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## ICRM Mission and Vision Statements

**Vision:** The Institute of Certified Records Managers® (ICRM) is the certifying body for Records and Information Management (RIM) professionals, recognized and valued by employers and RIM practitioners world-wide

**Mission:** To certify RIM professionals as Certified Records Managers® (CRM) and administer a certification maintenance program

## President's Message

*Debra Gearhart, CRM, FAI  
President, ICRM*

What a busy spring! I am so glad I retired from my full-time position with state government last year. The ICRM presidency sometimes seems like a full time job in itself! I don't recall Steve Golden, our Chairman, sharing with me just how busy it can be! However, busy means great things are happening. The ICRM Board of Regents met for the annual Spring Board meeting April 7-10, in Atlanta, Georgia. We went into the meeting with a huge agenda and came out reporting great accomplishments and plans for new initiatives. The beginning of the meeting set the stage to review the ICRM's new Strategic Business Plan. The plan was revised and initial reporting was received on action items assigned from the fall board meeting. I'm proud of both the new plan and the work being done by the Board.

John Naisbitt, author of the #1 bestseller *Megatrends*, once said, "Strategic planning is worthless - unless there is first a strategic vision." A plan's vision is really the endgame, or what the program would look like if all its goals were achieved. The

ICRM's vision follows: "The Institute of Certified Records Managers® (ICRM) is the certifying body for Records and Information Management (RIM) professionals, recognized and valued by employers and RIM practitioners world-wide." I believe the key words in this statement "recognized and valued" are so very important. I'm confident that our current certified records managers indeed value their designation.

What's maybe more important is that their employers understand and recognize the value of certification.



New certifications are cropping up every day. A recent Google® search for “certified information manager” resulted in over 61,000 hits. In reviewing this search, I found it very difficult to understand what this certification really means, obviously different to many around the world, depending on whom was doing the certification. A local college near my home was offering a “certified information manager” designation; attainable after successfully passing a course. Is this truly a certification? Or is it a certificate?

The Certified Records Manager designation is one by which persons involved in records and information management could be measured, accredited, and recognized in accord with criteria of experience and knowledge established by their peers. Our 36-year history of successful certification is one recognized by many and valued by those that achieve it.

The ICRM’s Strategic Business Plan is divided into three major parts: 1) Opportunities for Growth; 2) Increased Recognition; and 3) Business Process Improvement.

The plan, initially developed in the fall of 2010, already contains important deliverables including:

- The development of supplemental certifications
- Dynamic branding strategy
- Formalized and licensed CRM Examination Preparation product
- New website
- Revision of the CRM Exam outline
- Exploration of new revenue streams

The Board of Regents will provide reports to the membership concerning ICRM strategic initiatives, and I welcome your comments, suggestion or questions.

Other important accomplishments at this Board meeting include:

- Establishment of a new Project Manager Position
- Review and update of the ICRM Bylaws
- Direction to proceed with development of an ICRM Social Media Policy
- Appointment to fill vacancy for Regent of Examination Administration
- Approval of new financial policies
- Creation of an Alan Andolsen Award

The rest of the summer will be busy with ICRM presence at the PRISM Conference, ARMA Canada, ARMA Regional Leadership Conferences and CRM Examination Preparation workshops. I’m looking forward to these events and most of all, promoting the most important RIM credential out there!

## ICRM Leadership Report

### 2011 Election Results

The ICRM announces its 2011 Election results for the Board of Regents. Please join me in congratulating the following members on their newly elected positions, they will begin terms effective January 1, 2012:

- Dave McDermott, CRM, FAI —President-Elect
- Brice Sample, CRM—Regent, Exam Administration
- Rae Lynn Haliday, CRM—Regent, PR, Marketing & Professional Development
- Wendy McLain, CRM—Regent, Legislation & Appeals

Respectfully submitted,

**Steven J. Golden, CRM**, Chairman, ICRM Board of Regents

### Financial

For the first half of 2011, our attention has been focused on improving our financial policies and infrastructure. We instituted formal purchasing guidelines for elected officials and volunteers, which include spend restrictions based on thresholds and clarity around who can commit funds on behalf of the ICRM.

