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Description of document: Federal Information and Records Managers' Council (FIRM) Board minutes and agendas, 2005-2010

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Source of document: National Freedom of Information Officer
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (2822T)
Washington, DC 20460
Fax: (202) 566-2147
E-mail: hq.foia@epa.gov

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RECORDS INCLUDED

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Wednesday November 9, 2005

Federal Information and Records Managers (FIRM) Council Board of Directors Meeting, Minutes of November 9, 2005

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Thursday January 12, 2006

Minutes of January 12, 2006, Federal Information and Records Managers (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Thursday March 16, 2006

Minutes of March 16, 2006, Federal Information and Records Managers (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Wednesday, May 17, 2006

Minutes of May 17, 2006, Federal Information and Records Management (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Wednesday, July 12, 2006

Minutes of July 12, 2006, Federal Information and Records Management (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Wednesday, October 4, 2006

Minutes of October 4, 2006, Federal Information and Records Management (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Wednesday, January 14, 2007

Firm Council Meeting, January 24, 2007 [minutes]

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting, Tuesday, March 6, 2007

Federal Information and Records Managers' Council (FIRM) Council FORUM Agenda, March 20, 2007

Minutes of March 6, 2007, Federal Information and Records Management (FIRM) Council Board of Directors Meeting

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting,
Wednesday, October 15, 2008,

Agenda, Federal Information and Records Managers' Council Board of Director's Meeting,
Thursday, February 12, 2009

Meeting Minutes of February 12, 2009, Federal Information and Records Management
(FIRM) Council Board of Directors Meeting

Federal Information and Records Managers (FIRM) Council Board of Directors Meeting,
Meeting Agenda for: April 15, 2009

Meeting Minutes of April 15, 2009, Federal Information and Records Management (FIRM)
Council Board of Directors Meeting

Federal Information and Records Managers (FIRM) Council Board of Directors Meeting,
Agenda for: July 23, 2009

Meeting Minutes of July 23, 2009, Federal Information and Records Management (FIRM)
Council Board of Directors Meeting

Federal Information and Records Managers (FIRM) Council Board of Directors Meeting,
Agenda for: September 30, 2009

Minutes for September 30, 2009, Federal Information and Records Management (FIRM)
Council Board of Directors Meeting

Minutes of April 27, 2010, Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

2010-09-23 Board Agenda



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

December 8, 2010

OFFICE OF CHEMICAL SAFETY
AND POLLUTION PREVENTION

Re: your on-line FOIA Request, EPA # HQ-FOI-00256-11

In response to your on-line FOIA request received by EPA on November 8, 2010, please find enclosed copies of the FIRM Board minutes and agendas for the past 5 years. Many of these are also on our website at <http://firmcouncil.org> under the calendar heading. The September 2010 meeting notes have not been typed yet, so I am enclosing a copy of my notes for this meeting. The final version will be posted to our website upon approval by the Board.

If you consider this response a denial, you have the right to appeal to the National Freedom of Information Officer, U.S. EPA, FOIA and Privacy Branch, 1200 Pennsylvania Avenue, N.W. (2822-T), Washington, D.C. 20460 (U.S. Postal Service Only), FAX: (202) 566-2147, E-mail: hq.foia@epa.gov. Only items mailed through the United States Postal Service may be delivered to 1200 Pennsylvania Avenue, N.W. If you are submitting your appeal via hand delivery, courier service or overnight delivery, you must address your correspondence to 1301 Constitution Avenue, N.W., Room 6416J, Washington, D.C. 20004. Your appeal must be made in writing, and it must be submitted no later than 30 calendar days from the date of this letter. The Agency will not consider appeals received after the 30 calendar day limit. The appeal letter should include the FOI number listed above. For quickest possible handling, the appeal letter and its envelope should be marked "Freedom of Information Act Appeal". The letter should be closed with "Sincerely" a signature and a signature block.

If you have any questions, please contact me at calvo.kathy@epa.gov or (202) 564-8089.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen Calvo".

Kathleen Calvo, CRM
Board Secretary, Federal Information and Records Management (FIRM) Council

cc: Eyvone Petty-Callier, FOIA Coordinator, OSCPP, IMD, RDMB

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Wednesday November 9, 2005
10:00 to 12:20 NARA,
Adams Room, downtown, PA Ave. entrance

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of September 14th Meeting CB
- ❖ FIRM History (project update) JV
- ❖ Summit Program follow-up (members, mailing list, etc...) KS/SL
- ❖ Report on Advisory Committees DB / OH / SE
- ❖ Discussion on FIRM response to NARA Strategic Planning All
- ❖ Discussion on NARA Report Card idea All
- ❖ Administrative:
 - Holiday Luncheon Committee (December 7)
 - Old Ebbitt's Grill CC
 - Webpage Issues (if any) CT
 - Nominations Committee SL
 - External FIRM presentations JPD
- ❖ FIRM Spring Meeting – FOSE – March 7-9, 2006 All
 - Discussion of Site / Logistics
 - Registration / Topic / Promotion
- ❖ On-Going Discussion of NARA / FIRM partnership issues:
 - Upcoming Meeting with Archivist NA
 - Samples of approved "big bucket" schedules? NARA
 - Finding Aid for Record Groups (258 index?) All
- ❖ New Business
- ❖ Review of Action Items and Upcoming Events adjourn
 - Next Board Meeting January 11th 2006
- ❖ NARA RM Tool-Kit Usability Pamela Mason and others

Federal Information and Records Managers (FIRM) Council
Board of Directors Meeting
Minutes of November 9, 2005

A meeting of the FIRM Board of Directors was held at 10:00 a.m. on Wednesday, November 9th, 2005, in the Adams Room, National Archives I, between 7th and 9th Street, Pennsylvania Ave, Washington, D.C.

Members of the Board present are listed in the table below.

Guests attending after the FIRM meeting included Pamela Mason (NARA) and team members who provided a presentation on NARA RM Tool-Kit Usability.

Name	Agency	Phone No.	Email
Pollard, Steve	USDA	202-720-3359	steve.pollard@usda.gov
Strickler, Tammy	FBI	202-324-8850	tammy.strickler@ic.fbi.gov
Schultz, Kathy	DHS	202-692-4220	kathy.schultz@dhs.gov
Brock, Carol	GAO	202-512-3435	brockc@gao.gov
Levenson, Stephen	ADUSC	202-502-2625	
Fugitt, Bette	FBI	202-324-4863	efugitt@leo.gov
Thomas, Cheryl	FCA	703-883-4119	thomasc@fca.gov
Bennett, Daniel	IRS	202-283-9359	Daniel.w.bennett@irs.gov
Hochgesang-Noffsinger, Emma	DoD – USAF	703-588-6147	Emma.hochgesang@pentagon.af.mil
Deley, John Paul	EIA	202-586-6257	Johnpaul.deley@eia.doe.gov
Baker, Annie	NOAA	202-482-5958	
Evelin, Sharon	DOE	301-903-3455	Sharon.evelin@hq.doe.gov

Review and Approval of the Minutes

Cheryl Thomas requested the minutes be corrected to change the name of web master Cheryl Smith to Thomas. All agreed and Bette Fugitt made a motion to approve the corrected Board Meeting Minutes of September 14, 2005 and Steven Levenson seconded the motion.

Announcements

- John Paul Deley asked Emma Hochgesang-Noffsinger to take meeting minutes.
- John Paul then thanked everyone for their hard work on the Fall Summit. The board acknowledged Bette, Steve L. and Steve P. had done a superb job. Special mention of the facility resulted in discussion and unanimous decision to use the same facility next year. Accommodations and access were outstanding.
- Cheryl Thomas requested board members add current email addresses to the sign-in sheet as emails have been returned.

- The Holiday Luncheon (December 7), Old Ebbetts Grill, will be limited to FIRM members
- John Paul requested that the mailing list be reviewed and updated
- Fall Summit critiques/evaluations were passed around for review by the board members. Overall, the Summit was a success.
- John Paul mentioned that the Board of PRISM requested a FIRM speaker for a conference in May 2006, to be held in Phoenix on Storage in Commercial Records Centers. John Paul had advised that they make a request closer to the conference time and he would solicit the board for volunteer speakers.

FIRM Brochure Postings and Updates

John Paul provided the PowerPoint presentations from the Summit to Cheryl for loading on the FIRM web site.

Old Business

1 FIRM Council Strategic Plan: (three ideas presented last meeting)

- a) Efforts to establish the FIRM Council as a resource for Disaster Recovery by posting a list of resources and available experts to the FIRM web site is on going. (Action officers are John Vasko and Cheryl Thomas)
- b) After much discussion, the board agreed to table the idea of an annual report card on NARA's progress/programs for the immediate future and to continue to work to build / develop the FIRM / NARA partnership. Bette made a motion to consider posting the proposed "report card" criteria on the FIRM web site as criteria for all agencies to consider when looking for record center services. Carol Brock seconded the motion and it carried with a unanimous vote.
- c) Efforts to create a place for the FIRM Council at the CIO Council table continue

2. DoD 5015.2 STD – There was discussion on the content of the DoD 5015.3 STD that is out for comment. Steve Levenson suggested the board monitor progress on the draft standard and if the proposed language remained, the FIRM Council may want to consider formal comments with the language, terms, etc.

3. NARA External Affairs Liaison -- Motion by Steve Levenson to ask Nancy Allard to formally invite David McMillan, NARA External Affairs Liaison, to the January 2006 FRIM Board meeting. Motion was seconded by Sharon Evelin and the Board unanimously agreed.

4. Nominating Committee for 2006 FIRM Board--After some discussion, Steve Levenson asked to be removed from the nominating committee. Steve Pollard agreed to lead this committee and John Paul agreed to try to find someone to assist on the committee. Steve Pollard will identify willing candidates for 2006 and present the list to the Board at the January 2006 meeting.

5. FIRM Spring Meeting – FOSE – March 7-9, 2006 -- Dan made a motion that Spring Forum take on the title and theme: *Enterprise Content Management and What IT Needs to Know*. Motion was seconded by Annie and carried unanimously. Discussions on site, logistics, registration, topics and promotion are ongoing.

6. Report on Advisory Committees – Dan Bennett and Emma Hochgesang-Noffsinger provided an update on NARA's Record Center Program Operations System (RCPOS). The RCPOS team included 15 agencies and NARA who met every two weeks for six months. *Goal of RCPOS* -- allow transactions between the agencies and NARA electronically over the web. Agencies will control or administer access to RCPOS, build and manage profiles by performing all system administration activities within their agency. RCPOS will enable receipt of digital images in lieu of the original paper records. The system enable agencies to manage their record holdings, improve space management functionality for all records types including electronic records; use bar code technology for hierarchical control of records (transfer, box, file, document, image) and will allow agencies to view the status of transfers, holdings, references, bills and produce "canned reports" and run "ad hoc queries". RCPOS will be promoted by reducing rates to agencies for activities conducted using RCPOS.

