ARMAdilla™
Hello ARMA Members! I am honored to have been elected your ARMA Houston President for the 2018-2019 Chapter year. Reflecting on the accomplishments of last year, our 2017-2018 President, Richard Waters, and the ARMA Houston Board of Directors led us through a very productive year.

Some of our Chapter’s major accomplishments include:

- The Chapter’s generous donation of over $18,000 to the Alice L. Halton Educational Fund.
- The donation of over $500, by benevolent Chapter members, to “Highlighting Literacy for Kids.” The donation is used to purchase books, reading software, and other supplies for the Lulu Stevens Elementary School.
- Donation of over $1,400 to Chapter members who were victims of Hurricane Harvey.
- The generous donation of time assisting the Harris County Archivist.
- The continued monthly provision of remote access for Chapter members located in The Woodlands.
- The consistent offering of interesting, informative, and relative monthly workshops and Chapter meetings.
• Continued support, participation, and accolades received from Membership and Vendor community noting our Annual Spring Conference as one of the best in the organization.

• Timely communication, via the ARMA Houston website and the ARMAdilla Newsletters, that kept our members abreast of Chapter updates and events.

These combined factors contribute to the reason our Chapter is a recognized leader in the dynamic information management arena.

Our theme, this year, is “ARMA: Honoring the Past, Embracing the Present, Shaping the Future.” This theme has special relevance to my 42-year journey in this profession. As I look back, I remember that my RIM journey began as a Business Technology student at the University of Houston. My Records Management professor was a member of the ARMA Houston Board of Directors and partnered with another ARMA Houston member to provide college students work at Bechtel Engineering. My summer internships led to employment at Bechtel for the first 10 years of my RM career.

Prior to taking that course, I had never heard of RIM and certainly never knew there were career opportunities available. As I think about the hundreds of students that take a required Records Management class each year, I see an awareness gap that ARMA Houston could possibly fill.

This brings me to our two major goals for the 2018-2019 year:

• Increase new memberships through Chapter awareness

• Engage existing membership through member participation and community outreach

In addition to everything else our Chapter achieves, this year we will begin reaching out to local colleges and universities to schedule time for classroom presentations, career days, and career services events. We will also increase our participation and visibility in the community through volunteer opportunities, like the Houston Food Bank and Shred Day(s). As a Chapter, we can start these initiatives now and continue to build on them in years to come. These efforts will engage our membership and educate college students about our organization and available RIM careers. Further, through career service event participation, we give back to the community by assisting small business owners with RIM awareness and requirements.

I am truly excited about this year and the opportunities that lie ahead! I encourage each of you to get involved in our efforts to advance the profession. Join a committee; participate in events and volunteer opportunities; and attend monthly workshops and luncheons. Feel free to reach out to any of us on the ARMA Houston Board. We are happy to help you make the most of your membership!

Beverly A. Harris

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ARMA Houston is excited to host its FIRST Casino Night Fundraiser at the HESS Club. The event will bring together the City of Houston to raise funds in support of ARMA Houston which supports education. Participants will have access to great casino games, entertainment, food, and networking. Click here for more information.
...for the purpose of furthering education in the field of information and records management.  Click here for recipient list.

Luncheons

MAY  HOW TO BUILD AN INFORMATION GOVERNANCE (IG) PROGRAM

Deana Galloway Uhl, FTI Consulting Houston
The May Lunch Seminar was provided by Deana Galloway Uhl who shared her experience gained at Marathon Oil in Houston where she built the foundations of an Information Governance Program. In her current position, Deana continues to guide other companies in implementing the same type of program.

The materials presented were rich in detail and reference for ARMA members to study and you can reference them [here](#).

Deana emphasized the importance of current business drivers for such a program, not just generic compliance and efficiency. Another key component for success was the buy-in of executive leadership and a Senior Business Advisory Group to provide input to the design and support the implementation throughout the process.

Using the same maturity models deployed for other critical information management projects such as ARMA’s GARP, CGOC’s Information Governance Process Maturity Model and the National Institute of Technology Cybersecurity Framework (commonly known as NIST) implementations, an information governance gap analysis for your organization can drive the execution plan.

Deana showed us how powerful visualization of the data and information to be governed can inspire the business case for an IG Program. Creating an easy-to-read work plan with quantitative analysis showing the program benefits over time sustains interest of the stakeholders and helps them forget how challenging it was at the beginning when the measures show steady improvement!
JUNE

COVER YOUR ASSETS: CONDUCTING ESSENTIAL SENSITIVE DATA CLEANUP

You know sensitive data (e.g., credit card numbers, driver’s license images, social security numbers, etc.) is stored within your enterprise, but do you know where? Further, is it properly protected as per the General Data Protection Regulation (GDPR) and / or hardened against hacking? Do you need to get your house in order? This case study session took us through one company’s efforts to maintain Payment Card Industry (PCI) compliance; as well as the steps necessary for planning, locating, and the remediation of sensitive structured and unstructured data across the organization.

Click here to learn more about the proven methods John P. Frost, VP of Sales at Integro, shared in order to obtain compliance and protect your most valuable information assets.