The Board of Regents also agreed at the 2011 Spring Board Meeting to pursue a revised travel policy which reduces expenditures for the ICRM. The Board of Regents began operating within the spirit of these guidelines while the policy is being revised.

Other improvements include changes to payment processes to ensure that our financial position data is available more quickly, and adjusted liability insurance coverage to protect the organization and those who support it through elected and volunteer positions. Dave McDermott, CRM, FAI, has been appointed by the Board of Regents, to Chair a Financial Review Committee.

The Committee will begin its work this year with first quarter information. Looking to the coming quarters of 2011 we will pilot revised A/R and A/P processes with our current accounting system so that we can launch a fresh environment for 2012 data.

The goal is to exploit the capabilities of our existing application, consolidate information for improved reporting, and make it more accessible virtually. This will improve transition of the Treasury function from administration to administration, and allow for greater separation of duties between our administrative office, the Treasurer and Assistant Treasurer in the future.

## Summary Income Statement Q1

| Revenues & Gains                       |          |
|--|----------|
| Annual Dues, Late Fees, Reinstatements | \$99,927 |
| Testing Fees – Pearson Vue             | \$1,525  |
| Interest                               | \$13     |
| Expenses & Losses                      |          |
| General Operating Expenses             | \$17,391 |
| Payment Processing Fees                | \$2,787  |
| Exam Development Activities            | \$6,722  |
| Board Meeting Expenses                 | \$4,653  |
| Certification Maintenance Credits      | \$4,163  |
| CRM Examination Preparation            | \$0      |
| Partner Conferences                    | \$1,235  |

**Donna G. Vitalie, CRM**, ICRM Treasurer

## Examination Development

Exam Development Committee met March 18-20, 2011 in Boynton Beach, Florida

- Forty-seven new questions added to Parts 1-5 and seven questions removed
- Two new Part 6 questions added

The examination outline for Parts 1-5 were reviewed and updated. These recent changes to the examination outline will be effective beginning January 2012.

**Don Schewe, CRM, Ph.D.**, Regent for Exam Development

## Public Relations, Marketing and Professional Development

Two of the biggest projects for this position for 2011 include the launch of Phase I of the new ICRM website (June 15, 2011), and the completion of a business plan to formalize and license the Institute's CRM Examination Preparation product.

Member feedback received to date on the new website has been very positive and has included additional comments that will be considered by the Board of Regents for Phase II which will address changes needed in the database regarding navigation and operations.

The CRM Examination Preparation product will be deployed in January of 2012. CRMs and CRM Candidates will receive communications and information prior to the ARMA Conference in October 2011 and during this event. The product will provide for direct marketing to prospects, and the means for chapters and industry specific associations to deliver front line support to the Institute in implementing a formal, branded and consistent process to prepare professionals for successfully passing the CRM examinations.

If you are an ARMA chapter president, please consider adding a CRM Examination Preparation Workshop to your 2012 program schedule in lieu of the above-noted product implementation. Contact me at (314)646-4572 or by email at [haliday@stlzoo.org](mailto:haliday@stlzoo.org) to discuss how the ICRM can help you establish a formal program to promote the CRM as a professional development opportunity for your membership and how it can directly promote the growth of your organization.

Additional goals accomplished in 2011:

- Facilitated CRM Examination Preparation Workshops for St. Louis Chapter of ARMA (February and September 2011), Mid-Atlantic Chapter of ARMA (June 2011), the Atlanta Region in conjunction with the ICRM Spring Board Meeting (April 2011) and the Greater New Orleans Chapter of ARMA (July 2011).
- Coordinated Post Conference CRM Examination Preparation Workshop to be held in conjunction with the ARMA International Conference October 17-19, 2011 in Washington, DC.
- Currently reviewing letters of interest for position of Newsletter Editor.



Greater New Orleans Chapter of ARMA CRM Examination Preparation Workshop  
Debra Gearhart, CRM, FAI,  
Rae Lynn Haliday, CRM, and  
Wendy McClain, CRM

**The 2010 ICRM Salary Survey results are available by using the following link: <http://svy.mk/r3pMaQ>**

**Rae Lynn Haliday, CRM**, Regent for PR, Marketing and Professional Development

## Call for Newsletter Articles & Information

*Rae Lynn Haliday, CRM  
Acting Editor*

The ICRM newsletter provides for a primary communication tool between the Board of Regents, its standing committees and the membership and as a source for information relevant to its core mission, vision, values.

