

November 2010
Newsletter



P.O. Box 568542 Orlando, Florida 32856-8542
www.frma.org

FRMA LAUNCHES NEW FORUM

On September 1st, FRMA Board Members proudly announced a beneficial addition to our website, FRMA Forums.

It was designed to provide members with current information and an easier way to communicate. Use the site to post questions and share your knowledge.

If you haven't checked it out, we encourage you do so.

We're Listening to You

At the 2010 Annual Conference, FRMA members suggested enhancing the FCRM designation and to implement regional mini-conferences and on-line class offerings.

In order to enhance the FCRM certification curriculum, we are expanding our partnership agreement with The John Scott

Daily Florida Institute of Government at the University of Central Florida.

We are also actively pursuing regional mini-conferences and on-line classes.

Keep a close eye on the website forums for future information.

Congratulations to Nelly Halboth

Nelly retired on June 30th from the City of South Pasadena. Nelly was a very active volunteer at previous Mid-Year and Annual Conferences.

Thanks Nelly for all of your hard work and your FRMA support throughout your career. We wish you the best of luck in your future endeavors.

EXECUTIVE BOARD 2010-2011:

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Gloria Lewis,
MA, FCRM

FRMA 2010 FCRM Certification

Submitted by: Lesa Canfield

We are pleased to recognize and congratulate our new and re-certified 2010 Florida Certified Records Managers.

The following have completed their initial 36 hours of continuing education required for certification and have been verified by UCF/IOG.

- Lucy Alves
 - Deborah Andrea
 - Charlene Broome
 - Dawn Burke
 - John Cívale
 - Flo Dickinson
 - Christina Doerrfeld
 - Cynthia Kelly
 - Jackie Kervi
 - Hafeeza Khan
 - Patricia Lee
 - Sara Loewer
 - Linda Rotell
 - Lillie Russell
 - Stephney Thompson
 - Jon Thrush
-

And the following have completed their 18 hours of continuing education required for recertification:

- Barbara Bessmer
 - Frances Cox
 - Linda Dillon
 - Dionte Gavin
 - Lorraine Hajeski
 - Tina Hill
 - Angel Jacobs
 - Gilmary Meffert
 - Lindsay Morgan
 - Deanne O'Reilly
 - Jeff Olds
 - Veronica Rickard
 - Audrey Sikes
 - Mitchell Thrower
 - Elizabeth Whitaker
 - Timothy Wilhelm
 - Beatrice Williams
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2010 Mid-Year/2011 Annual Conference

There have been many questions regarding the 2010 Mid-Year Conference and 2011 Annual Conferences. Unfortunately, the 2010 Mid-Year has been canceled.

The FRMA 2011 Annual Conference is set for May 23rd-May 27th at the TradeWinds in St. Pete. We look forward to seeing you there.

Does your organization need help dealing with Email?

If so, then Microsoft Exchange may be for you.

In 2010 Microsoft introduced Exchange Server 2010 and it appears that the program can make the lives of Records Managers a lot less stressful.

The program was designed to address legal discovery requirements.

It allows non-technical personnel to easily search

the entire organization's email, including departed employees by using appropriate search terms.

For an employee to use this search capacity, they must be given rights to the Discovery Management management role group. Employees can be given access to the mailbox on a continuous base or their rights can be removed and re-added when needed.

In addition, the Discovery Mailbox has ownership of the emails the search returns, which can address viewing issues of archived mail.

Is your organization currently utilizing Exchange? If so post your experience with the program on the forum page of our website.

Issues at Hand submitted by: Nancy McConkey, Director of Administration

Newly established records procedures and a records retention schedule for FRMA have been drafted for Board review. They will provide guidelines for the preservation of Association records, and procedures for assigning documentation responsibility. This should contribute toward creating greater efficiencies, easier accessibility, and improved oversight of Association business.

The FRMA Legal Committee will soon undertake a fresh review of the FRMA Bylaws, and will present their proposals to the Board near the beginning of next year. The review will include a reorganized document and revisions to bring it up to date with current Board practices. We will notify members of the proposed revisions before the next Annual Business Meeting in May 2011.

