules and statutes. Through the FCRM program, we hope to continue to keep all of you as current as we can, while enhancing your abilities as leaders in your home organizations. We are also looking more and more to advanced technology to provide this necessary stream of information to our members.

I look forward to continuing to serve the members as Past President, and wish each of you the best in your professional endeavors.

Patrick Mudd

---



# Vice-President

Archie Matthews

---

Another year has come and gone. I trust that it was a good one for all of you, in spite of the economy, the weather, the oil spill, or whatever disaster or near disaster has befallen you.

My office has been on a quest to get our retention up to date. I've worked with a vendor and had over three thousand cubic feet of obsolete records removed for destruction. There was a backlog that extended back through two previous administrations. I expect to do as much this year. I've got a few years left before I'm eligible to retire, and I want to be caught up when I'm finally faced with handing the reins of Records Management over to a successor. Whoever that is will have to adjust to a different way of doing things. More and more records management in the future will be managing digital records. Those of us who have been accustomed to dealing mostly with paper records will doubtless be looked upon as dinosaurs.

An ongoing project that we view as a race against time is the transcription of our old hand written records into clear text. We have records in the Alachua County Clerk's office going back to the first quarter of the nineteenth century. It is unfortunate that the generation in school now is not taught to write or read cursive handwriting. In less than a century, many of our old handwritten records will be as unintelligible to our successors as some dead languages are to us now.

Your FRMA directors have been most busy since we last met. Director of Administration McConkey and I met in Orlando in July and began the painful process of going through twenty-plus years of FRMA records. We found many duplicates, outdated and obsolete records, and a number of items that left us puzzled as to why someone had chosen to keep it. We also have proposed to the Board a Records Retention Schedule to maintain our records in the future in a more professional manner. I appreciate Director McConkey's hard work on that as well as her dedicated service as Chair of the Legal Committee.

I trust that the members are satisfied with the direction that FRMA is going. I hope that our highly successful Annual Conference last year will be a pattern for things to come. My goal is to hold good conferences and build the certification program to meet the needs of all professional Records Managers.

## Secretary's Report

Sandy Tuller, CP, FCRM

---

First of all, let me say that I hope you all had a very happy holiday season! As always, the holidays came and went so quickly that they almost seemed to be over before they actually arrived. I went into a store on the 13<sup>th</sup> of December in search of a holiday centerpiece, and was rather miffed to find the Christmas stuff on the clearance rack and the Valentine's Day and spring time decorations taking top billing in the front of the store. In fact, I was so miffed that I called my husband to complain about it. He wasn't happy either, but I suspect that his displeasure had more to do with me calling him during a meeting and less to do with the rushing of the holiday season. By the way (as long as we are on the subject anyway), how in the world did it get to be 2011 already? However it happened, I'm sure that the New Year will be an eventful one for all of us.

I'm happy to report that all approved minutes from 2010 have been posted to the FRMA website for you to view. The minutes available are as follows: February 19, 2010, March 23, 2010, April 26, 2010, May 24, 2010, May 27, 2010 (Annual Meeting), and May 27, 2010 (Outgoing/Incoming Board Meeting). The minutes from the Board meeting held on August 3, 2010 were approved at the next scheduled Board meeting, January 20, 2011, in Orlando. As always, the minutes are posted to the FRMA website immediately following approval.

In closing, please remember to cast your vote in this year's FRMA elections. Among others, the office of Secretary will be coming up for election this spring. I will be leaving the office, as I am approaching the end of my second consecutive term as Secretary. I have had a great time, and have thoroughly enjoyed serving you! Please get involved. Remember, this is our organization, and it is only as strong as we are willing to make it. I look forward to seeing new faces on the FRMA Board! If a Board position is not for you, it would be wonderful to see as many of you as possible on the volunteer lists for the 2011 Annual. Happy New Year, everyone! Let's make it a great one for FRMA!!

# Director of Membership

Teresa Aguiar

---

Our membership stands at 195 members with 12 of those members joining this year.

