



ARMA INTERNATIONAL
**EDUCATIONAL
FOUNDATION**
RESEARCH • EDUCATION • SCHOLARSHIP

2016-2017 ANNUAL REPORT

July 1, 2016 – June 30, 2017

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CONTENTS

Message from the Chairman

Executive Summary

Our Strategic Focus & Direction

**How the Foundation Helps Information
Professionals**

Scholarships - \$211,000 Awarded over 10 years

2016-2017 Awardees

Access Leadership Scholars Program

Research – Over 25+ Projects Funded

New Research Available Online

Research In Process

2013-2016 Historical Summary

The Foundation's Financial Picture

Foundation Trustees

A Message from the Chairman

To the Information Management Community:

The start of a new year is always a great time to give thanks for family, friends and the things that are important to us. The Foundation is one of those things in my life that is very important to me.

Our achievements over the 2016-2017 year include publishing three research papers; awarding three graduate level scholarships and two Access Leadership Scholarships, and six La ARMA Nostra Certification tuition reimbursement awards; and updating the Foundation's website with a new look.

This coming year we will be focusing on streamlining and enhancing our programs, developing a strategic marketing plan, and expanding our pool of business partners who support the information management profession and professionals.

On behalf of the Board of Trustees, I thank all who support the Foundation's mission and generously contribute to its programs, especially Access, La ARMA Nostra, and ARMA International, its Regions, Chapters and members. The success of the Foundation's research and scholarship programs is due to your commitment.

We look forward to your continued participation and support in our mission to fund and promote research, scholarships and educational opportunities for the information management profession.

For more news and information on the Foundation, please visit <http://armaedfoundation.org> and follow us on Facebook, Twitter, and LinkedIn.

Please consider supporting the Foundation, a 501(c)(3) non-profit, with a donation. You may be experienced, wanting to give back, a practitioner new to the field and investing in your career, an ARMA chapter supporting your local peers, or an industry leader.

Michael S. Smith, DM-IST, CRM, IGP,
Chairman, Board of Trustees
ARMA International Educational Foundation

Executive Summary

During 2016-2017, the Foundation invested in the profession by:

- Selecting two Access Leadership Scholars,
- Providing CRM tuition reimbursements for six practitioners,
- Publishing three research reports, and
- Awarding three graduate level scholarships.

Also during 2016-2017 the Foundation improved its operations in several areas:

- Updated our website, thanks to Trustee, Professor Donald Force and his team at the University of Wisconsin-Milwaukee,
- Contracted with a part time Coordinator to provide administrative support,
- Strengthened our Committees, looking to be more strategic,
- Published our IRS Form 990 on Guidestar (www.guidestar.org),
- Cultivated an improved partnership with ARMA,
- Increased communications with ARMA Chapters, Regions, and members, and
- Achieved a 13.5% return on the Foundation Endowment investment account.

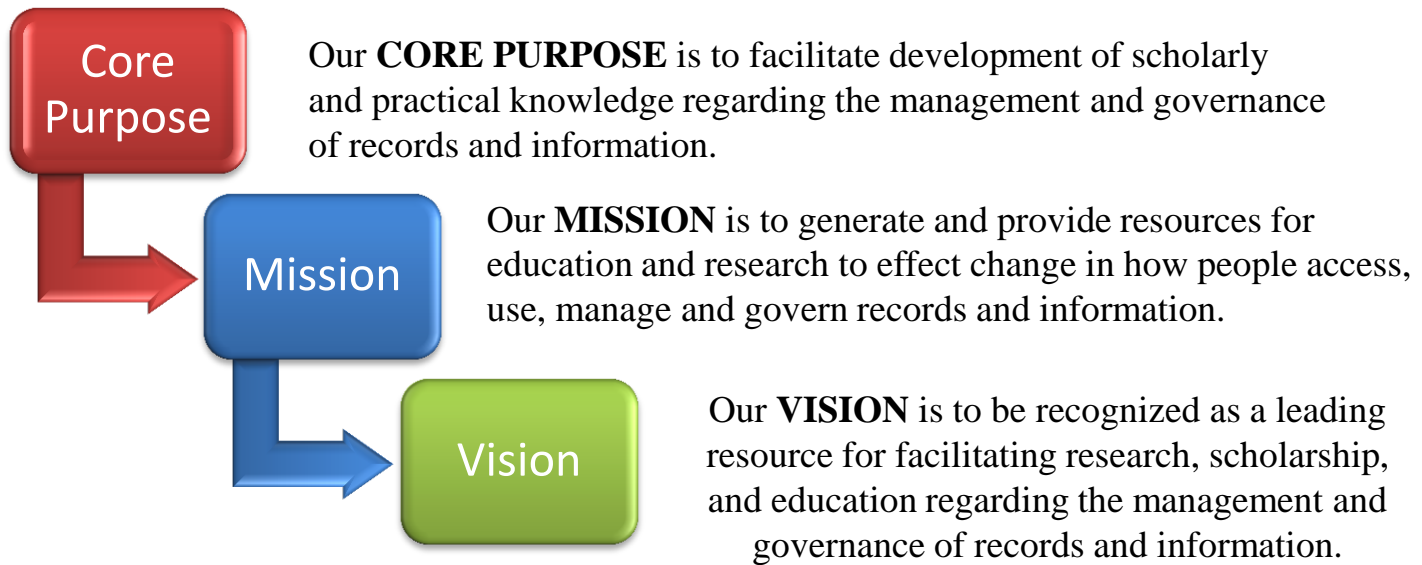
In the coming 2017-2018 year, we expect to increase fundraising and marketing efforts, hire a Webmaster, increase transparency even more, expand our programs, build partnerships with other information management organization, and build on the warm reception received at the Regional Leadership Conferences and the Annual ARMA Conference.