2010 Legislation

Submitted by: Nancy McConkey

The Legal Committee's Bill Status Report will soon be placed on the FRMA website (www.frma.org). There is a list of all public records-related legislation passed by the Florida Legislature in their last working session (March 2 – April 30.) As of June 30, 2010, 273 (93%) of the 292 bills that passed both the House and Senate were approved and signed into law by the Governor. **A total of 117 were public records-related, and 27 of those were signed into law.**

Of interest:

- *HB1211 Open Government Act* - Enacts many of the recommendations made by the Commission on Open Government Reform in its Final Report of January 2009. Specifically, SB 1598 combines the public records law and open meetings law into one Open Government Act; amends the current fee provision in the public records law; amends the Open Government Sunset Review Act; and amends the penalty provisions for violations of the right of access to the public records and open meetings. Similar to SB 1598. Rep. Clay Ford (R-Pensacola). **04/30/10 HOUSE Died in Committee on Governmental Affairs Policy (EDCA).**
- *SB 1796, passed in the 2009 Legislative Session* – I recently spoke with staff at the State about SB 1796 regarding transparency in government spending. The bill requires state agencies and other entities that receive state appropriations to post spending information to a state website; it also requires that the Legislative Auditing Committee develop a schedule by March 2010 for adding information to the website by type of information and governmental entity. Their recent recommendations report (February 2010) can be found at: <http://www.leg.state.fl.us/data/committees/joint/jcla/final-report..pdf>

Highlights from this report:

- The City of Palm Bay has already complied, and is used as an example (Pg. 3).
- School districts will be next on the list, after state agencies; includes list of additional entities to be added (Pg. 20).
- The Committee recommends deletion of the requirement that only governmental entities that receive state appropriations must comply (Pg. 22).

GS1-SL Update Reminders

Submitted by: Nancy McConkey

There have been two revisions released by the DLIS this year for the GS1-SL General Records Schedule for Local and State Government Agencies:

1. Revisions effective April 1, 2010 – items added and items revised.
2. Revisions effective August 1, 2010 – language updated relating to retention requirements for electronic communications and reflecting input received at a public meeting held on May 5, 2010 and discussions with the Attorney General's Office.

Please be sure to forward this information to agency staff to keep them current on the State's retention requirements.

President

Patrick Mudd

Dear FRMA members,

Hello all members. Here is some information to update you on FRMA.

The FRMA board welcomes you to the return of our newsletter. The board sends a big thank you to Maria on completing this project so that we get back on track and publish this newsletter 4 times a year. We hope to provide up to date information about the organization and the happenings of the state of Records Management.

As a board we have worked hard this last year to have the FCRM program have guidelines to follow. We understand that in the long run we have to set these guidelines to make the FCRM be a reputable certification to hold as Records Managers. As always the board is open to questions on this program and any adjustments that may be made in the future. We must work together to make this program work and ensure that all information that is provided is consistent and beneficial to the program. The partnership with UCF is the cornerstone of the program and allows us to interact with the educational opportunities of a major university. We thank UCF and their assistance in this program.

Another update that we have worked on is the web site. In an effort to have better communication the FRMA forums were created. This allows for questions to be asked and answered in a very easy manner. I would really encourage all members to sign up for the forums. After signing up feel free to ask questions or even just introduce yourself to other members. Make suggestions to the forums as this is an ongoing project.

As a board we have had to make a few tough decisions this year. First off we had to cancel the Mid-Year conference. As an organization we think that in these tough economic times warranted this decision. This would be a temporary measure and I am sure the Mid-Year will be back very soon. This allows us to concentrate on the Annual that will be coming in May 2011. We will work to make that conference the best we can with many opportunities to learn about Records Management.

The second decision we made was the membership fees. The organization needs to continue the progress we have made this last year especially with the FCRM. This program and partnership with UCF costs the organization money. We know that this hurts all of us but for us to succeed with the FCRM we need to be able to afford the program. We think that in the long run this will provide FRMA the opportunity to grow the FCRM program.