If you would like to submit a professional article, recommendation or have additional information that you feel would be appropriate for the Newsletter, please contact me at (314) 646-4572 or by email at [haliday@stlzoo.org](mailto:haliday@stlzoo.org).

The deadline to submit articles for the 2011 summer issue of ProfessionNotes is August 15, 2011.

## Newsletter Publishing Schedule

*ProfessioNotes* is published four times a year (winter, spring, summer and fall) by the ICRM. Deadline to submit items for Summer issue of ProfessionNotes is August 15, 2011.

Articles, inquiries, letters to the editor, or other comments should be directed to Rae Lynn Haliday, CRM, Acting Editor, (314) 646-4572 or by email at [haliday@stlzoo.org](mailto:haliday@stlzoo.org).

**Rae Lynn Haliday** CRM, Acting Editor

e-mail: [haliday@stlzoo.org](mailto:haliday@stlzoo.org)

## Editorial Policy

Authors' statements, either fact or opinion, are their own and do not express the official policy of the ICRM. While the advice and information in this newsletter are believed to be true and accurate at the time of publication, neither the authors nor the editor can accept any legal responsibility for errors or omissions. The ICRM makes no warranty expressed or implied with respect to the material contained herein. Letters to the Editor are welcome. Letters must be signed and are subject to editing.

## How to Contact the ICRM

The Institute of Certified Records Managers (ICRM) is a certifying body established to develop and administer a certification program for professional records managers. Contact information for the ICRM is as follows:

### **Mailing Address:**

Institute of Certified Records Managers  
403 East Taft Rd.  
North Syracuse, NY 13212

### **Phone and Website:**

(877) 244-3128  
(Toll-free USA and Canada)  
Alternate Telephone: (315) 234-1904  
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Website: [www.ICRM.org](http://www.ICRM.org)  
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## Member in the Spotlight

For this issue we interviewed Lee Michael, Records Program Administrator for the National Renewable Energy Laboratory in Golden, Colorado. He has been a CRM since January 1999, and has worked in the field for more than 25 years.



**Lee Michael, CRM**

Lee tells us, "I was born in Richland, Washington, a community located in the high desert corner of the state, diagonally across the state from Seattle. I now live in Arvada

Colorado, which is in between Denver and Boulder, nestled against the foothills of the Rocky Mountains. I was always a business student, even in high school. After high school, I spent a few years finding myself, so I started college when I was in my late 20's and always went at night; always while working full time. I now have Bachelor's and Master's degrees in business."

When asked about how he discovered Records Management he said, "I have basically known about records management all of my life. My mother held several records management positions while I was growing up, so the awareness has always been there. As you might expect, my mother was very helpful to me in getting my first couple of record jobs. She inspired me to grow within the field, but also tried to convince me to get out of the field. Obviously, I didn't listen to her! I never really had a true records management mentor, but have relied on the members of records management listserv (I've been signed on continually since 1995), and other colleagues within my industry to help me navigate the challenges of the profession and my jobs."

As a candidate back in the late 1990s Lee said he found the testing portion of the certification "the easy part". "I took the first 5 parts at the same time and passed all 6 parts on my first attempt." When preparing for the CRM exams Lee related that he encountered challenges long before the testing. Lee said, "My first challenge was convincing my employer that they needed and wanted a CRM on staff. No one working for my employer at the time was a CRM, and they basically needed to be educated on the importance and value of the certification. "My next challenge was in preparing for the tests. At that time, records management information accessible through the web was minimal. The ICRM test questions were actively being rewritten and updated to reflect the current environment but the study materials were not as current as the questions. I'll just say that there was a lot more effort necessary than just ordering the materials from the ICRM bibliography."

Lee spoke of his experiences during his career, and some of the opportunities he would have liked. For example, he said, "I've always been envious of others within our profession who were called to clean out attics or basements and discovered historically-significant documents. I've not been fortunate in that way (yet).