JULY  IoT AND EMOJI DATA GOVERNANCE CHALLENGES

From a humble beginning within a 1982 vending machine, to its flourishing into millions of devices today, the Internet of Things (IoT) has secured its place in both our home and work environments. A simple understanding of IoT is any device that connects to the Internet, but is not a standard device such as desktops, laptops, or smartphones. Think security cameras, network connected thermostats, etc. While personal IoT devices can add leisure to our lives, how does records management legally secure that data explosion these devices proliferate daily for corporations? Beyond data security, are you using IoT as a means to automate and control RM policies and procedures?

Our presenter, Matthew Mahon of Ricoh, further masked the digital waters with a pictorial discussion of how emojis and emoticons are currently impacting corporate communications and legal cases. For further information and a copy of Mr. Mahon’s presentation, please click here.
AUGUST

FROM PHYSICAL RECORDS MANAGEMENT TO INFORMATION GOVERNANCE

“Beginning with the end in mind” was a common theme for Mr. Rich Tolbert of Noble Energy as he strategically pieced together his Information Governance approach. While Rich routinely mentioned he viewed himself as a logical thinker and not a change manager, he expertly shared how he put together an Executive Steering Committee and routinely collaborated with his Information Technology department so as to strategize ways to properly manage the technology needs of his team and the organization.

Challenging those in attendance that we are either leaders, laggards, or somewhere in between, Rich explained as a leader, he intentionally doesn’t simply provide project status updates at meetings. Instead, he routinely asks for buy in and help from management and other thought leaders within his company. For more information on Mr. Tolbert’s presentation, please [click here](#).
SEPTEMBER

APPLYING YOUR RETENTION SCHEDULES TO ELECTRONIC RECORDS IN YOUR ECM SYSTEM

What is your disposition toward keeping everything forever? While employees may feel this is a great idea, Records Managers know this can be costly. Tom Forsyth, CRM since 2003 and currently a Solution Consultant for DataBank also knows this all too well.

Tom shared that purging can feel like your involved in a horror movie. However, taking a phased approach helps all parties know retention schedules are managed, planned, and defensible. For more information, click here.
Workshop Presentations
July Active Shooter  August Contamination of Legacy Tapes  September Project Management
Mentor of the Year Award 2017 - 2018

Courtney Stone presented Doug Allen, of Tyler Technologies, with the Mentor of the Year Award. Congratulations, Doug!

Highlighting for Literacy

ARMA Houston is proud to sponsor Lula M. Stevens Elementary with our Highlighting for Literacy committee. Stevens Elementary was approved as a STEM (Science, Technology, Engineering and Math) magnet school for 2016-2017. The following year an Arts portion was added to the program. The STEAM (Science, Technology, Engineering, Arts and Math) program challenges the students with hands-on education and critical thinking. Steven's is one of two elementary schools in HISD that offer students the STEAM program.

At each monthly ARMA meeting, small boxes are placed on the table for donations. In addition to the donations collected at the ARMA Luncheons, the Board will vote to add additional moneys at the end of the Chapter year for the total donation.
This year the combination of money from the boxes and the additional donation from the ARMA Chapter was $3,015. Jennifer Barrientez, Principal from Stevens Elementary expressed her thanks when Immediate Past President Richard Waters and I delivered the check along with another check for $1,000 from our vendor community.

She also expressed her delight that Stevens STARR scores had risen dramatically last school year. The school obtained a “B” rating and earned a distinction for Top 25% Comparative Academic Growth.

If you or your company have donations or you would like to know what the school could use feel free to contact me gpage@pacotech.com.

**ARMA Houston Day of Service**

The Houston Food Bank is a solution to both hunger and food waste. The Food Bank distributes 122 million nutritious meals through its network of 1,500 community partners in southeast Texas, feeding 800,000 individuals each year.
On September 8, 2018, a team of 17 ARMA Houston members and family members participated in an ARMA Houston Day of Service at the Houston Food Bank. This was a rewarding opportunity to serve an organization that is doing relevant and impactful work in our communities. Our tasks included:

- Measuring, packaging and heat sealing bags of pinto beans to be distributed to neighborhood food pantries for needy families
- Bagging foods, from the Basic Food Groups, for the Backpack Buddy Program which provides kid-friendly food for the weekend and during the summer months for at-risk children in grades K-12
- Sorting food donations from various donors to be distributed to neighborhood food pantries for needy families

In addition to providing much needed assistance for this worthy organization, the ARMA Houston Day of Service provided an opportunity for us to bond and work as a cohesive team.

A Special Thank You to Our Volunteers

Sabrina Nicholson

Shawn Nicholson
Thank you!
Owen Nicholson

Thank you!
Ronnie Nicholson

Thank you!
Terrence Kennon
Ciro Flores

John Heinzerling

Julie Prochnow
Kathryn Brooks

Marshall Harris

Lisa Sanderson
ARMA & The Archives

While we can't guarantee you'll help solve a mystery, we do know your time will be valuable helping the Harris County Archives. Join other ARMA Houston members on October 13th at 8 AM as we peruse files and make valuable decisions on what to keep or dispose of. For more information, click here.
Acknowledgement

Your ARMAdilla Committee:

- Glen Sanderson - VP Communications
- Sarah Emes - Editor, Contributor
- Kris Hlozek - Chief Photographer, Contributor
- Teresa Matlock - Distribution
- Bryan L. Cooper - Copy Editor