We seek to expand our programs by:

- Increasing the number of graduate and undergraduate scholarships – our future leaders!
- Growing the funding for certifications (spotlighting RIM and IG) – in North America and internationally, and
- Sponsoring more RIM/IG research projects – for practitioners and the profession.

Remember, the Foundation is a 501(c)(3) non-profit. To achieve our goals in 2017-2018, we will need your support now more than ever, If you have never contributed, it's a great time to start, or become a repeat individual donor. There is always an opportunity to invest in your future and that of the profession through a legacy of giving.

The Foundation's Strategic Focus & Direction



How the Foundation Helps Informational Professionals



Scholarships

\$211,000 Awarded in 10 Years

The Foundation's scholarship programs encourage the development of the international records and information management community with an appropriately educated and trained records and information management workforce. To accomplish this, the Foundation offers funding opportunities for current and aspiring RIM professionals. These awards include scholarships and reimbursement grants.

Funding is provided across the USA, Canada, and internationally as part of the Foundation's commitment to helping informational professionals in their careers and education.



Scholarship Recipients 2016-2017

\$13,000 Awarded



Graduate Scholarships Total -- \$2,000

Laurie L. Gingrich – IL
Landon Graham – BC
Catherine Lucy – MO

Certifications - \$3,000 \$500 each

Funded by La ARMA Nostra contributors

Jennifer Baranski – MI
Cori Brock – NE
Philip Guenther – NC
Margot Note – NY
Valerie Raiche – MN
Deborah Robbins – LA

Access Scholars Total -- \$8,000

*Each received assistance
for college while working*

Ruben Vargas (\$6K)–
AZ
Lisa Padilla (\$2K) – TX

Access Leadership Scholars Program

8 scholarships, \$24,000 awarded 2014-2017

In 2013, the Foundation and Access joined forces to provide new scholarship resources which enable in-service, outstanding records and information management (RIM) practitioners to advance to positions of greater responsibility where college degrees are required, and to enhance their ability to advance their leadership roles in the industry itself.

Access committed to providing \$25,000 over three years to AIEF to be used to fund the *Access Leadership Scholars Program*. Two awards were established to be presented each year for three years: one for \$6,000 and the other for \$2,000. The first awards were made in 2014, followed by awards in 2015. In **2016**, awards were made to:

Ruben Vargas \$6,000

Vice President of the Arizona Chapter

Currently attending University of Arizona's Informatics BAS degree program, focused on system administration, software development, information management, and educational technology. He plans to apply to the San Jose State Masters in Archives and Records Management Program.

Lisa Padilla \$2,000

Active Member of Houston Chapter

Pursuing a Bachelor's degree in Communications at the University of Houston, Victoria, TX. Upon completion, she intends to pursue IGP, CDIA+, and CRM certifications.

In June 2017, the Foundation and Access agreed to extend the successful Access Leadership Scholars Program for another three years and \$25,000. Announcing the program's extension, Access Chief Executive Officer Rob Alston said, *"Access has long been committed to active participation in our local communities and in the broader community of RIM practitioners. We believe that this level of engagement is part of who we are and how we make a difference as a company and as Access team members."* Mike Smith, Foundation Chair, stated that, *"Three years of awards have gone to RIM practitioners working in six states across the U.S. and at companies including Phillips 66, Booz Allen Hamilton, Sealy & Co., Nova Southeastern University, and Houston Community College. This program is making a real difference in upward mobility for talented people held back by the lack of a degree."*

Awardees recounted being the first in their families to go to college, saying things like:

"When I began educating myself, I felt I could finally see the real importance of information management for business users."

"As a non-traditional student, I really didn't think I had a chance at being selected as the beneficiary."