The following seats are up for election: Vice-President; Secretary; Director of Administration; Director of Membership' Director of Education. Ann Stephan, the Chairperson for the Nomination Committee, is in the process of obtaining information from the Nominees for the election ballots. The ballots are expected to be mailed out to all FRMA members by March 31<sup>st</sup> with a return deadline of April 30<sup>th</sup>. New Officers will be sworn in at the Annual FRMA Conference in May.

This is my last year serving as your Membership Director and it has been a great experience and honor. I have made some great friends that I would have never otherwise made and I hope to continue those friendships for many years to come. It is my goal to make the transition with your new Membership Director as smooth as possible and I will always be ready to assist the Board and the members even though I won't be serving in an official capacity. It's been great, folks!

All members are urged to spread the word on the benefits of becoming a FRMA member. Please print out a few of our brochures from the website, [www.frma.org](http://www.frma.org), and carry them with you for when you are provided the opportunity of coming in contact with someone who is not already a member and would benefit by becoming one. I look forward to receiving any comments or suggestions from you, the membership, in order to continue to improve our Association.

## Director of Public Relations

Maria McCreless

---

I would like to take this opportunity to thank the board for submitting articles to the newsletter and encourage FRMA members to do the same. Should you have any suggestions or would like to submit an article, please feel free to contact me at [maria.mccreless@floridahousing.org](mailto:maria.mccreless@floridahousing.org).

Due to this year's budget cuts, I will be unable to attend the Annual in St. Pete. I know that it will be another great conference and regret that I will be unable to attend. I hope that everyone has a wonderful time and gains lots of new information.

I would like to encourage everyone to read the link Nancy provided for the Governor's recent Cost Recovery Policy. The policy, I am sure is very similar to most of yours and is a nice reference point.

Finally, if you haven't already sign-up for FRMA's Forum, please do so. The message boards allow for easy communication between members.

**Treasurer**

Rita Smith

***Please disregard this message if you are a current 2011 member.***

Dear FRMA Members,

As was discussed at the 2010 Annual Conference, FCRM certification is available to FRMA members only, active membership status must be continuous in order to retain the FCRM certification, and classes taken while an individual is in a non-member status are not counted toward certification. Please be advised that, effective January 1, 2011, **if payment is not received (postmarked) by March 31, 2011** (and each subsequent year thereafter), the individual will be considered a non-member, the individual's FCRM status will be revoked, and any continuing education credits earned will be forfeited. If a non-member wishes to renew his or her membership after March 31 of any given year, he or she may do so by paying the amount of the penalty payment (\$125.00 for individual member, \$175.00 for institutional member, \$300.00 for corporate member) plus a \$50.00 reinstatement fee. However, any FCRM certification and/or continuing education credits that were lost WILL NOT BE REINSTATED. The individual will have to begin the certification process all over again. While such a policy may seem drastic to some, it is consistent with the policies set forth by other professional certification programs. Please keep in mind that our commitment to provide a quality, recognized, and respected certification program remains at the forefront.

**Individual Member** - \$125.00  
**Institutional Member** - \$175.00  
**Corporate Member** - \$300.00

**P.O. Box 568542  
Orlando, Florida 32856-  
8542**

We're on the Web!

See us at:

[www.frma.org](http://www.frma.org)

**\*\*\*\*The 2011 FRMA Annual Conference Agenda is being finalized and will be sent in the very near future.\*\*\*\***

Registrations for the Annual Conference are coming in. You can go on the website at [www.frma.org](http://www.frma.org) and pay by PayPal. Be sure to mail, fax or email your registration to me. The info is on the paperwork. My email address is [rps@octaxcol.com](mailto:rps@octaxcol.com). We will do a mass email when the agenda is complete. There is a deadline of April 15<sup>th</sup> so that we can make adjustments with the hotel as needed, however we will take more attendees as needed up until May 13<sup>th</sup>. We look forward to seeing you at another terrific conference.

If you have any questions, please contact one of your board members.

See you in May!