New Business

1. Present the FIRM Council's top three issues / ideas to the NARA Advisory Council. After discussion and agreement by all board members present, John Paul asked each member to submit his/her topics with a brief explanation of the issue, resolution or proposal to Steve Levenson. Steve will consolidate and draft for presentation by Sharon Evelin.
2. John Paul provided a paper copy of the FIRM presentation, *Facilitating Interagency Cooperation: Leveraging Resources / Building Partnerships* presented to CENDI November 7th, 2005. Recommendation from CENDI attendees that FIRM begin a dialogue with special interest groups and consider opening FIRM membership to these special interest groups.
3. John Paul mentioned that ARK will be hosting a mid-January conference at the Washington Plaza Hotel. Dan Bennett offered to send the conference web site to anyone wanting conference information. Email Dan at daniel.w.bennett@irs.gov
4. Emma requested that the FIRM board work to persuade NARA to allow each agency to have its own archivist to schedule and evaluate of all agency temporary records.

Next FIRM Board Meeting will be held January 11th, 2006. Carol Brock, GAO, will host. John Paul said the invitation will include a snow date should it be needed. John Paul made a motion to adjourn the meeting at 11:20 a.m. Dan seconded the motion.

After meeting concluded, Pamela Mason and her team presented demonstration of the NARA RM Tool-Kit Usability.

Minutes prepared by Emma Hochgesang-Noffsinger, DAF, (703) 588-6147

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Thursday January 12, 2006
10:00 am to 12:00 noon GAO

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of November 9, 2005 EN
- ❖ FIRM History (project update) JV
- ❖ Discussion of FIRM Webpage Issues CT and All
- ❖ Discussion of FIRM at FOSE (March 7, 2006) JPD
Draft Agenda / Promotion and Logistics
- ❖ Report on Federal Records Council SE
- ❖ On-Going Discussion of Recent Federal RM Guidance:
 - Recent OMB Memorandum on FEA DRM
 - Federal Register Notice for DOD 5015.3 standard
 - Recent NARA Memorandums:
 - <http://www.archives.gov/records-mgmt/bulletins/index.html>.
 - NWM 09 Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure*
 - NWM 07 Additional Guidance for Evaluating Commercial Off-the-Shelf (COTS) Electronic Records Management (ERM) Applications November 30, 2005*
 - 2006-03: Availability of the Federal Enterprise Architecture Records Management Profile, December 27, 2005*
 - 2006-02: NARA Guidance for Implementing Section 207(e) of the E-Government Act of 2002, December 15, 2005*
 - 2005-07: Records Storage Facility Standards, September 27, 2005*
 - Upcoming Meeting with Archivist?
 - Finding Aid for Record Groups (258 index?) All
- ❖ Report of Nominations Committee / Discussion
Vote by Acclamation SP
- ❖ Nominations for FOB 2006 JPD
- ❖ New Business
- ❖ Quick Overview of 2006 Upcoming Calendar
 - Board Meetings: March, May, July, September, November
 - Events: Spring-March; Summer-August; Fall-October
 - Other: RACO in May; Holiday Luncheon in December
 - Currently Open Months: February, April, June
- ❖ Review of Action Items / Follow-up - Next Board Meeting March 16,
2006 – Host Volunteer? adjourn

Minutes of January 12, 2006
Federal Information and Records Managers (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on January 12, 2006 at the Government Accountability Office Building (GAO), 441 G Street, N.W., Washington, D.C. John Paul Deley called the meeting to order at 10:10 a.m. Members and Candidates of the Board present were: Emma Hochgesang-Noffsinger, AF ; Daniel Bennett, IRS; John Vasko, Emeritus; Steve Levenson, AOUSC; Anne Baker, NOAA; Bette Fugitt, FBI; Bonnie Curtin, FTC (guest), John Paul Deley, EIA; Kathy Calvo, EPA; and Carol Brock, GAO.

Review/Approval of Minutes

The minutes from November 9, 2005, presented by Emma Hochgesang-Noffsinger, were accepted and approved as written.

FIRM History project update

John Vasko noted the large quantity of materials collected and said he was in the process of categorizing the information. John Paul said he would like to set goals and develop the following: 1) a paragraph on the purpose of FIRM and its starting date; and 2) a time line of significant events over the years. John is scheduled to return at the March meeting with an update.

FIRM Web Page Issues

At issue was how we could better use the web page as a resource. John Paul asked if Bette is paying for the Web site and asked if we want to go on a government site. There was much discussion and Bette said people may not be able to find us, we may be limited. Someone asked how much it cost us. We may need to determine our budget for a list serv and a web site. Bette or Tammy will report back. John Paul said he would like a paragraph on FIRM's history on the Web site. Bette suggested a quick link menu with a guide so that people can find things quickly and a back link to the home page. We need introduction menus so they can get to what they need. She also suggested we need a left hand menu. John Paul will get a letter out to Mike Frame asking for advance on this (help, guidance or advice). Bette will investigate commercial suppliers of web services.

FIRM at FOSE

Emma volunteered to lead the program this year and suggested a speaker, Patrice McDermott, Deputy Director, Office of Government relations, American Library Association to give an overview of the E-Government Act. Dan Bennett and Annie volunteered to sit at the registration table and Carol Brock volunteered as back-up if needed. It was decided to schedule FOSE for Tuesday, March 7, from 10 - 12. Dan suggested a media sheet, John Vasko offered to update the brochure with new board member names, and John Paul volunteered to print 200 copies. A motion to accept the program as planned was accepted by Emma and seconded by Carol.

Report on the Federal Records Council

Postponed

On-Going Discussion of Recent Federal RM Guidance

John Paul provided copies of recent Significant RM memorandums from OMB and NARA for review and discussion.

-OMB initiatives - John Paul suggested that FIRM should agree and state what we believe in regarding OMB issues such as the FEA, DRM, etc. and put this all in one place for reference. Bette stated that the FBI already did an architecture for records. Emma talked about standardization and Bette suggested that we use standard language.

-FEA - Bette suggested FIRM send a letter to Lou Bellardo asking why we weren't included as a resource. John Paul suggested we should include a paragraph about the need for a meeting with the Archivist. Dan offered to write the letter.

-RM Guidance - Many agencies have policies. Bette Fugitt feels like it is a major step to help IT understand how to implement RM requirements.

-John Paul commented about a recent article in GNC titled "To Tag or Not to Tag" that stated the number 1 technology to implement is RM.

-Steve Levenson suggested having a brown bag on Enterprise Architecture. Annie said she would be able to get the cafeteria reserved at Commerce. It was decided that Steve would host the brown bag at the Courts location.

Report of Nominations Committee

Steve Pollard submitted a list of nominations. There was a discussion on prospective members and trying to seek members from the military. Bette asked Emma if she knew of other military people who might be interested. Emma said she would inquire about this.

Possible friends of the Board - Owen Amber, Ken Withers, Fed Link Chair (?), NARA (Lou?), Nancy Allard, etc. A final friends list was postponed until the March meeting.

John Paul Deley commented that Nancy and Mike Miller, as contractors, could not be designated as "Friends of the Board" but could be Board Members Emeritus (retired).

Candidates for leadership positions are as follows: Chairperson - John-Paul Deley, Energy Information Administration; Vice Chairperson - Daniel Bennett - IRS; Secretary - Kathy Calvo - EPA; Communications - Annie Baker - NOAA; Webmaster - Open for discussion. It was decided to vote on the members at the next meeting. Emma motioned to accept the Board list as amended. Steve seconded the motion.

The list of Members and Candidates are as follows: Carol Brock - GAO, Essie Bryant - OPIC (tentative), Tammy Strickler - FBI, Emma Hochgesang-Noffsinger - U.S. Air Force, Stephen

Levenson - Admin Office U.S. Courts, Stephen Pollard - USDA-ARS, Kathy Schultz - DHS, Matt Staden (inquiry, tentative), Cheryl Thomas - Farm Credit Administration, and John Vasko - CIA (RM Emeritus).

Steve Levenson mentioned that we have people interested but we have no way of acknowledging them so he thinks we should find a way to include them.

John Paul stated that workgroup leaders are people that help us (e.g. web masters). Government contractors can participate but they can't be Board members.

Next Board Meeting

Bonnie Curtin volunteered to host the next meeting at the FTC on March 16.

Meeting Adjournment

Emma made a motion to adjourn the meeting and it was seconded by Bette Fugitt. The meeting was adjourned at approximately 12 pm

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Thursday March 16, 2006
10:00 am to 12:00 noon FTC (New Building)

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of January 12, 2006 KC
- ❖ Finalizing January 2006/07 Board Election Results JPD
- ❖ 2007 FIRM Friends of the Board list (for discussion)
- ❖ FIRM History (project update) JV
- ❖ Discussion of FIRM Webpage Issues CT and All
- ❖ Follow-up discussion of FIRM at FOSE (March 7, 2006) JPD
- ❖ Follow-up to NARA e-mail to LB DB
- ❖ Report on Federal Records Council (if any) ??
- ❖ FIRM Summer Program Plans (Project Leader)
- ❖ FIRM Fall Program Plans (Project Leader)
- ❖ Upcoming Records Management Programs
 - KM – xml Town Hall Meeting April 20
 - RACO – May 9
 - GWU – Sprehe conference / June 5-6
 - FLICC GC Conference June
- ❖ Quick Overview of 2006 Upcoming Calendar
 - Board Meetings: March, May, July, September, November
 - Events: Spring-March; Summer-August; Fall-October
 - Other: RACO in May; Holiday Luncheon in December
 - Currently Open Months: February, April, June
- ❖ On-Going Discussion of Recent Federal RM Guidance:
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting Wed. May 17,
Host Volunteer?

❖ Adjourn

Minutes of March 16, 2006
Federal Information and Records Managers (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on March 16, 2006 at the Federal Trade Commission Office Building (FTC), 601 New Jersey Ave., NW, Washington, D.C. John Paul Deley called the meeting to order at 10:05 a.m. Members and Candidates of the Board present were: Bonnie Curtin, FTC ; Matthew Staden, Navy; Linda Edmunds, FBI; John Vasko, Emeritus; Steve Pollard, ARS; Anne Baker, NOAA; John Paul Deley, EIA; Kathy Calvo, EPA; and Carol Brock, GAO.

Review/Approval of Minutes

The minutes from the January 9, 2006 meeting were accepted and approved as amended.

FIRM Board List of Candidates / Friends of Board

John Paul Deley reviewed the list of Candidates submitted at the previous Board meeting by Steve Pollard. New members of the Board include: Matthew Staden, U.S. Navy; Bonnie Curtin, FTC; Emma Hochgesang-Noffsinger, U.S. Air Force; Tammy Strickler, FBI; and Linda Edmunds or other representative from the FBI, tbd. Cheryl Thomas, Farm Credit Administration, resigned; and Bette Fugitt, FBI, also resigned. John Paul said there is one more opening for a Board member.

The Board now consists of the following members and leadership positions: John Paul Deley, (President), Energy Information Administration; Daniel Bennett, (Vice Chairperson), IRS; Kathy Calvo, (Secretary) EPA; Anne Baker, (Communications) NOAA; Carol Brock, GAO; Essie Bryant (OPIC) (tentative membership); Tammy Strickler, FBI; Stephen Levenson, Admin Office U.S. Courts; Stephen Pollard, USDA-ARS; John Vasko, CIA (Emeritus); Kathy Schultz, DHS; Emma Hochgesang-Noffsinger, U.S. Air Force; Matthew Staden, U.S. Navy; Linda Edmunds, FBI (or other representative); and Bonnie Curtin, FTC. Anne Baker offered to call Essie Bryant regarding her Board member status.