I've spent lots of time dressed in personal protective equipment (PPE), searching through entire buildings of abandoned, potentially contaminated or radioactive records before the buildings were demolished (with the records still in place)."

During his career Lee has been fortunate to work for managers and companies that supported his desire to continually learn and develop his knowledge and skills in this profession.

He said, "Along the way, I have had the opportunity to develop and implement entire records programs several times, in very different situations and have many other varied experiences. Where else can you look through files that are 25 years old, have a meeting with a senior executive, sign an affidavit for your senior counsel, and answer questions from a colleague in a different country, all in the same day? I have never been shy to ask others for guidance, assistance, or support, and hope that others can rely on me to give the rock solid information they seek."

"I believe that the members of the records management profession are some of the most helpful and supportive people I have ever met. We all seem to help others within



the profession, and are always willing to answer questions or provide guidance to others. There are probably lots of reasons for this camaraderie, including the constant search for outside recognition of the profession, but I have always appreciated the "sense of community."

"When preparing for the CRM examinations, I worked with a fantastic mentor from my local ARMA chapter, Ellie Myler (thanks again, Ellie!). Since that time, I have continued to recommend to CRM candidates that they work with someone while preparing for the tests, actually practice writing part 6 answers in the time allowed, and that part 6 is a time management exercise."

## NEW CRMs

Congratulations to the following individuals in the U.S. and Canada who earned their Certified Records Manager (CRM) designation by passing the Part 6 examination in February, 2011:

- Robert K. Conti, CRM**, Rochester, NY
- Robert E. Davies, CRM**, Moncton, NB CANADA
- Charles B. Gunti, CRM**, Tucker, GA
- Teresa Cumbie Johnson, CRM**, Dallas, TX
- Deborah H. Juhnke, CRM**, Lawrence, KS
- Leslie Koziara, CRM**, Tumwater, WA
- Eleanor Ozaeta, CRM**, Bakersfield, CA
- James Robert Presley, CRM**, St. Johns, FL
- Kathleen S. Smith, CRM**, Issaquah, WA
- Jessica Velie, CRM**, Austin, TX
- Lori A. Wells, CRM**, Simi Valley, CA
- Michael S. Wells, CRM**, Seattle, WA

Congratulations to the following individuals in the U.S. and Canada who earned their Certified Records Manager (CRM) designation by passing the Part 6 examination in May, 2011:

- Laurie B. Blandino, CRM**, Baton Rouge, LA
- John E. Bowen, CRM**, Bettendorf, IA
- Debra Dunsmore, CRM**, Edmonton, AB CANADA
- Henry Gozdz, CRM**, Glen Rock, NJ
- Michelle L. Kirk, CRM**, Chamblee, GA
- Kim M. Mayberry, CRM**, Snellville, GA
- Daniel E. McKnight, CRM**, Fairfield, CT
- Mauricio H. Perry, CRM**, Weston, FL
- Nancy M. Perry, CRM**, Irvine, CA

## Code of Ethics

Certified Records Managers® should maintain high professional standards of conduct in the performance of their duties. The Code of Ethics is provided as a guide to professional conduct.

1. Certified Records Managers have a professional responsibility to conduct themselves so that their good faith and integrity shall not be open to question. They will promote the highest possible records management standards.
2. Certified Records Managers shall conform to existing laws and regulations covering the creation, maintenance, and disposition of recorded information, and shall never knowingly be parties to any illegal or improper activities relative thereto.
3. Certified Records Managers shall be prudent in the use of information acquired in the course of their duties. They should protect confidential, proprietary and trade secret information obtained from others and use it only for the purposes approved by the party from whom it was obtained or for the benefit of that party, and not for the personal gain of anyone else.
4. Certified Records Managers shall not accept gifts or gratuities from clients, business associates, or suppliers as inducements to influence any procurements or decisions they may make.
5. Certified Records Managers shall use all reasonable care to obtain factual evidence to support their opinion.
6. Certified Records Managers shall strive for continuing proficiency and effectiveness in their profession and shall contribute to further research, development, and education. It is their professional responsibility to encourage those interested in records management and offer assistance whenever possible to those who enter the profession and to those already in the profession.