Research 2016-2017



**Over 25+ Research Projects
Funded**

**All available for free download
or use at:**

www.armaedfoundation.org

The Foundation's research program recognizes the status of the body of knowledge that informs the information management field, anticipates where it is headed, and determines what it can do to support information management issues, challenges, questions, opportunities, and/or possibilities. The Foundation seeks to support research that addresses key issues and practical approaches that will add to the knowledge base and enhance the ability of practitioners to address their professional responsibilities.

Information Governance and Public Engagement: How U.S. Federal Department Policies Are Addressing Social Media Records by Chad Doran, Ph.D., CRM

Social media technologies serve important functions in support of government services in areas such as education, public relations, health and safety, and internal and external communication networks. This research focuses on social media usage in federal departments and agencies and the gap between best practices and practical application. It reviews policies and practices related to social media access across federal executive branch departments. The findings provide records and archives practitioners, researchers, technologists, government officials and policymakers with insights into the policy development in the U.S. federal government which address records generated by social media.

Social Media System Records and Information Governance (IG) Challenges by John Phillips, CRM

Various types of social media are routinely used daily for business as well as personal, casual communication by hundreds of millions of people. By examining four major social media networking systems (Facebook, Twitter, LinkedIn, YouTube) in prominent use, this paper addresses an historical perspective as well as functionality, privacy, records capture, archiving and information governance issues and challenges. An extensive bibliography for additional information and future reference is provided.

Canadian Requirements for Personal Information Protection

by Stuart Rennie, JD, MLIS, funded by the Canadian Region

This report reviews personal information statutes in Canada from a records management perspective. Until this report, there has been no Canadian equivalent to the Foundation's reports on requirements for personal information protection. While Canada and the United States have a similar constitutional structure, the two countries have different privacy regimes. Canada has a harmonized privacy regime, grounded by similar statutes across Canada, which is based on the Organization for Economic Co-operation and Development and the European Union (EU)'s data protection directive. In the United States, privacy is protected by sector and is characterized as a "safe harbor" or "shield". This protection is less comprehensive than the EU. Compared to the EU and the United States, Canada occupies a middle ground regarding personal information based on data acquired from legal research of primary personal information and privacy provisions contained in the statutes enacted by Canada's federal, provincial and territorial governments (Privacy Statutes). This report's focus is on the statutes currently in force because those are the statutes with which organizations must comply.

Research In Process

Updated Guide to Commonly Used U.S. National and International Records Management Standards and Best Practices (due Fall 2017) by

Virginia Jones, CRM, FAI

Originally funded by the Greater Washington DC Chapter; update funded by the Foundation

This guide is a compilation of key U.S. national and international records management standards, guidelines, and technical reports available for use in and by U.S. records and information management practitioners. It is not all-inclusive. Standards, guidelines, and technical reports for specific industry groups, such as the legal profession, real estate, or banking are not included, nor are quality control standards for imaging systems. The standards, guidelines, and technical reports that have been included were selected for their universal usefulness for most or all U.S. records and information management programs. The purpose of this compilation is to offer a categorized list of pertinent standards and best practices to assist in determining those that meet the needs of the organization. This paper is meant to help the average RIM practitioner decide which standards apply to their programs.

Requirements for Personal Information Protection: U.S. Federal Laws (Part 1) and U.S. State Laws (Part 2) (due Fall 2017) by Virginia Jones, CRM, FAI

Initially funded by the Metro NY Chapter, recent update funded by the Foundation

This is a two-part research project to identify privacy laws that impact records management programs. One paper covers protection of personal privacy information in U.S. federal law (Part 1) and the other covers protection of personal privacy information in U.S. State laws (Part 2).

In Public Law 93-579, enacted in 1974 as the Privacy Act, Congress found that the right to privacy is a personal and fundamental right protected by the Constitution of the United States. The need for information privacy encompasses all segments of the population. The Part 1 paper discusses 32 federal personal information protection laws and their records management impact. The paper is not a definitive compilation of all Privacy law, but includes many high-profile privacy laws and regulations. It does not cover identity theft laws or data security laws unless the law included a significant privacy of personal information element. Each summary includes the year the Act was passed, the citation (either U.S. Code or Public Law), a summary of provisions, definitions of personally identifiable information and records related terms where applicable, and any implied or explicit RIM impact. The summary of provisions includes overviews of the major provisions of each law.

Part 2: Although most U.S. federal law pertains only to U.S. federal agencies, a number of the laws also either directly relate to or indirectly impact state and local governments. Like Part 1, this paper is not a definitive compilation of all state privacy law. The choice of the 26 privacy issues covered is based on high profile privacy issues from the National Conference of State Legislatures, the National Association of Chief Information Officers, and various news sources. The document does not cover identity theft laws or data security laws unless they are included with privacy of personal information requirements. Some Freedom of Information laws having privacy or confidentiality requirements were also included in this document.