Friends of the Board (appointed) includes: Owen Ambur, Ken Withers, Patrice McDermitt, Roberta Schaeffer, Cheryl Thomas, Betty Fugitt, Bonnie, Tim Spreah, Hariett, Mike and Nancy Miller, Charlie, Mike Daconta, Coleen Schneider, and Renee Kearney.

FIRM History project update

John Vasko said he would provide an update before the next Board meeting, and it will also be on the front page of the new website. John reported there is extensive history about what we are and what we've done. John Paul said he would like to see a time line of programs and a list of names that we've called ourselves. John Paul also would like this phrase: "Entering our Second Decade of Service".

FIRM Web Page Issues

At issue was how we could better use the web page as a resource. John Paul asked if Bette is paying for the Web site and asked if we want to go on a government site. There was much discussion and Bette said people may not be able to find us, we may be limited. Someone asked how much it cost us. We may need to determine our budget for a list serv and a web site. Bette or Tammy will report back. John Paul said he would like a paragraph on FIRM's history on the Web site. Bette suggested a quick link menu with a guide so that people can find things quickly and a back link to the home page. We need introduction menus so they can get to what they need. She also suggested we need a left hand menu. John Paul will get a letter out to Mike Frame asking for advance on this (help, guidance or advice). Bette will investigate commercial suppliers of web services.

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Emma volunteered to lead the program this year and suggested a speaker, Patrice McDermott, Deputy Director, Office of Government relations, American Library Association to give an overview of the E-Government Act. Dan Bennett and Annie volunteered to sit at the registration table and Carol Brock volunteered as back-up if needed. It was decided to schedule FOSE for Tuesday, March 7, from 10 - 12. Dan suggested a media sheet, John Vasko offered to update the brochure with new board member names, and John Paul volunteered to print 200 copies. A motion to accept the program as planned was accepted by Emma and seconded by Carol.

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Next Board Meeting

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Meeting Adjournment

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AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Wednesday, May 17, 2006

10:00 am to 12:00 noon Bureau of Prisons

(Between Judiciary Square (Court House/D St. Exit) and Union Station (Red line both), 1.5 blocks from Dept. of Labor. The building is in the corner of 1st. and D Street NW.)

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of March 16, 2006 KC
- ❖ Report on RACO All
- ❖ FIRM History (timeline / program project update) JV
- ❖ Discussion of FIRM Webpage Issues FirstGov (Tentative)
- ❖ Follow-up on NARA issues DB
- ❖ Invitation to LB – will attend July FIRM event JPD
- ❖ FLICC/FedLink interaction (see attached)
- ❖ Report on Federal Records Council (if any) ??
- ❖ FIRM Summer Program Plans (Project Leader)
 - July 12 at FTC All
- ❖ FIRM Fall Program Plans (Project Leader)
 - October All
- ❖ Upcoming Records Management Programs:
 - GWU – Digital Gov. Inst., June 5-6
 - FLICC GC Conference June 2 attached
 - ICSTI – June 7-8 attached
- ❖ Quick Overview of 2006-2007 Upcoming Calendar
 - Board Meetings: September, November, January 2007, March 2007
 - Educational Events: Summer- July 12; Fall-October ?
 - Other: Holiday Luncheon in December; Board Elections March 2007
- ❖ On-Going Discussion of Recent Federal RM Guidance:
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting Wed. September 20
 - Host Volunteer? Adjourn

Minutes of May 17, 2006
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on May 17, 2006 at the Dept. of Labor, Bureau of Prisons, 1st and D St., NW, Washington, DC. John Paul Deley called the meeting to order at 10:08 a.m. and welcomed everyone for coming. Members of the Board and guests present were: Steve Pollard, Agriculture; Emma Hochgesang-Noffsinger, AF; Matthew Staden, Navy; Omar Herran (host), BOP; John Paul Deley, EIA; John Vasko, Retired Emeritus; Daniel Bennett, IRS; Anne Baker, NOAA; Carol Brock, GAO; and Kathy Calvo, EPA.

Review/Approval of Minutes

The minutes from March 16, 2006 were approved as amended. Matt Staden made a motion to approve the minutes and Steve Pollard seconded the motion.

Report on RACO

Several people signed up at RACO for the FIRM mailing list. There were 3 and ½ pages of new names reported. FIRM buttons were handed out and it was reported there are about 50 buttons remaining.

There was discussion about what we liked about the program. Most liked the Attorney and PHD (ERA) speaker. Overall, most agreed there were many things to learn (about disaster preparation and mitigation), from a FIRM perspective.

FIRM History (timeline/program project update)

John Vasko is putting together the FIRM history report. He reported the information was a lot. John Paul Deley reported we will put a summary up on our home page when its completed..

Discussion of FIRM Webpage Issues

John Paul Deley reported there was positive dialog from the Board regarding the web page issues. The .gov suffix won out overwhelmingly. John Paul had given the information to Firstgov. They were okay with the idea and are good friends with Jennifer Nelson who is affiliated with NARA's web master. John Paul said we want to avoid competition with NARA but we think we can avoid this by utilizing a different focus/goal (doesn't want NARA to conflict with Firstgov.). Steve Pollard felt our website might be in competition with the Tools on NARA's website. John Paul Deley said we will work with NARA to get feedback (so we won't compete).

Omar felt NARA was open to Agencies because they were collaborative with his Customer Relations Board. NARA took notice of feedback and that made a difference. John Vasko felt they were open but may not accomplish things in a timely enough fashion. Omar feels we should request a person to attend our meetings but others said we already had this (Nancy Allard). Emma said that culturally they were going through changes. Omar felt responsiveness has improved significantly and that we should consider timeliness as of now and not as of 2,000 because it has improved.

Omar Herran suggested we have a calendar on the web of ongoing records management events and this will not be in conflict with NARA.

Follow-up on NARA Issues/Invitation to LB:

Laurence Brewer has agreed to attend our summer forum? at FTC. Dan Bennett said that Lawrence is doing another forum (perhaps at the same time). John Paul nominated Steve Levenson to moderate. The title of the seminar will be "Integrating ERM into the Enterprise Architecture".

FLICC/FedLink, interaction

FLICC General Councils Forum. The topic will be open access, Part II, discussing the proposed “Federal Research Public Act of 2006.” John Paul said that some FIRM members should go to this on June 2nd (see the agenda packet for more information). This is a web issue and also a records issue (is FOIAable) and must link to the public reading room. Most of us will be gone (out of town) and unable to attend, however.

Report on the Federal Records Council

Steve Pollard said that RACO was mentioned.. John Paul Deley said there’s not much on it on their website. Omar Herran thinks they are piloting for ERA right now. John Paul thinks the infrastructure is not in place in the agencies to give NARA an authentic record.

FIRM Summer Program Plans (Project Leader)

Steve Levenson was nominated to moderate. John Paul said we need a framework. It was agreed the theme will be “Integrating ERM into the Enterprise Architecture”.

FIRM Fall Forum (Project Leader)

Dan was nominated by JP and he accepted. It was suggested that folks need training so John Paul said he wants this as a topic for a Fall seminar – taking different approaches to exposing records management; brainstorming (transparency). John Paul said he only trains sr. management and goes to the rm web page. It was, however, agreed by Firm members that the topic would be “best practices” – RM at the grass roots level – training your people. The fall program is a full day seminar. It was also suggested that we all need to learn more about metadata tags so we can retrieve records. Matt Staden volunteered for the Spring conference.

Upcoming Records Management Programs

ICSTI Public Conference (Science Information) – June 7-8. John Paul Deley said there will be excellent speakers. Fee is \$250. Seminar will be located in Bethesda.

GW Digital Government Institute Seminar - “Electronic Records Management (ERM)”: Integrating Programs with Enterprise Architecture, Business Processes and IT Development, Cafritz Conference Center, George Washington University (GWU); June 5-6. John Paul was unable to attend. He presented two scholarships from GWU to Kathy Calvo and Matt Staden.

Web Assistance Request

John Paul asked Sheila Campbell, GSA Sr. Content Specialist, from the Federal Citizen Information Center to attend our board meeting and speak about her role as content manager with Firstgov.gov. He also asked her if she would be able to provide assistance to the Board with their new website. Sheila’s mission for Firstgov is to improve all web sites as a place to go for web managers to go as a response to egov since 2004. There is a section on records management and it currently points to NARA’s guidance. John Paul approached her and said we need a place to put our stuff. Our information is different than NARA’s. We do seminars, notify of events, (calendars), and link to other sites (e.g. AIIM), Sheila wants the focus, however, on Government web masters and the content they are looking for (see: <http://www.firstgov.gov/webcontent/index.shtml> - guide to managing U.S. government websites). Therefore, she said she probably can not host a web site for us. John Paul said our information is broader than Web records information. Sheila suggested a Wiki for the Board because it would be good for all communities of practice. She will get back to us with more information on the Wiki. She also said her web site could link to us under the Network category. John Paul said he would send her our charter. John Vasko suggested it would be nice if only government can see government. He also wanted to know how we can salvage the information from the old website so we can put in on the new website/Wiki, etc.

Next steps – Sheila will look into the Wiki for us but can’t manage it for us. John Paul will send a charter to Sheila. Carol will talk to Catherine Teti to see if we can get a .gov web site (we need a host). Also Sheila would like us to give her information for web masters. If it relates to web records they can post it to their site.

Adjournment

The meeting adjourned at 11:52 AM.

Calendar

John Paul D. gave the Board members a quick overview of the upcoming calendar. It was suggested we may want to promote ourselves at ARMA.

Federal Records Management Guidance

John Paul D. reported that FIRM commented on the draft but have chosen not to draft comments on the Strategic Plan.

New Business

Action Item: John Paul D. to draft a memo to Nancy Allard about the possibility of a roundtable discussion. He will forward to FIRM members for comment.

Adjournment

The meeting adjourned at 11:52 AM.

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Wednesday, July 12, 2006
10:00 am to 12:00 noon Federal Trade Commission
(601 New Jersey Ave. – Union Station Metro)

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of May 17, 2006 KC
- ❖ FIRM History (timeline / program project update) JV
- ❖ Discussion of FIRM Webpage Issues All
- ❖ Report on Federal Records Council (if any) ??
- ❖ FIRM Summer Program Plans
- August All
- ❖ FIRM Fall Program Plans (Project Leader – Dan B.)
- Late October All
- ❖ Upcoming Records Management Programs:
- ❖ Quick Overview of 2006-2007 Upcoming Calendar
 - Board Meetings: September, November, January 2007, March 2007
 - Educational Events: Summer- August; Fall- late October
 - Other: Holiday Luncheon in December; Board Elections March 2007
- ❖ On-Going Discussion of Recent Federal RM Guidance:
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting Wed. September 20
 - Host Volunteer? Adjourn

Minutes of July 12, 2006
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on July 12, 2006 at the Federal Trade Commission, 601 New Jersey Ave., NW, Washington, DC. John Paul Deley called the meeting to order at 10:08 a.m. and welcomed everyone for coming. Members of the Board and guests present were: Bonnie Curtin (host), FTC; Steve Pollard, Agriculture; Emma Hochgesang-Noffsinger, AF; Steve Levenson, US Courts; John Paul Deley, EIA; John Vasko, Emeritus; Anne Baker, NOAA; Linda Edmunds, FBI; Essie Bryant, OPIC; and Kathy Calvo, EPA.