## ICRM 2011 Examination Schedule

### Summer:

Parts 1-5, August 1-5, 2011; Part 6, August 11, 2011

Registration Open: May 20, 2011 - July 28, 2011

### Fall:

Parts 1-5, November 7-11, 2011; Part 6, November 17, 2011

Registration Open: August 19, 2011 - November 3, 2011

## Attention CRMs

### Certification Maintenance Cycle:

Remember, in order to maintain the CRM designation, you must earn 100 hours every five years. Log onto the ICRM database to keep track of when the cycle ends and your total maintenance points.

### Six Month Rule:

You must apply for Certification Maintenance within 6 months of the activity.

## Decertifications

Certification has been revoked for the following individuals:

Tomi Bonneville, Carol Borland, John Bryan III, Charles Childress, Eric Collins, Elaine Duemler, Alice Duncan, David Gray, Eleanor Kidd, Marie Koenings, Jean Matson, Seymour Pomrenze, Barbara Rust, Robert Sanders, James Tamaro, Muriel Thomas, Garron Wells, Bill Wielheesen.

Decertified CRMs cannot use "CRM" or "CRM Retired" as it relates to their being a Certified Records Manager and cannot use the designation in official or unofficial transactions or activities.



Obtain ICRM materials for  
the most current information  
on exam preparation

Create a successful  
path to certification

Have the most  
up-to-date information

A terrific networking  
opportunity



## What Makes Nuclear Information and Records Management Different?

*Steve Adams, CRM/NS, Senior Records Analyst, NARA*

What makes nuclear information and records management different from other organizations? Is it the fact that the nuclear records have to be maintained for long periods of time? Is it the fact that the records may be critical for protecting life? Or is it that the nuclear industry is one of the most closely regulated in the country? "It is, in fact," all of these. That is not to say that other organizations or industries are also closely regulated, or that their records may need to be retained for extended periods of time, or that the records may be vital for protecting life.

What makes nuclear records so important and as a result have an organization – the Nuclear Information and Records Management Association (NIRMA) – devoted solely to providing guidance for the management of these records, is that nuclear materials are some of the most dangerous materials in the world. The nuclear materials managed properly; and the records and information used to control their use, track their locations, and ensure their proper handling must also be created, maintained to ensure that we know where the nuclear materials are and how they are being used.

For 35 years NIRMA has made this their mission. It has developed and provided technical guidance to the nuclear industry to help ensure the safe management of the industry and the nuclear materials.

At present NIRMA has an ANSI/NIRMA standard (ANSI/NIRMA CM 1.0 - 2007), 15 Technical Guidelines, three Position Papers on Configuration Management, and three White Papers all designed to assist the nuclear industry in managing their records and information to be in compliance with the Nuclear Regulatory Commission (NRC) and the International Atomic Energy Agency (IAEA).

The ANSI/NIRMA CM 1.0 - 2007 provides guidance to the industry on configuration management, which is critical to ensure that the correct design and configuration documents are maintained and available when needed. When a change is made at a nuclear facility, the documentation related to the change must be tracked and managed so that obsolete documents are not inadvertently accessed whenever work needs to be performed at the facility. Additional information is made available to the industry through the three Position Papers covering the CM program, CM enhancements (making the program better), and CM information systems.

The Technical Guidelines cover such topics as managing electronic records, ensuring authentic records and media, software quality assurance documentation, drawing management,

microfilming, managing vendor technical information, and training records management. The Technical Guidelines are being updated continuously as the technologies and methodologies change. NIRMA's Regulations and Information Management Business Unit has recently completed the revisions of four vital guidelines: TG 11 - Authentication of Records and Media, TG 15 - Management of Electronic Records TG 16 - Software Quality Assurance Documentation, and TG 21 - Required Records Protection, Disaster Recovery, and Business Continuation.

One of the important aspects of the work that NIRMA does in developing guidelines and related documents is that we do not work alone. We collaborate with other entities in the nuclear field. NIRMA works with organizations such as the Nuclear Energy Institute (NEI), American Nuclear Society (ANS), American Society of Mechanical Engineers (ASME), the NRC and IAEA.

NIRMA members worked closely with the IAEA on developing guidance on the long term management of decommissioning records for nuclear facilities, and we worked with NRC staff in revising the four above mentioned TGs.