“Court Case Decisions: A Direct Link to Records Management”(Working Title)

(due Summer 2018) by John C. Montana, JD

Funded by the Metro New York Chapter

This research will gather recent, important, and relevant records and information management and information governance orders and opinions issued by the Federal courts since 1994, updating an earlier publication entitled Law, Records and Information Management: The Court Cases by Donald S. Skupsky & John C. Montana which addresses court cases prior to 1994.

Historical Summary 2013-2016

\$48,700 Awarded

Access Leadership Scholars Program

2014

Ashley Shimer (\$6,000)

Pursuing her Master's degree in Library and Information Science with a concentration in Competitive Intelligence and Knowledge Management at Drexel University while working in Virginia as a Records Management Consultant for Booz Allen Hamilton.

Judi Long (\$2,000)

Pursuing a Master's degree in Business Administration with a concentration in Information Systems while serving as the Records Manager for Nova Southeastern University.

2015

Jessica Harmon \$6,000)

Then President of the Tulsa Chapter, pursuing her Master's in Information Management while working for Phillips 66 in Global Marketing.

Susan Wheeler (\$2,000)

Pursuing her Bachelor's of Science in Business – Interdisciplinary Studies while working in Louisiana as a Resource Manager for Sealy & Co.

Graduate & Undergraduate Scholarships

2014 - \$13,000

David Bwalya Muzi
(\$3,000)

Ekaterina Elgayeva
(\$3,000)

Brianna Gromly (\$3,000)

Emily Chicorli (\$3,000)

Dawn Kewan (\$1,000)

2015 - \$7,000

Krysten Hanson (\$3,000)

Daniel J. Paquette
(\$3,000)

Lisa Padilla (\$1,000)

Historical Summary 2013-2016

RIM Educational Reimbursement

2014 - \$2,900

John Lawford
Jessica Meyerson
Sandrena Raymond
Caroline Simpson
Jack Wilcox

2015 - \$6,800

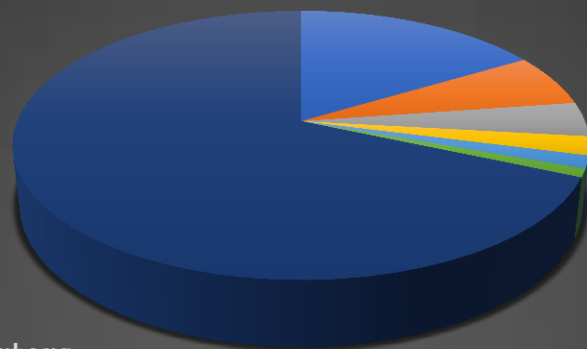
Kouda Alizata
Jacqueline DiOfrio
Haley Doty
Kathryn Etcheverria
Erica Mitchell
Denise Pickett
Shante Ruffin
Helen Thomas
Corey Thompson
Peter Vroc

La ARMA Nostra CRM REIMBURSEMENT (\$500/each recipient)

2015 - \$3,000

Josua Bullough
Jeanne Callen
Trudi Cartwright
Linnea Knapp
Andrew San Agustin
Sofia Scalzitti

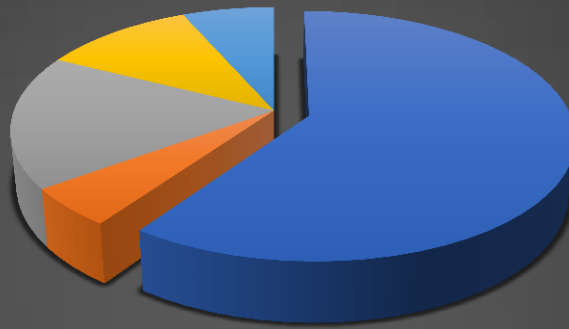
The Foundation's Financial Picture



- Individual Supporters
- Chapter donation
- La ARMA Nostra
- ARMA Member Renewals - Foundation Support
- Endowment
- Honorariums
- Investment Income

Where does support for the Foundation come from

Individual Supporters	\$ 13,054
Chapter donation	\$ 5,000
La ARMA Nostra	\$ 3,285
ARMA Member Renewals - Foundation Support	\$ 1,771
Endowment	\$ 1,200
Honorariums	\$ 800
Investment Income	\$ 54,435
TOTAL	\$ 79,545



- Operational Expenses
- Research
- Access Scholarships
- Graduate Scholarships
- La ARMA Nostra Scholarships

The Foundation Expenditures

Operational Expenses	\$ 27,298
Research	\$ 2,333
Access Scholarships	\$ 8,000
Graduate Scholarships	\$ 5,000
La ARMA Nostra Scholarships	\$ 3,000
TOTAL	\$ 45,631

The Board of Trustees thanks all who supported the Foundation and generously contributed to its programs, especially Access, La ARMA Nostra, and ARMA International and its Regions, Chapters and members. The success of the Foundation's research and scholarship programs is due to this commitment.

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