Review/Approval of Minutes

The minutes from May 12, 2006 were approved as amended. Emma made a motion to approve the minutes and Linda seconded the motion.

Web Page

John Paul D. reported that FIRM has a web site now through "PowWeb". It contains 20,000 MB of web storage @ \$7.77/month totaling \$93.24 per year. Several of the Board members present contributed \$20 toward the cost so that John Paul D. could be reimbursed for the annual fee. Anne volunteered to collect the money for John Paul D. The website address is "Federalrecord.org". We have to build the website. Linda E. will talk with Bette Fugitt about taking the FIRM's old web site down. Bonnie suggested we announce the new web site with the Listservs. Steve L. motioned to ask John V. to be our web master since it states in our charter we should have a web master. Essie B. seconded the motion.

Steve L. suggested we put emails on our website. We discussed having a backup person for web master. We only know of Cheryl and John V.

Federal Records Council (sponsored by NARA)

We discussed the tool kit on NARA's website. Susan Sullivan is the principal person for this. Emma H. is a member of the Council also. So is Omar. The organization is just getting off the ground. Web developers and contractors are working on the website. There was a question if NARA would link to us but we decided to ask them later.

Summer Forum

This would occur in August. John Paul D. said that John V. advertised in some journals. Nancy Allard wants to come and learn about the minutes so we will email her the minutes because she can't come. A memo from Owen Amber said he wanted to invite vendors to do demos. Also, he said the XML community would co-sponsor the forum. John P. said we did this before and it turned out well. We need a host and someone to co-chair. Annie said there was an issue on this before.

Steve Pollard said he attended a Newsweek program and there was a newspaper reporter moderating. John P. suggested the Ft. Wachuka person moderate or else Owen's XML group/person to moderate. Emma said the new DoD 1550.2 is more specific and stringent now. It should be released soon.

Steve L. suggested for the summer program an update on ERA. John Paul D. said there needs to be business processes for ERA. He suggested a program to discuss how we can build business processes that will support ERA - a facilitative dialogue. Emma said that NARA is going to be accepting all records centralized instead of the records center - ERA offers electronic records.

John P. stated that NAGARA's round table is scheduled for August. If we went to this we could call it our summer program. Bonnie said she will explore with NAGARA John Paul D's idea about the summer program in conjunction with NAGARA. She will inform NARARA about our existence and our willingness to work with them. NAGARA now has individual memberships. NARA is a big supporter in funding for NAGARA. Bonnie believes there is room

for partnership. It was also suggested that records managers could get together to talk about workgroups, issues, etc. John Paul D. said we used to get together for lunch and this may be productive.

Calendar

John Paul D. gave the Board members a quick overview of the upcoming calendar. It was suggested we may want to promote ourselves at ARMA.

Federal Records Management Guidance

John Paul D. reported that FIRM commented on the draft but have chosen not to draft comments on the Strategic Plan.

New Business

Action Item: John Paul D. to draft a memo to Nancy Allard about the possibility of a roundtable discussion. He will forward to FIRM members for comment.

Adjournment

The meeting adjourned at 11:52 AM.

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Wednesday, October 4, 2006
10:00 am to 12:00 noon Environmental Protection Agency
(1201 Constitution Avenue, NW, Room 4140)

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of July 12, 2006 KC
- ❖ FIRM Fall Program Plans - Wed. Nov. 15th 1:30-3:30 pm FTC
 - Location Bonnie
 - Publicity Annie / John
 - Registration ??
 - Facilitator Dan
 - Speakers see attached
 - Follow-up ??
- ❖ FIRM History (timeline / program project update) JV
- ❖ Discussion of FIRM Webpage Issues All
 - Maintenance
 - url and tags
 - Homepage
 - About Us
 - Becoming a Member
 - Recent Programs
 - Calendar of Events
 - Leadership
 - Links
- ❖ Report on Federal Records Council (if any) ??
- ❖ Upcoming Records Management Programs:
- ❖ Quick Overview of 2006-2007 Upcoming Calendar
 - Board Meetings: January 2007, March 2007, May 2007
 - Educational Events: Fall- early November; FOSE April
 - Other: Holiday Luncheon in December; Board Elections March 2007
- ❖ On-Going Discussion of Recent Federal RM Guidance:
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting January 2007
 - Host Volunteer? Adjourn

Minutes of October 4, 2006
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on October 4, 2006 at the U.S. Environmental Protection Agency, 1201 Constitution Ave., NW, Washington, DC. John Paul Deley called the meeting to order at 10:15 when the meeting beforehand adjourned, and welcomed everyone for coming. Members of the Board and guests present were: Bonnie Curtin, FTC; Steve Pollard, Agriculture; Bruce Campbell, MCC; Owen Ambur, XML CoP; Steve Levenson, US Courts; Daniel Bennett, IRS; John Paul Deley, EIA; John Vasko, Emeritus; Anne Baker, NOAA; Linda Edmunds, FBI; and Kathy Calvo (host), EPA.

Review/Approval of Minutes

The minutes from July 12, 2006 were approved as amended. Steve L. motioned to approve the minutes and John seconded the motion.

FIRM Fall Program plans – Wed. November 15th 1:30 – 3:30 pm FTC

Bonnie said the forum is scheduled to take place at the FTC for an afternoon presentation including a program of panelists (see agenda) from GPO, and the Library of Commerce, etc. She was still seeking a speaker on business processes. J. Philips from Representative Tom Davis's office was expected to speak on e-gov initiatives. Ross Clemmons was also expected to talk. It was noted that he has a great website.

Steve Levenson suggested we compile a questionnaire/survey for folks when they came in. Linda said she didn't want to put people on the spot.

John Paul said he had a person that would help get the program to flow. Dan will give a 15 minute discussion at the beginning and contact the speakers to see what their agenda for speaking is (15 minutes allotted). John Paul said we need support since we are all putting documents into an ERA system.

Steve L volunteered to distribute forum information to a mailing list for AIIM and Kathy Calvo volunteered to send information to ARMA.

Owen Ambur was introduced from Interior as co-chair of the XML Community of Practice. Owen is planning the Spring Forum on records management metrics.

Fall Forum, continued: Dan asked how many questions we should ask up front so they can prepare. JP suggested 3 questions. John V. said we could give the speakers queue before so they could choose to speak in 15 minutes or not.

John Paul asked FIRM members to edit the draft FIRM Fall Forum Abstract. Owen suggested another title for Tim Spreah. Dan made a suggestion.

Annie suggested folks RSVP to Bonnie so she will have a list of who is coming to the Forum. Bonnie agreed and said that any information on FIRM should be directed to John Vasko. Kathy suggested we need to give directions so Bonnie said she would handle this.

John Paul reported that someone volunteered to host the Fall Forum at Agriculture but we'll talk about this at a later date.

NAGARA

John Paul referred to Bonnie on NAGARA. She would like to explore a cooperative effort on the part of NAGARA and FIRM, perhaps at FOSE, to complement relationships, not hinder them. NAGARA is well funded from formal membership. NAGARA produces products on their website, so we may want to look explore this.

John Paul proposed that FIRM do a panel at NAGARA's annual meeting of a topic of their interest.

NAGARA did an e-records seminar in the SW U.S. that Federal records people attended.

Action: John Paul and Bonnie will work together on a proposal for the Kansas City meeting.

History Timeline Project

John Paul said he was having computer problems so he said to give any information regarding this project to John Vasko.

Holiday Extravaganza

Annie will chair this year's holiday luncheon. It will be held on Wednesday, December 6th, from 1:30 until?, at Old Ebbitt Grill. John Paul wants to invite Cheryl for all her work on the Web page.

FIRM Web Page

Linda reported that she talked with Betty to see if we're still paying for the web page but she didn't know. Owen said we could redirect, however, John Paul said that Bette needs to authorize taking the old site down.

We want Federal records.org to be our URL but we must wait for the old site to come down. Question – can it be tagged? Dan suggested a .org name. Does someone want to help John Vasko as webmaster? (no response).

Linda asked if John Vasko could make sure the type was more readable, clear, and concise. John agreed. Linda realized it was cut and paste. Bonnie suggested an acknowledgement that a person be directed to the Juno site.

Resource links – **action** - we need to change the spelling of Emma's name. Linda suggested adding other resources such as metadata, learning, etc. Bruce suggested a search button and fax # if possible.

John Paul suggested we send notices of meetings we know about to John Vasko. He added that anyone can add information, he can give us the password. Steve L. said we could do this from our home because of firewalls.

Announcements

ARMA and AIIM are having a joint meeting on the 12th. We need to join.

FIRM members were asked to announce the Fall Forum at ARMA and AIIM.

Bonnie suggested FIRM form a working group or host a brown bag in January to talk about mutual issues in records management, perhaps electronic records management.

January meeting is planned at the US Courts. A nominating committee will be appointed.

Upcoming events: Nov.15 – Fall Forum, FOSSE, CENDI, NAGARA, FIRM

Board Elections – March.

Linda asked if anyone has done any of the Masters programs (AIIM). Specialized courses are on line -Steve L.

Owen suggested ET.gov for a Community of Practice website as a place to go for support. Anyone can id a technology of interest such as Documentum.

The meeting adjourned at 11:45. John Paul made a motion to adjourn and Bruce seconded it.

FIRM Board May 10/04/04
SIGN IN

Kathy Caluso
Bonnie CURTIN

David Bennett

Linda Edmonds

JOHN VARIO

STEVE LEVENSON

Owen Ambury

Bruce Campbell
Stephen Pollard

John Paul Deley
Ann Bal

EPA

202 564-8889

FTC

202-326-2507

IRS

202-283-9359

FBI

540-868-4579

EMERITUS

703 314-7253

COURTS

202 502 2625

Xm/CoP

202-208-5439

MCC

202-521-4093

ARS

202-720-3359

*newemail = Steve. pollard@
ars.usda.gov

EIA

202-586-6257

NOAA

202-482-5958

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Wednesday, January 14, 2007
10:00 am to noon Overseas Private Investment Corporation
(1100 New York Ave. 1100 H Street N.W.)