I want to thank all the board members on the hard work in the last year. The key to getting things done is how well we all work together.

To all the members thank you for being there and keep looking forward to a better FRMA organization.

Patrick Mudd

Vice-President

Archie Matthews

Another summer is moving along, and we are advancing toward the most active part of the Atlantic Hurricane season, so I trust that all of you, particularly those on our coastal counties have reviewed your emergency management plans, and made appropriate updates. My daughter was in college in New Orleans during Hurricane Katrina so I followed that storm quite closely. I recall articles for the Times-Picayune that told of how the records for some agencies, including the courts, were stored in basements. That strikes me as the height (or depth, if you will) of poor planning, to store vital records in a basement, in a city that lies largely below sea level, in an area prone to get hurricanes. The court, including the Appellate Court, was quite concerned that prisoners convicted of violent and heinous crimes could be released because the trial records, evidence, and exhibits were wholly or partially destroyed. Evidently, they were not aware of what my office calls the "5 P" rule. Proper Planning Prevents Poor Performance.

While the Gulf oil disaster has been the lead item in the news for months, it hasn't directly impacted any of our records centers like a hurricane would, there will be plenty of lawsuits filed in our courts, by municipalities, counties, the state, commodity groups, and individuals, so there will be a record keeping burden on us associated with the oil spill. As this has been such a public issue, there is increased pressure on us as record keepers to make any relevant records in our possession available, and there will be considerable backlash if those records are not produced quickly and completely.

For those of us who work for the Clerks of Court, we've had an additional records schedule imposed on us, the Judicial Retention schedule, which is currently under revision. It should come out shortly, once all of the changes get finalized.

Along with all of the board members, I've been reviewing the Session and Overall Conference Evaluation surveys. It is gratifying to find that most of you were quite pleased with the sessions as well as the conference overall. There were numerous comments to the effect that this was the best conference in many years, if not ever. The Board will continue to do our best to accommodate the varied needs of our members, by providing top notch presenters while continuing to enhance and validate the FCRM certification program.

Secretary's Report

Sandy Tuller, CP, FCRM

It was great to see so many of you in St. Pete Beach for the 2010 Annual Conference! I hope everyone had a good time, and I hope you gained a lot of valuable information to take back to your offices. I know I did!

At this time, all minutes have been approved up to and including the April 26, 2010 Board meeting. Minutes from the Board meetings held during Conference Week, including the minutes from the 2010 Annual Meeting, will be distributed to the Board for review before the end of this month. Upon Board approval, the minutes will be forwarded for update to the FRMA website.

Thank you notes have been sent

to all of our Annual Conference speakers. In order to remain consistent with our "green" initiative, the thank you notes were sent via e-mail. We couldn't pull off a conference of this magnitude without the support of our speakers, and I wanted to let them know how much we appreciate their contributions to our educational endeavors.

As you all know, your Board selected Ronald McDonald House as our first Community Outreach recipient. What better way is there to express our gratitude to the community that hosts our Annual Conference than to honor one of the local charities? Including the donation that FRMA made as an

organization, we donated \$560.00 to Ronald McDonald House. We received a very nice thank you letter from them, which is attached. I'm so happy that we were able to make a difference to some families who are going through difficult times.

Have a great summer, and I look forward to seeing you all at our next event.



RONALD McDONALD HOUSE CHARITIES® TAMPA BAY
 28 Columbia Drive, Tampa, FL 33606-3543 • (813) 258-6430
 www.rmhcstampabay.com

June 8, 2010

Ms. Rita Smith
 Treasurer
 Florida Records Management Association
 PO Box 568542
 Orlando, FL 32856-8542

Dear Ms. Smith and Friends:

On behalf of the pediatric families and friends at the Ronald McDonald House of Tampa Bay, thank you for your generous gift of \$500.00 (check dated May 28, 2010) from the Florida Records Management Association Conference and the additional \$60 from three participants. Joo Hooi really enjoyed meeting you and speaking to you. What a great group who work hard in the fast changing world of records management! Thank you!