NIRMA also has close relationships with ICRM, ARMA and AIIM. The relationship with ICRM is somewhat unique in that, NIRMA offers a CRM designation above the CRM. It is the Nuclear Information and Records Specialist (NS). To achieve the NS designation, one must have a CRM, be a member of NIRMA and have at least three years of experience in the nuclear field. There are only 13 individuals that hold the NS designation. We would certainly like to see more. It is a challenge, but those who are an NS believe it is worth the effort. Even with recent events in Japan, the nuclear industry is having a resurgence with new plants being planned and new licenses being sought.

Is records management in the nuclear industry different from other types of records and information management?

When we consider the work that NIRMA does to support the records and information management in nuclear field, it appears that yes, this is a different breed. I have been involved with nuclear information and records for more than 12 years, and it has truly been a challenging and exciting field. I had ten years of experience in records and information management before I got involved with nuclear records and I had my CRM, so I thought I knew something about records. From the beginning of my relationship with NIRMA, I have learned so much more when it comes to the information and records management field.

## Perspective on the ICRM Board of Regents from a Newbie

*Mary Denker Hillard, CRM*

When I became a CRM in 2005, my certification was signed by the President and Secretary of the ICRM Board of Regents. I didn't know who they were and it really wasn't a concern to me because I had the certification and was now a part of the CRM community. I truly had no knowledge about the ICRM or the work that was done by the Board of Regents. My main focus had been to pass the exams and become a CRM; that was enough for me!!



In the subsequent years, I stopped by the CRM Lounge and went to annual meetings while attending the ARMA Conference and gradually got to know some of the Regents. I also volunteered as a grader and served on a committee which gave me exposure to some of the inside work of the ICRM. When I decided to run for a board position, however, I still didn't fully grasp the scope of the work done by the ICRM Regents.

Last fall, after being elected as Regent of Examination Grading, I attended my first Board meeting and was introduced to the "full monty" of its work in two and a half days of 9 – 10 hour meetings that covered all aspects of the current administration and future direction of the ICRM. I quickly realized this Board was not a group of figureheads but a hard-working group of individuals where each role has substantive responsibilities that fuel the engine of the Institute.

Each Board member not only has responsibility for a specific area of the work of the Institute but also collaborates with other members on strategic issues that have great importance to the future relevance of our valuable certification. The Board is ably assisted by a couple of paid staff members but the primary work of the Institute is done through volunteer service by the Regents.

I hope I can begin to provide as much value in my role as have the people who came before me. They have carried the torch that has led us to our current status. I also encourage each member of the Institute to consider volunteering in some capacity to help promote the value of our credential and to support the work we do to advance our profession.

## Testimonials to the Value of the CRM

"I know that becoming a Certified Records Manager (CRM) is vital to my career, and I am glad to have achieved so much on my first attempt."

*Thom Souza,  
Records Management  
Specialist, Orange  
County Sanitation  
District  
Fountain Valley, California*



Thom took Parts 1-5 in one sitting and successfully passed four of them on his first attempt. Congratulations to Thom's recent success!

Now that a CRM candidate can test up to 4 times a year, and has the ability to take Part 6 the week following their successful passing of Parts 1-5, there is more incentive to move through the process well below the 5-year requirement. We are seeing a trend towards this candidate strategy.

Additionally, with the ICRM Examination Preparation product set for deployment in January of 2012, the CRM candidate can be certain they will have broad and convenient access to high quality programs endorsed and overseen by the Institute to assist them with any and all of their test preparation needs.

## NIRMA Annual Conference

NIRMA will be celebrating its 35th anniversary this year. The annual conference is being held August 14 – 17, 2011 at the J.W. Marriott in Summerlin, Las Vegas, NV. As always we are hoping to exceed our expectations of having a successful conference. Our focus will be on issues that we are currently dealing with in nuclear industry. These topics include new plant information management, knowledge management, cyber security both internal and external, government related issues, decommissioning of nuclear facilities, digital migration strategies and new technologies.