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of October 4, 2006 meeting at EPA KC
- ❖ FIRM History (timeline / program project update) JV
- ❖ FIRM Holiday Extravaganza Report AB
- ❖ FIRM FOSE Program Plans - Tuesday March 20 – 10:15 to noon
Washington Convention Center OA
- ❖ FOSE Support / Assistance:
 - Overall Coordinator Owen
 - Location Lois R.
 - Publicity Annie / John
 - Registration _____
 - Facilitator/Speakers Owen
 - Greeters/Handouts _____
 - A-V _____
 - Evaluation Forms / Follow-up _____
- ❖ Discussion of Summer Program – Appoint Team to Organize All
- ❖ Nominating Committee to report at March Meeting EH and SP
- ❖ On-going discussion of FIRM Webpage Issues All
- ❖ Report on Federal Records Council (if any) ??
- ❖ Upcoming Records Management Programs: ??
- ❖ Quick Overview of 2007 Upcoming Calendar
 - Board Meetings 2007: January; March; June, September; November
 - Educational Events: FOSE March; RACO May; Summer/July; Fall/October
 - Other: Holiday Luncheon in December
- ❖ On-Going Discussion of Recent Federal RM Guidance: ??
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting early March 2007
Host Steve Levenson Admin. Office of U.S. Courts
- ❖ Adjourn

The Federal Information and Records Managers' FIRM CHARTER AND BYLAWS

(Approved 03/09/05)

Purpose:

The purpose of the Federal Information and Records Managers' Council (FIRM) is to empower all federal agency information management professionals by encouraging collegial partnerships that provide a forum for sharing knowledge and resources that lead to better government.

The FIRM Council:

- ❖ **Provides Leadership** to the Federal Information Community by bringing together access specialists, archivists, attorneys, experts, information technology staff, librarians, program staff, records managers, professional associations and other associated professions to:
 - I. Manage the life cycle of federal information assets and
 - II. Protect and promote the nation's documentary heritage.
- ❖ **Provides Advice and Assistance** to executive, legislative and judicial agencies and other federal entities charged with oversight of federal information and records management including, but not limited to: the National Archives and Records Administration; the CIO Council; the Office of Management and Budget; the Government Accountability Office; The Office of Personnel Management; the National Institute for Standards and Technology; and the General Services Administration.
- ❖ **Provides a forum** to advance professional knowledge and techniques through educational programs, workshops, seminars, and by exchanging experiences, approaches and essential ideas related to the evolving federal information enterprise initiatives and policies.
- ❖ **Serves as an advocate** for a more efficient, effective and accountable implementation of programs and tools used to manage federal information assets.

BYLAWS:

- A. **Membership:** All federal employees (past and present) that serve or have served in any capacity related to the improvement, promotion and protection of the common goals and objectives of quality information management. Government contractors may participate, but not serve on the Board.
- B. **Voting Members:** Any individual whose name, agency, title, phone number, address and e-mail contact information is on the most recently updated FIRM communications list.

- C. Viewpoint: FIRM members participate as individuals who have partnered to promote successful accomplishment of joint endeavors and to add their individual contributions to a common unified voice. FIRM members do not directly represent their agency, but rather, bring together a diverse spectrum of perspectives, opinions and beliefs about all aspects of federal information management that benefit the community.
- D. Resources: FIRM is a professional association, without a budget, committed to providing programs free of charge. Resources needed to conduct its programs are contributed graciously by program, association and Council participants.
- E. FIRM Council Board of Directors: Is endorsed annually by voting members each March from a slate of candidates, all federal employees (former and current), put forward by the previous Board. The Board can supplement its membership at any time by reaching consensus on new Board members.
- ❖ The Board shall administer the affairs and business of the Council through consensus. If unable to reach consensus, the Chair may call for a majority vote.
 - ❖ The Board elects its own leadership (below) which serves collectively as an Executive Committee for making decisions between Board meetings.
 - ❖ The Board shall meet approximately every two months (second Wednesday) or as necessary to properly conduct its work.
 - ❖ The Board is intended to represent all aspects of the FIRM membership and should strive to insure that its composition includes professionals with varied perspectives. The Board should not exceed fifteen members with no more than two members from a single department / agency.
 - ❖ The Board shall elect its leadership in the following positions:
 1. The Board Chair – serves as the primary point of contact for external FIRM partners; presides over Board meetings.
 2. The Vice Chair – serves in the absence of the chair; coordinates the agenda for bi-monthly Board meetings; oversees work of FIRM work group leads.
 3. The Secretary – serves as the institutional memory of the association; keeps the FIRM history up-to-date; maintains all FIRM documentation (minutes, agendas, programs, correspondence, comments, etc...)
 4. Membership Coordinator – maintains the FIRM mailing list; serves as central point for disseminating information to membership and external partners.
 5. Webmaster – works with Secretary and Membership Coordinator to e-post all information that may be of benefit to FIRM members, including, but not limited to: program information, administrative information; links

to resources and partner groups, and on-line archival materials.

6. Friends of the Board – honored partners, liaisons, resources, collaborators, advisors and supporters are proposed by the chair and approved annually by the Board.

- ❖ FIRM Workgroups: Work group leaders are appointed by the Board. The workgroup leaders coordinate all activities of the group and bring forward recommendations, issues and positions to the Board for consideration. Workgroups are chartered for specific purposes and their charters are reviewed, modified and re-authorized each year, at the March meeting, as appropriate.
- ❖ FIRM Programs: The FIRM may provide opportunities for dialogue on as many issues as appropriate through its workgroups. It may partner with other organizations and associations to jointly sponsor programs as appropriate. The FIRM is committed to providing a variety of programs each year.
- ❖ Liaisons: The FIRM Chair, in consultation with the Board, may appoint liaisons to represent the collective interests of FIRM to other associations, federal agency initiatives and governmental bodies including, but not limited to: the Archivist of the United States, the CIO Council, ARMA, etc... Liaisons serve in an advisory capacity to the Board and are encouraged to attend all Board meetings in order to foster communication.
- ❖ Accountability Clause: The FIRM Board functions as a team and participation on the FIRM Board is a privilege. All Board members are required to set an example for professional accountability and are expected to contribute their time, ideas, talents and perspectives. Board members recognize that positive interaction with their colleagues is a professional responsibility.
- ❖ The FIRM Charter and By-laws will be evaluated and, if necessary, updated annually to insure it meets the needs of the evolving information management community. The Charter and by-laws will be re-affirmed at the March meeting each year.

F. If approved, this charter and set of by-laws supercedes all previous rules for FIRM and becomes effective, as amended, March 2005.

Approved for the FIRM by the 2005 FIRM Board of Directors (list here):

Firm Council Meeting, January 24, 2007

I. Welcome and Introduction: -

A meeting of the FIRM council was held on January 24, 2007 at the Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, D.C. John Paul Delay called the meeting to order and welcomed the members. In attendance were: Bonnie Curtin, FRC, Steve Pollard, Agriculture; Bruce Campbell, MCC, John Paul Deley, EIA, John Vasko, Emeritus, Essie Bryant, Anne Baker, NOAA, Angela Ferguson, FBI, Omar Herran, Bureau of Prisons, Emma Hochgesang-Noffsinger, USAF, and Laura F. Bell, DOT. Carol Brock, GAO and Owen Ambur attended via telecom.

II. Review/Approval of Minutes – The review and approval of the minutes of the October 4, 2006 meeting were delayed until later due to the absence of Kathy Calvo.

III. FIRM History – John Vasko reported that he had his computer working and will soon be compiling the history of the board, with a finished product by May. He will also update the trifold brochure in time for the FOSE, March event.

IV. Holiday Extravaganza – the next order of business was a recap of the Holiday gathering held in December 2006. Anne Baker reported that everyone had a great time at the Old Ebbitt Grill.

V. FIRM FOSE Program Plans – John opened the discussion on the FIRM FOSE Forum scheduled for March 12, 2007. Due to the keynote speaker the event will be 10:15 -12:00 with Karen Evans, Administrator for Electronic Government and Information Technology, Office of Management and Budget as our Keynote speaker.

John handed the discussion over to Owen, chair of the event. Owen expressed that Paul Wolfowitz, President of the World Bank may speak although he has not been confirmed as a speaker. Mr. Wolfowitz is known for his vision of transparency and promotion of open government.

Anne expressed concern about publicity for the event and the registration. The registration line can be quite long and last year the FOSE managers gave FIRM members a special code to use for registration. She was also concerned about the room for the event. Owen said that he had a room number and that he would confer with Lois on the registration.

Next Owen elaborated on the Pecha Kucha briefing time planned for the vendors. The term is Japanese business term devised by Astrid Klein and Mark Dytham in 2003. Usually this method of speaking is in a presentation event format in which presenters show a slideshow of 20 images, each of which is shown for 20 seconds — giving a total presentation time of 6 minutes 40 seconds. Owen reported that he might vary the time to 5 minutes at 10 slides depending on how many vendors are scheduled to speak. The whole point of the Pecha Kucha is to be concise and get to the point in such a way that it allows a large number of speakers to share information.

Owen briefly discussed the list of vendors and government agencies who have been contacted to provide presentations. He encouraged everyone to contact associates using the website information posted about the event. Bonnie Curtin said since she is a member of NAGARA that she would speak with a member of the organization about participating as a presenter. Although Owen is not sure how much time Ms. Evans wishes to speak we should easily fill up about an hour and half. There was general discussion as to whether there should be questions after Ms. Evans opening presentation.

John Deley said that if we coordinate a few questions ahead of time with Ms. Evans' staff than this would open the floor to a good dialog with the records management community. It was determined that approximately 5 questions will be drafted by the board based on the event focus. In order to use time more effectively Owen reported that the vendors would have a pre-determined set of slides and ground rules on how to present their information.

Next the John asked for volunteers from the board members to who would assist as volunteers for the event. The results follow:

Overall Coordination: Owen Ambur and Laura Bell
Location: Lois Rude
Publicity: Annie/John Vasko
Registration: Carol Brock and Steve ?
Facilitator/Speakers Owen Ambur and Laura Bell
Greeters/Handouts: Kathy Schultz and Essie Bryant
AV: Steve Bennet and Dan

Owen expressed that vendors should send their presentations early about a week in advance. It was determined that John Vasko will prepare a presentation on the FIRM council to run while the screen is vacant. It was also agreed that the John Vasko will prepare the FIRM trifold brochure for the FOSE event as handouts by the next FIRM meeting scheduled for March, two weeks before the event.

The group discussed the focus of the FOSE event, Records Management Metrics. Since the Navy has metrics and Charlie Barth is speaking at the event, he will be asked to provide their performance metrics. Emma may be able to share some additional points.

At this point we backed up to the review and approval of the minutes from the October meeting. After a quick review of the minutes the motion was presented and approved. Bonnie Curtin was asked to present a short retake of the FIRM Forum that took place in November 2006 at FTC. It was determined that FIRM should do a Brown Bag luncheon in the summer. Bonnie Curtin suggested that we do a casual program perhaps an open forum discussion on electronic records management. Carol Brock volunteer GAO as the host building. We also determined that we try to contact NARA about having a small FIRM event at RACO. Emma will try to contact the NARA folks to set this up.

Next was discussion on the FIRM webpage which has been down for several months. John suggested that we hit Owen up to work on the software. Omar volunteered to work with the program as well.

It was determined that the FIRM council should try to hold the Fall Forum event in conjunction with the ARMA event on FED Day. The due date for programs to be submitted has past, however it was felt that we could still get in a submission. The theme of the program submission was discussed. Omar suggested we do something on preparing records management contracts for disaster recovery.

Kathy Calvo will look into getting CEU points for future FIRM events. We will try to get some in time for the FOSE event. She will need the content of the program as submission to the CRM reviewers.