In 2010 we celebrate 30 years of caring for pediatric families. We also celebrate the opening of our newest 14-bedroom house within the new All Children's Hospital. Your generosity enables the Ronald McDonald House to provide a refuge for children and their families during a most difficult time. Since our first house opened in 1980, more than 37,000 families of pediatric patients at area hospitals have found comfort and care inside this home-away-from-home. Your support helps us care for these families, allowing them to focus on the healing and recovery of their sick kids.

Parents, such as this one, tell it best: "It is hard to understand why people give up their time for things like this, but I guess the smile of a child that has been through so much and the relief in the parent's eyes when there is one less thing to worry about explains it all. Thank you again to everyone. I don't know how we would have gotten through it without all of you. It was like having family all around."

Your gift changes the lives of those families who are sleeping in our House tonight. Thank you for giving hope to the moms, dads and family members who find themselves in an unfamiliar place with their hospitalized children.

Sincerely,

Janice L. Davis

Executive Director & CEO

cc: Sandra Tuller, Sr. Records Management Analyst, Pinellas County Clerk of Courts

Thanks so much. I heard wonderful things about your pro-p.

Please consider this letter official receipt of your tax deductible contribution on May 28, 2010 in the amount of \$500.00. No goods or services were provided to you in consideration of this gift. RMHC of Tampa Bay (Fed Tax ID #59-1835985, FL #CH2181) is a 501(c)(3) tax-exempt organization, IRS Section 170(b)(2)(iii) for both federal and state tax purposes. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free (800-435-7352) within the state. Registration does not imply endorsement, approval, or recommendation by the State. Tax contribution is deductible for the amount exceeding the fair market value of goods and services received. We retain no professional solicitors: 100% of each donation goes to our program.

The Director of Administration

Nancy McConkey

I sure did miss attending this year's Annual Conference in St. Pete! It's always good to see familiar faces, and to meet new ones! It sounds like it was a great event, with good speakers and interesting topics. Thanks to those who helped make it a successful conference. I very much appreciate the CD of presentations, a nice resource. Special thanks to Archie Matthews, who graciously recognized the Legal Committee for their participation and hard work this past year. Thank you, Archie, and thank you Legal Committee members for your continued service to FRMA!

Thank you for the opportunity to serve as Director of Administration. Please feel free to contact me or one of the Legal Committee members with any records management issues of concern to you or your agency. Supporting one another and learning together are wonderful benefits from FRMA!

Legal Committee:

- ✓ Nancy McConkey nmccconkey@fpu.com
- ✓ Debbie Clemenzi daclemenzi@ircpa.org
- ✓ DeAnn Miller millerde@osceola.k12.fl.us
- ✓ Dave Howell dhowell@clayutility.org

Director of Membership

Teresa Aguiar

Our membership stands at 264 members with 37 of those members joining this year.

Special thanks to Dawn Burke and Pamela Prell for volunteering and lending their assistance in the recent Board election. This process is very involved and extends over many months. Their help was greatly appreciated. I also want to thank Liz Whitaker of the Membership Committee for all of her help. She had done a tremendous job of assisting me during my last two terms. She is the best!

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, 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 from becoming one. I look forward to receiving any comments or suggestions from you, the membership, in order to continue to improve our Association.

Lastly, I wanted to mention that

am servicing my last term as the Director of Membership and my seat will be up for the next election that will occur at the beginning of 2011. If you believe you may be interested in serving as Membership Director and are qualified in accordance with the bylaws, feel free to give me a call or email and I can answer any questions you may have about serving in this capacity. It's definitely rewarding and the FRMA Board is a great group of individuals.

Director of Public Relations

Maria McCreless

Hello everyone.

Thank you for allowing me to serve as the Director of Public Relations.

One of my duties is to produce a quarterly newsletter and I would like your input.

Therefore, I am asking

you to ask yourself

“what you would like to see in our newsletter” and then email your response to

maria.mccreless@floridahousing.org or call me at 850-488-4197 x1189.

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

We're on the Web!

See us at:

www.frma.org