We will have three keynote speakers this year: Adam Heflin, Senior VP and Chief Nuclear Officer for Ameren; Paul Wester, Chief Records Officer for the Federal Government; and William Gott, Chief, Operations Branch, Division of Preparedness and Response, Office of Nuclear Security and Incident Response, Nuclear Regulatory Commission.

With this celebratory year come some changes to the NIRMA Information Management Conference particularly on Sunday. At previous conferences, Sunday was focused primarily on First-Time attendees, but this year we are expanding Sunday's activities to include everyone that is attending the conference. The Sunday sessions will be a combination of Workshops and Technical Sessions. We will have fundamental sessions on Records Management, Document Management and Regulatory Requirements, but the focus will be on what is new in these areas as well as a review of the basics. We will have the CRM and NS sessions. The other Sunday sessions will be more technical in nature such as electronic records management and the latest Cloud Computing.

The regular technical sessions will be dealing with many of the important issues mentioned above. As you can imagine, with the events that have occurred in Japan recently, there will be considerable discussion about what happened and what can be done to prevent it in the future.

The conference won't just be focused on topics, work, problems, etc; there will also be time to get together and share good times. We will have our Sunday Reception and on Tuesday will be our 35th Anniversary celebration.

We also have our exhibitors who bring much to the conference. Meeting with them gives us a chance to learn more about the new technologies that are driving so many of the changes in the records and information management world.

We are expecting that at this year's conference there will be representatives from France, Japan, Togo, Africa and China, and from the International Atomic Energy Agency in Vienna, Austria. Having attendees from other nations adds to our learning and understanding of the issues surrounding the preservation of records and information on a world-wide scale.

As in the past we are looking for new presenters to speak at this year's conference. Many of us have been to the conference over the years and have learned a considerable amount, and many of us have gained a great deal of knowledge and experience that can be shared with others. This is your opportunity to come forward and be recognized. Take the chance and submit your proposal to speak on what you know.

The NIRMA Information Management Conference is the premier information management conference for learning how to manage records and information in a highly regulated environment. We encourage everyone with an interest in this environment to attend the conference.

If you are interested in learning about nuclear records and information management, please attend the Nuclear Information Management Conference, August 14-17, 2011 at the J.W. Marriott in Summerlin, Las Vegas, NV. For registration information visit [nirma.org](http://nirma.org) or contact Jane Hannum at (603) 432-6476.

## ICRM Pre-Approved CMP Activities

| Activity Date | Activity  | Credit Hours | Sponsor                   |                    |
|---------------|---|--------------|---------------------------|--------------------|
| 8/2/2011      | Medical Records Law in Illinois - Tinley Park                         | 6            | Lorman Education Services | Tinley Park, IL    |
| 8/3/2011      | Medical Records Law in Nevada - Las Vegas                             | 6            | Lorman Education Services | Las Vegas, NV      |
| 8/3/2011      | Medical Records Law in Maryland - Gaithersburg                        | 6            | Lorman Education Services | Gaithersburg, MD   |
| 8/3/2011      | WSOD2989 Taking a Strategic Approach to RIM Program Development       | 1            | ARMA International        | Online             |
| 8/4/2011      | Medical Records Law in Nebraska - Omaha                               | 6            | Lorman Education Services | Omaha, NE          |
| 8/8/2011      | WSNS2990 Cloudy with a Chance of RIM                                  | 1            | ARMA International        | Online             |
| 8/10/2011     | OSHA's Record Keeping Rules in Washington - Renton                    | 6            | Lorman Education Services | Renton, WA         |
| 8/11/2011     | Medical Records Law in New Jersey - Edison                            | 6.5          | Lorman Education Services | Edison, NJ         |
| 8/14/2011     | NIRMA 2011 Information Management Conference                          | 14           | NIRMA                     | Las Vegas, NV      |
| 8/15/2011     | WSNS2999 Where in the World? Geotagging for RIM Practitioners         | 1            | ARMA International        | Online             |
| 8/22/2011     | WSNS3000 Overcoming the Jargon: Bridging the RIM and IT Verbal Divide | 1            | ARMA International        | Online             |
| 8/23/2011     | Medical Records Law in Indiana - South Bend                           | 6            | Lorman Education Services | South Bend, IN     |
| 8/29/2011     | WSNS2991 The Semantic Web: Web 3.0 and Information Management         | 1            | ARMA International        | Online             |
| 8/30/2011     | Document Retention and Destruction in Hawaii - Honolulu               | 6.5          | Lorman Education Services | Honolulu, HI       |
| 8/30/2011     | Medical Records Law in Arizona - Phoenix                              | 6            | Lorman Education Services | Phoenix, AZ        |
| 9/5/2011      | WSNS2992 Electronic Health Records I: Paperless and Beyond            | 1            | ARMA International        | Online             |
| 9/8/2011      | Social Business Conference  | 6            | AIIM                      | Silver Springs, MD |
| 9/12/2011     | WSNS2996 Data Privacy Meets Records Management                        | 1            | ARMA International        | Online             |
| 9/13/2011     | What You Need to Know About Public Records and Open Meetings          | 6            | Lorman Education Services | Worthington, OH    |
| 9/15/2011     | Medical Records Law in Tennessee                                      | 6            | Lorman Education Services | Knoxville, TN      |