There was also a brief discussion on doing something in conjunction with Sedonna on the change to the E-Discovery laws. Omar volunteer to look into setting this up with his connections at DOJ.

Recap Action Items:

Owen – Guidance to Vendors on slides, number of minutes, format and rules of the road for the Pecha Kucha.

Owen – Information to Anne on publicity for FOSE event. Registration information from Lois Rude, room number and anything else about logistics by Friday. This information will also be placed in the magazines by John Vasko.

Bonnie Curtin to speak to NAGARA about partnering for the FOSE event.

All members contact vendors to fill up presentations for the Pecha Kucha. Emma spoke about talking to IBM.

Five questions prepared and submitted for Karen Evans to answer following her key note. Submit to John to send ahead for her staff to preview.

Owen Get Vendors to send slides in advance of the FOSE event, at least 1 week.

John Vasko to work on reformat of trifold and a presentation to run on the screen when vacant during the FOSE event.

Emma or John to speak to Charlie Barth about the use of the Navy Metrics for the FOSE event.

Bonnie – start thinking about and planning the Brown Bag event. Carol Brock host at GAO.

Omar to work on software to improve and get FIRM website back to par.

Kathy Calvo to look into getting CRM CEU points for future events including the FOSE event.

Omar to work with DOJ to get something on the new E-Discovery rules for an event with Sedonna.

FIRM MEETING

01/24/2007

ATTENDANCE:

Owen Ambur

Steve Pollard

Matthew D. Staden

John O. Deley

Carol Brock

Kathy Calvo

Emma Hochgesang-Noffsinger

Anne J. Baker

John Vasko

Bruce I Campbell

Linda Edmunds

Omar Haran

Angela Ferguson (FBI)

Daniel Bennett

Lora Bell

Laura

Bonnie Curtin

Essie Bryant

Angela Ferguson

Steve Pollard

John O. Deley

Kathy Calvo

Emma Hochgesang-Noffsinger

Anne J. Baker

John Vasko

Bruce I Campbell

Omar Haran

LB, (DOT) Laura.Bell@DOT.gov

Bonnie Curtin

Essie Bryant

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Tuesday, March 6, 2007
10:30 am to 12:30 p.m. Administrative Office of US Courts

- ❖ Welcome and Introduction JPD
- ❖ Review / Approval of Minutes of January 2007 meeting at OPIC KC
- ❖ FIRM History (timeline / program project update) JV
- ❖ FIRM FOSE Program Plans - Tuesday March 20 – 10:15 to noon
Washington Convention Center OA
- ❖ FOSE Support / Assistance:

Overall Coordinator	Owen
Location	Lois R.
Publicity	Annie / John
Registration	Carol / Steve P
Facilitator/Speakers	Owen
Greeters/Handouts	Essie / Kathy
A-V	Steve L./ Dan
Evaluation Forms / Follow-up	Bruce
- ❖ Discussion of Summer Program – Appoint Team to Organize All
- ❖ Nominating Committee to Report EH and SP
- ❖ On-going discussion of FIRM Webpage Issues OH
- ❖ Report on Federal Records Council (if any) ??
- ❖ Upcoming Records Management Programs: ??
- ❖ Quick Overview of 2007 Upcoming Calendar

Board Meetings 2007: January; March; June, September; November
Educational Events: FOSE March; RACO May; Summer/July; Fall/October
Other: Holiday Luncheon in December
- ❖ On-Going Discussion of Recent Federal RM Guidance: ??
- ❖ New Business
- ❖ Review of Action Items / Follow-up - Next Board Meeting early June 2007
Host ?
- ❖ Adjourn

Federal Information and Records Managers (FIRM) Council
FORUM @FOSE 2007
Cosponsored by the xmlCoP, KMWG and the NOVA & GWDC Chapters of
ARMA

Agenda

10:15 - noon, March 20, 2007
Room 144C Washington, DC, Convention Center
Metro: Mt Vernon Square/7th Street on Yellow and Green Lines

**Records Management Performance Metrics:
Good Practices and Tools**

WELCOME & INTRODUCTION OF KEYNOTE SPEAKER

10:15 - 10:20
John Paul Deley, Chair, FIRM Board

KEYNOTE SPEAKER

10:20 - 10:50
Office of Management & Budget (OMB) Plans, Activities, and Expectations of Agencies
Regarding Records Management
Karen Evans, Administrator for Electronic Government and Information Technology, OMB

PECHA KUCHA SESSION PRESENTATIONS

10:50 - 10:57
Introduction of the Presentations
Owen Ambur, Friend of the FIRM Board

10:58 - 11:04
Findings & Recommendations Reported in the Industry Advisory Committee's (IAC) White Paper on Records Management Metrics
Jim Rice, Layer 7

11:05 - 11:11
The National Archives & Records Administration's (NARA) Records Management Service Component (RMSC)
Melvin Greer, Lockheed Martin

11:12 - 11:18
Update on the Department of Defense (DoD) Standard 5015.2
Ron Kelly, DoD

11:19 - 11:25
Records Management Metrics Identified by the Department of the Navy (DON)
Matt Staden, DON

11:26 - 11:32
The Government Printing Office's (GPO) Future Digital System (FDSys)

Selene Dalecky, GPO

11:33 - 11:39

The National Institutes of Standards & Technology's (NIST) Long-term Knowledge Retention
(LTKR) Project
Josh Lubell, NIST

11:40 - 11:46

Records, Archives, and Transparency in the Development Community: Initiatives from the World
Bank Group Archives
Elisa Liberatori-Prati, World Bank Archivist

11:47 - 11:53

The Site Maps Standard
JL Needham, Google

11:54 - noon

Concluding Remarks
Daniel Bennett, Vice Chair, FIRM Board

Minutes of March 6, 2007
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Welcome and Introduction

A meeting of the FIRM Board was held on March 6, 2007, at the Administrative Office of the US Courts, One Columbus Circle, SW, Washington, DC. John Paul Deley called the meeting to order at 10:30 am and thanked everyone for coming. Members of the Board and guests present were: Bonnie Curtin, FTC; Steve Pollard, Agriculture; John Paul Deley, EIA; John Vasko, CIA Emeritus; Omar Herran, BOP; Matt Staden, Navy; Emma Hochgesang-Noffsinger, USAF; Kathy Calvo, EPA; and Adria Lipka, Judiciary records officer (guest). Linda Edmunds, FBI, and Owen Ambur, DOI Emeritus, attended via telecom.

Review/Approval of Minutes

The minutes from January 24, 2007 were accepted and approved by the Board. Emma motioned to accept the minutes as amended and Dan seconded the motion.

FIRM History Project

John Vasko reported that while he is compiling FIRM's History, he located documentation concerning when the FIRM Board originally got together in 1998. He emailed a summary of this to FIRM members for their information.

FIRM FOSE Program Plans

John Paul opened the discussion and printed out the latest agenda for the FOSE Forum scheduled for March 12, 2007. Owen Amber, the FOSE forum coordinator, and Laura Bell, co coordinator, reported that the program was ready, except for a few logistics. Owen reported he needed presentations by Friday. John Paul said the program looked impressive. Dan asked if we're timing the 10 short presentations and how this would be done. Owen reported he was asking the vendors to run their presentations for 6 minutes each with a 60 second transition period in between.

Steve L. asked about extension cords. He said FOSE provides audio. John Paul asked about last year. Emma said we paid someone \$100. Omar said he would bring a laptop. We also need an overhead. Owen said he had a projector and Steve L. offered to take responsibility for the equipment if Matt is out of town. Bonnie offered to find funding for the AV part of the program. (Thank you, Bonnie).

John Paul asked Owen if Lois can give us prices. We have audio but we need to work out everything else with Lois. Matt will talk for 6 minutes. about Navy's records management program. John Paul asked Owen about background information on Karen Evans.

John Paul said he would talk about a closing presentation from FIRM and reported we had received 2 questions. Owen said there wasn't much time unless Karen wants to leave 5-10 minutes in her presentation for questions.

Linda Edmunds said she would most likely build Q&As into the presentation. Emma said the President's agenda would like to tie in performance metrics to the mission. John Paul asked if Linda could make sure we have the buttons for the event and Linda agreed to bring them and also assist the greeters and give out the handouts.

Kathy spoke about pre certification for CRM maintenance points for the event. She had inquired how to do this and emailed the ICRM but hadn't heard back from them. She said she would get the pre certification code to Owen or John Vasko when she received one from the ICRM. Kathy sent an email to the Gaithersburg ARMA chapter and they posted it on their website.

John Vasko reported a big mailing to 7 press organizations. Omar asked about videotaping but John Paul thought it was probably too expensive. He asked John V. if he could ask the news people if they would like to film it.

Discussion of summer program: Bonnie said she liked an open forum. Some ideas were: e-discovery rules, and the DoD 5015.3 (in review). She reported that Air Force has the lead on creating standards for DoD metadata. They've done a lot of work on it. Emma has been on the team for a year. You have to tag records. John Paul said you have to tag web pages. Emma said the project would be completed this summer. Bonnie suggested that perhaps FIRM could as a "first look" for the metadata specifications.

Steve L. asked if we should be having standard formats and should records officers be pushing them? Emma said she only allows NARA approved formats.

Action: Summer program brainstorming committee: Carol, Essie, Anne, and Bonnie. Bonnie suggested perhaps we could break up into workgroups and discuss topics of interest.

Emma suggested somewhere we should offer "lessons learned." Someone suggested we have NARA as one of our speakers. Bonnie thinks we could have a better voice with having NARA presenting, however, suggested with this gathering, we should build our advocacy outside of NARA. Bonnie thinks we should be leaders, not followers and NARA makes their own policies and issuances.

Steve L. said probably the Presidential records will overwhelm the budget.

John Paul said "let's put a motion on the table to create something." Essie, Bonnie, Emma and Annie will be the team. We'll do this sometime in July, after the 15th. This will be a casual, informal brown bag at GAO.

Nominating Committee Report – Steve Pollard and Emma H. queried members for their preferences for Office for the current year. Willing candidates were: Kathy Calvo, Secretary; Annie Baker, Communications; Dan Bennett, Chair; Bonnie, Vice-Chair. John Paul consulted the bylaws.

The Board members are: Emma H., Steve P., Steve L., Kathy Schultz?, Matt S., John Paul D., Essie B., Linda E., Richard Marcus?, John V., Laura Bell, Linda E., Omar H., Bruce C., Carol B., Dan B. (Chair), Bonnie C. (Vice-Chair), Kathy C. (Secretary), and Annie (Communications). Matt made a motion to add Owen to our list of Board members. Bonnie seconded the motion. This would be our second "Emeritus".

Emma motioned to accept the nominations. Matt seconded. This list does not include "friends" of the Board.

Action: Dan will come back with a list of Board "friends". Dan will ask Richard M. if he would like to serve on the Board and will report next time. It was suggested that Tim Spreah, Ken Withers, and Charlie Barth be "Friends".

On-going discussion of FIRM web page - John Paul noted that we did not elect a webmaster. Omar learned, as he logged in, the company does not provide the HTML construction from a Word document, etc. The services, basically, give a blank space to drop a file in. Also, it does not provide a search engine, so that we would show up on a top five of a website search return. Omar noted that a webmaster needs a web publishing tool to put up a file or a file transfer file so that the file gets transferred there. Web mastering requires expertise.

Matt feels we should have categories and individually publish (i.e. library area history, minutes, events, etc.). Omar said the tools didn't match the expectations with this company. He said we needed Web Publishing Tools that allow one to build the page and make changes. Linda said we should check into costs for these tools. Omar said we should do a survey before June when the web service expires.

John V. said he would like a cut and paste system. Steve P. mentioned Owen as webmaster so JP said we can ask him after the forum.

Action: Omar can email us a report at the end of May and make recommendations and let us know what it costs.

Report on Federal Records Council

It was mentioned that Adria is on the Council so she kindly agreed to brief us. She reported that NARA ERA presentations are set for the next meeting on the 21st. Jason Baron was speaking on e-discovery.

Recent Guidance (Web)

Bonnie would like to bring to the Council what's she's learned.

Announcements:

Kathy announced that ARMA Gaithersburg was having a records management seminar. Linda announced FOSE and the Summer Forum in July. John Paul received support for his position as last Board Chair.

New Business – None.

Next Board Meeting – early June. Colleen Snyder will host at Agriculture, backup – Steve Pollard.

Motion to Adjourn: Emma made a motion to adjourn the meeting. Matt seconded the motion. The meeting ended at 12:15.

AGENDA

Federal Information and Records Managers' Council Board of Director's Meeting

**Wednesday, October 15, 2008
9:30-12:00 Millennium Challenge Corporation**

❖ Welcome and Introductions

❖ FIRM Board Administrative Business

■ next election

■ proposed by-law changes

■ Yahoo Discussion group status

■ 2009 Strategic Plan (see below)

❖ Program for December 3rd Forum at Library of Congress
Proposed for Discussion - "The Emerging Legislative Landscape:
Information Issues Affecting Government Business Processes."

❖ Building collaborative relationships with federal IM partners.

❖ Follow-up to September 24th Meeting (SP):

The Future of Federal Information Management Governance
(An "umbrella" leadership group for all IM associations)

A single calendar for all federal information management related events

Legislative Taskforce for suggesting statutory changes

Methodology for putting together regular collaborative training opportunities

"Casual Brown Bag" professional information sharing

❖ Upcoming Calendar Events (Holiday party, FOSE, etc.)

❖ Follow-up Activities and Next Meeting – (if appropriate)

❖ New Business

❖ Adjourn

AGENDA
Federal Information and Records Managers' Council
Board of Director's Meeting
Thursday, February 12, 2009
10:00 a.m. Environmental Protection Agency

- ❖ Welcome
- ❖ Round the Table Introductions
- ❖ Review of Bylaws and Charter for New Members
- ❖ Board Elections (March 2009 to March 2010):
 - Chair
 - Vice Chair
 - Secretary
 - Communications / Membership
- ❖ Friends of the Board 2009-2010
- ❖ FIRM Communication / Webpage / Yahoo site
- ❖ Upcoming FIRM Forums – topics / organizing team
- ❖ Relationships:
 - Next Archivist / NARA Liaison?
 - NAGARA Liaison?
 - Federal Records Council?
 - W3C / CODATA / etc...
- ❖ New Business
- ❖ Next Board Meeting – OPIC in April
- ❖ Adjourn

Meeting Minutes of February 12, 2009
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on February 12, 2009, at the U.S. Environmental Protection Agency, 1300 Pennsylvania Ave., NW, Washington, DC.

Introduction/Welcome

John Paul Deley, Chair, called the meeting to order at approximately 10:15 am and thanked everyone for coming. He asked for introductions and everyone introduced themselves:

Attendees:

Sherrill Gibson, CIA;
Carolyn Offutt, Offutt Advisory (formerly EPA);
Michael Stallings, Minority Business Development Agency;
Omar Herran, Department of Justice/BOP/FPI/NIC;
Mary Ann Ward, US Mint;
Essie Bryant, Overseas Private Investment Corporation;
John Paul Deley, Energy Information Agency;
Yvonne K. Wilson, Government Accountability Office;
Bonnie Curtin, Federal Trade Commission;
Matthew Staden, U.S. Navy;
Owen Ambur, Department of Interior (Emeritus) via telecom;
Renee Trujillo, Social Security Administration; Joyce Huber, Social Security Administration;
Kathy Calvo, U.S. Environmental Protection Agency.

Board Elections

John Paul Deley, current Board chair, called for nominations for Chair, Vice Chair, Secretary, and Communications/Membership, each person to serve for the period of March 2009 to March 2010. Nominations followed with Board members elected as follows:

Omar Herran, Chair
John Paul Deley, Vice Chair
Kathy Calvo, Secretary
Owen Ambur, Communications/Membership Director

Friends of the Board (SEE Pending Actions)

Some friends of the Board were mentioned by John Paul Deley such as Ken Withers and Bette Fugitt. **ACTION:** John Paul asked members of the Board to submit other names to Omar Herran.. **ACTION:** John Paul also noted that all other web content should be sent to Owen Amber at: owen@ambur.net

FIRM Communication/Webpage/Yahoo website (SEE pending actions)

ACTION: Owen said that folks can subscribe to the FIRM's Yahoo Groups site by clicking on the link at the bottom of the page on FIRM's "Becoming a Member" page at <http://www.firmcouncil.org/id2.html>."

Michael Stalling mentioned "Twitter" as a social network vehicle. John Paul responded that we would maintain Yahoo and the (FIRM) website, but not anything else.

Owen has established a link to FIRM's Web site on his personal profile on LinkIN.

http://www.linkedin.com/profile?viewProfile=&key=9544684&trk=tab_pro He explained that "linkIN" is a network based on who is on your network. ARMA, for example, has 713 members and EDOCS has 282 members.

Upcoming FIRM Forums – topics/organizing team

John Paul will forward to Owen the NARA email list for invitations.

John Paul mentioned that our last forum was held in January. Owen posted slides on our website. Also on October 8, different groups came in to talk about different access issues. He mentioned we have RACO in May. John Paul proposed an early June program and asked what the hot topics were. Essie – electronic records management; Matt – a strategy (lessons learned), Yvonne - GAO's system ; Owen – Agencies are supposed to compile their data reference models; Bonnie – thinks Owen's idea is good and also Section 202 e-records E-gov act and NAGARA – perhaps OMB can talk about this. Bonnie – a demo of here's how we did it (e-records) – would like to see a screen & see actually how to manage electronic records; and Bonnie – a half day retreat to discuss how we want FIRM to go. Essie met with NARA and talked about E-records and they suggested FIRM as a place to get RM information. John Paul said he likes the idea of a FIRM retreat (Bonnie's idea). It was suggested we could decide FIRM's direction at our next Board meeting.

John Paul said our next event is in June and we need to discuss it. He asked for volunteers. Bonnie volunteered for hosting the event. Yvonne, Michael, and Mary Anne will work with Bonnie. For topics, Owen suggested someone to speak on openness and transparency regarding Obama's request for this. Kathy suggested a topic on how to manage records of Wikis and Blogs.

Essie first volunteered to host the April Board Meeting but then Omar volunteered and we agreed to host at the Bureau of Prisons, 1st. St., NW.

Relationships (SEE Pending Actions):

W3C meeting - John Paul mentioned the March upcoming W 3C meeting on achieving electronic government through technologies and Michael Stallings volunteered to represent FIRM at the meeting. **ACTION:** John Paul also mentioned the Open Letter and invited FIRM board members to make changes to the letter to give to the new Archivist. A password is needed, however, to get to the letter. Contact Patricia McDermott at <http://www.openthegovernment.org>. **Liaison to NARA** – John Paul suggested we have a liaison to NARA. **ACTION:** He asked Bonnie to send an email to NARA with the new

FIRM chair name, Omar. Federal Records Council – A question came up on the Federal Records Council and what was happening with it. **ACTION::** John Paul made a motion we should invite the FR Council to our June event. Essie seconded the motion. Academy of Science National website, a way of herding scientific information; the name of an article to read is: “Beyond Productivity, Information, Technology, Innovation and Creativity”.

ACTION: John Paul suggested we should work with the organization and learn about what they’re doing. He said he attended one of their meetings and said they’re dealing with records management issues and e-records issues.

New Business

Owen asked the new people about their expectations for FIRM. Joyce from the Social Security Administration said she wants to know what is going on and how they can participate. Sherrill, CIA, is interested in obtaining resources. She said they’ve done applications but she wants to know how to market records management, where is the best fit for records management organizationally and resource-wise. Also, how do you obtain funding (for RM). John Paul said the Cohasset Associates (Federal) publishes a survey on r.m. that may be helpful. Also, he said that the responsibility for r.m. lies with the agency head. So, he meets with the head and gets the delegation of authority.

Essie goes to the head and points to the fact that he/she may not have the time but they still have the responsibility. Mary Ann said that records are an agency asset. If you miss manage your asset, you loose your job. Renee said there is a cost to the agency during discovery. John Paul said to have others work for you and market for you, such as attorneys, so a presentation to your attorneys will be a good idea. Michael works with the program officer. John Paul goes through senior level people.

Adjourn

John Paul reminded everyone that the next meeting will be at the Bureau of Prisons, Justice, in April. He mentioned that next, Kathy would send out a draft copy of the minutes. The meeting adjourned at approximately 11:50 am.



Board of Directors Meeting
Meeting Agenda for: **April 15, 2009, at 10:00 AM**

Location: A meeting of the FIRM Board will be held at 400 1st. Street, NW Washington, DC (DOJ/Federal Bureau of Prisons), Redline to Judiciary Square/Union Station

Introduction/Welcome:

Attendance: Circulation of attendance list

Old Business:

Pending Item 01: Review/Approval of previous meeting Minutes

Pending Item 02: June's Program (Hosted by Federal Trade Commission, FTC)

Report from: Yvonne, Michael, Mary Anne, and Bonnie regarding topics, speakers, and draft Agenda pending applicable confirmation(s) as necessary

Pending Item 03: Web site and user experience so far with Yahoo Groups

Report from: Owen (regarding these resources)

Pending Item 04: Friends of the Board

Report from: Omar

Pending Item 05: FIRM Retreat

Report from: John Paul

Relationships Reports:

Communications with NARA (Modern Records Program and FRC) - Omar

Communications with AIIM

Communications with ARMA

Communications with Digital Government Institute - Omar

Communications with Others

New Business:

Draft FIRM business cards - Omar

EOUSA participation - Owen, Bonnie

Other

Adjournment:

Next meeting

Closing remarks

Meeting Minutes of **April 15, 2009**
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on April 15, 2009, at the U.S. DOJ/Federal Bureau of Prisons, 400 1st Street, NW, Washington, DC

Introduction/Welcome

Omar Herran, Chair, called the meeting to order at approximately 10:15 am and thanked everyone for coming.