# ProfessionNotes

| Activity Date | Activity   | Credit Hours | Sponsor                   |                |
|---------------|--|--------------|---------------------------|----------------|
| 9/19/2011     | WSNS2993 Electronic Health Records II: EHRs, EMRs, LHRs, and PHRs - Deciphering the Alphabet Soup  | 1            | ARMA International        | Online         |
| 9/20/2011     | AIIM Boot Camp - Boston, MA  | 4            | AIIM                      | Boston         |
| 9/22/2011     | AIIM Boot Camp - New York, NY  | 4            | AIIM                      | New York       |
| 9/26/2011     | WSNS3001 When to Outsource Your RIM Practices  | 1            | ARMA International        | Online         |
| 9/28/2011     | AIIM Boot Camp - Washington, DC  | 4            | AIIM                      | Washington     |
| 9/30/2011     | Medical Records Law in New York - New York   | 6            | Lorman Education Services | New York       |
| 10/3/2011     | WSNS2995 E-Mail Archiving: Avoiding an "End-Run" around RIM  | 1            | ARMA International        | Online         |
| 10/4/2011     | AIIM Boot Camp - Minneapolis, MN   | 4            | AIIM                      | Minneapolis    |
| 10/6/2011     | AIIM Boot Camp - Chicago, IL   | 4            | AIIM                      | Chicago        |
| 10/12/2011    | AIIM Boot Camp - Atlanta, GA   | 4            | AIIM                      | Atlanta        |
| 10/13/2011    | What You Need to Know about Public Records and Open Meetings In Utah                               | 6            | Lorman Education Services | Salt Lake City |
| 10/14/2011    | Medical Records Law: HIPPA, HITECH and Beyond in Idaho   | 6            | Lorman Education Services | Boise          |
| 10/15/2011    | 2011 ARMA Pre-Conference: Business Continuity: How to Plan, Protect and Recover                    | 4            | ARMA International        | Washington     |
| 10/16/2011    | 2011 ARMA Pre-Conference: The Versatility of SharePoint: How It Maximizes Legal and Business Value | 4            | ARMA International        | Washington     |
| 10/16/2011    | 2011 ARMA Pre-Conference: A Hands-On Approach to Developing RIM Policies and Procedures            | 4            | ARMA International        | Washington     |
| 10/16/2011    | 2011 ARMA Pre-Conference: A Technology Survival Guide for Today's E-Records Environment            | 4            | ARMA International        | Washington     |
| 10/17/2011    | 2011 ARMA International Annual Conference  | 14.5         | ARMA International        | Washington     |
| 10/18/2011    | Medical Records Law in Virginia - Roanoke  | 6            | Lorman Education Services | Roanoke        |
| 10/18/2011    | AIIM Boot Camp - Toronto, Canada   | 4            | AIIM                      | Toronto        |
| 10/25/2011    | Medical Records Law in Arizona - Tucson  | 6            | Lorman Education Services | Tucson         |
| 11/4/2011     | Medical Records Law In Indiana - Indianapolis  | 6            | Lorman Education Services | Eau Claire     |
| 11/18/2011    | Medical Records Law in Florida - Miami   | 6            | Lorman Education Services | Miami          |