Attendees:

Omar Herran, DOJ/Bureau of Prisons
Jay Kent, Bureau of Prisons
Maria Ross, Bureau of Prisons
Jay Kang, Bureau of Prisons
John Paul Deley, Energy Information Agency;
Bonnie Curtin, Federal Trade Commission;
Joyce Huber, Social Security Administration
John Krysa, Federal Bureau of Investigations
Bruce Campbell, Millenium Corp.
Owen Ambur, Department of Interior (Emeritus) via telecom;
Yvonne K. Wilson, Government Accountability Office; via telecom
Kathy Calvo, U.S. Environmental Protection Agency
Carolyn Offutt, Offutt Advisory (formerly EPA)

Pending Item 01: Review/Approval of Meeting Minutes:

John Paul moved to approve the meeting minutes of February 12, 2009 and Bonnie seconded the motion. The minutes were approved by motion.

Pending Item 02: June Forum:

The June FIRM Forum will be hosted by Bonnie Curtin at the Federal Trade Commission, FTC). The program committee: Michael Stallings, MaryAnn Ward, Bonnie Curtin, Yvonne Wilson, Essie Bryant, and others, provided ideas for program discussion.

Bonnie reported on a list of June dates when the conference rooms would be available. The various topics suggested were: Essie: present automated taxonomy; Bonnie: COOP; John Paul: agency evaluation techniques; Bruce: FEMA RM Vital Records Program; Yvonne: Litigation holds; and ? – have NARA discuss the ERA. Omar and Kathy expressed concern this topic might be duplicated at RACO but others said that NARA would not discuss the ERA at RACO this year. Yvonne clarified the RACO agenda was about social media tools, policy for social media tools, and records management ramifications of social media.

Owen spoke about the importance of leadership and standards for interoperability and not reinventing the wheel; Bonnie spoke about using big buckets and how to manage their

content. Omar suggested contacting Yvonne Wilson at GAO regarding questions on big buckets). (Note: Yvonne is now records officer at HHS). **Action:** Omar would like Agency profiles, short presentations from each Agency on where we are (with rm), for a future event. Omar also suggested a speaker on preparing for automated classification. John Paul suggested a topic about how we get governance in place. Bonnie asked if we wanted to revisit this again and Omar said we might. Other suggestions: FEA 2.0 data reference model and the relationship to records management; and NIST Capital Planning and Investment Control Process.

John Paul said that FIRM might want to be more proactive as far as doing guidelines and how to implement evaluations. Omar suggested saving this topic for November.

To summarize, Omar suggested 6 topics:

Taxonomy – Essie may have contacts; Yvonne talked about Autonomy.
Litigation holds (private sector view)
Risk assessment in relation to Vital Records
FEA data reference model
Capital planning and investment control
ERA/NARA

Yvonne suggested talking about litigation holds. It was mentioned that Jason Baron already spoke about this so it was decided to drop the topic. Yvonne said it was ok to drop the topic but also mentioned a female attorney, Christina Ayiotif, who spoke at ARMA Gaithersburg on e-discovery and EIS, was very good. Owen said he thought this was a good topic and said it would be good if we could get the CIO council to co-sponsor our presentation. John Paul said that Patrice McDermitt may also like to present from opengovernment.org, and could pull in attendees.

Omar narrowed topics to 3:

COOP and Vital records
Federal Enterprise Architecture (FEA)
Litigation Holds.

Owen has a speaker from FBI. Omar wants to delegate the event and the coordination of it. He needs a program chair coordinator to work with Bonnie. Owen and Yvonne volunteered to work with Bonnie on the event. **Action:** Omar can talk to Jenny Plant to see if we should invite the CIO Council. John Paul talked about logistics, to get a date first and see which speakers are available. We have 3 topics in 2 hours. **Action:** We need to select a date, to be determined in June.

Pending Item 03: Web sites

Owen said there were 4,000 visitors to the FIRM website. He talked about the FIRM website for announcements on forums and the yahoo site for general discussions. He said subscribers can upload reports to the Yahoo site.

Pending Item 04: Friends of the Board

There were no changes to offer. **Action:** Omar asked members for feedback and to let him know so he can update the list. Owen noted that we have 21 on the Board and the charter says 15. This should be based on participation so we will consider the names at a later date.

Pending Item 05: FIRM Retreat

Need measurable goals to accomplish 2 or 3 solid objectives with friends. We have RACO in May, and NAGARA in July. **Action:** Late July or August, we will come up with a focus for FIRM n 2 or 3 objectives. Over the next 12 months, we will work on the future of FIRM. We will invite anyone who can come and will announce this at the June event. John Paul said he can find a facilitator. He suggested Carolyn Offutt as facilitator.

Relationships Reports:

Action: John Paul said Bette Fugitt asked him about Carol Brock so he said contact Bette if you have any ideas for her going away party. Omar said he let NARA know he was the new FIRM president. He said that David Weinberg, Director of the Federal Records Center program, is willing to participate with FIRM. The Acting Director of Modern Records,

Omar also spoke with AIIM. Steve Levenson is chair of a standards board and he needs Federal participation. AIIM has vendors so he needs joint participation.

Omar mentioned an April 9th letter and said we could use it to promote FIRM.

Action: Bonnie asked if we have a volunteer to explore insights with the CIO Council. Susan Cummings had commented that because of her association with the CIO Council, this is the preferred method of communication. Omar would like to pursue this for a topic as an alternate way of looking at FIRM.

Bonnie mentioned that the e-gov act was not renewed and asked if the e-gov act was being phased out. Omar said that because of transparency, the contributors for the e-gov act are not moving, but this will not change the direction of where we're going.

New Business:

Action: Late summer of 2010, NAGARA will meet with the Council of State Archivists in Washington and we want to be involved and volunteer or have a discussion group, something we can take to the NAGARA Board.

Upcoming Events:

ARMA Gaithersburg: 3 Pillars of Records Management
Digital Government presentation

Action: Constance Downs, EPA, would like to chair or participate in a Records and Content Management workshop. She would like to present to FIRM at a future meeting.

Action: Carolyn Offutt, AIIM chair, would love to do a joint presentation with AIIM/FIRM. She also mentioned we should associate ourselves with the American Council of Technology and also the Industrial Advisory Council.

Bonnie and Omar met with the Executive Office for the U.S. Attorneys, a fairly large organization of 20,000 people. They were interested in how to transfer from the paper environment to electronic. At the meeting, there were attorneys, records people, and IT people. They were brought together to discuss how to reengineer. Bill Hooten from FBI discussed plans, FTC (Bonnie) had Documentum and is using big buckets. She discussed how they manage their content. All received questions. Bonnie liked the program but suggested that questions on big buckets, go to Yvonne Wilson, at GAO (now at Dept. Human Health and Services).

Adjourn

The meeting adjourned at approximately 12:00 pm. Yvonne motioned to adjourn and Carolyn seconded the motion.



Federal Information and
Records Managers (FIRM) Council

Board of Directors
WWW.FIRMCOUNCIL.ORG

Agenda for: July 23, 2009
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on July 23, 2009, at the Overseas Private Investment Corporation (OPIC) Offices situated at 1100 H Street, NW, Washington, DC

Introduction/Welcome

Omar Herran, Chair, called the meeting to order at _____ and thanked everyone for coming.

Attendees: _____

Old Business:

Pending Item 01: Review/Approval of Meeting Minutes: _____

Pending Item 02: Results from June Forum: (Omar)

Pending Item 03: Web sites

Pending Item 05: FIRM Retreat - to work on the future of FIRM (John Paul)

Relationships Reports:

NAGARA's October Program (John Paul / Bonnie)

ARCIS Update (Omar)

NARA's TIL Report (August 17, 2009 change in auto-coding for TIL) (Omar)

AIIM Free Seminar (<http://www.aiim.org/ecmseminar/>) On Collaboration and Enterprise 2.0

New Business:

Suggestion for updates to our Charter and Bylaws (Omar)

Distribution of Training DVDs (Summer Program 2009)

Scanning and archival of FIRM records (John Paul / Omar)

Upcoming Events:

NAGARA's October Program (John Paul / Bonnie)

Adjourn: The meeting adjourned at approximately _____.

Meeting Minutes of July 23, 2009
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on July 23, 2009, at the Overseas Private Investment Corporation (OPIC), 1100 H Street, NW, Washington, DC

Introduction/Welcome

Omar Herran, Chair, called the meeting to order at approximately 9:45 am and thanked everyone for coming. He apologized for technical difficulties and the resulting inability to connect with teleconferencing services for the meeting.

Attendees (in person):

Omar Herran, DOJ/Bureau of Prisons
Essie Bryant, Overseas Private Investment Corporation
Bonnie Curtin, Federal Trade Commission
Bruce Campbell, Millenium Corporation
Jill Shaver, Department of Education
Owen Ambur, Department of Interior (Emeritus)
Kathy Calvo, U.S. Environmental Protection Agency
Carolyn Offutt, Offutt Advisory (formerly EPA)

Pending Item 01: Review/Approval of Meeting Minutes:

Owen Ambur motioned to approve the meeting minutes of April 15th, 2009 and Carolyn Offutt seconded the motion. The minutes were then approved by motion.

Pending Item 02: Results from June Forum:

The FIRM Forum, hosted by Bonnie Curtin at the Federal Trade Commission, FTC, was held on June 23rd. Omar reported that this was the first digitally recorded conference, recorded on DVD with voice and sight. Multiple agencies were represented. There were 40 attendees and 10 people on the teleconference line. Most people were satisfied so it was a success! The forum was mentioned at the Bridg meeting and was sponsored by NARA. Carolyn asked if it was just for Federal employees. "No, we target primarily AIIM, ARMA, Bridg, and FIRM Council. FIRM forums are open to anyone interested in federal records and information management, library science, attorneys, access specialists, and IT, etc.

Kathy Calvo mentioned her concern about FIRM having sufficient advertising for forums and if we could improve on it. **Action:** Omar said he would think about it and try to come up with some ideas for advertising that could be reviewed by the Board.

Pending Item 03: Web Sites

Owen said announcements of our events can be posted on our announcements@firmcouncil.org mailing list. People can self-subscribe to the mailing list if they wish. FIRM notification of events is also posted on the calendar page of our Web site,

at <http://firmcouncil.org/calendar.htm>. As additional information becomes available for each forum, it is posted on our Programs page at <http://firmcouncil.org/programs.htm>. During the peak usage in March 2009, our Web site received 4,000 visits. (From December 2008 – September 2009, visits have averaged about 1,140 per month.) The officers, members of the board, and friends of the board are listed at <http://firmcouncil.org/leaders.htm>

The yahoo site is not currently being used, but anyone can use it if they wish.

Pending Item 05: FIRM Retreat

Omar reported that John Paul suggested a possible retreat to look ahead and discuss association with ARMA and AIIM, etc. He suggested the next meeting to discuss these topics could be in September, unless John Paul put together a program earlier.

Owen wants to finalize the draft charter (strategic plan with goals, objectives, and stakeholders). He wanted to know if we think this is helpful. The first thing is to brainstorm.

Relationships Reports:

Owen reported a good role for FIRM friends is to give updates on relationship reports.

NAGARA (National Assoc. of Government Archivists & Records Administrators) – Omar reported a number of topics we could contribute to this organization. NAGARA is active at the state and local levels. Their national conference is held in October.

ARCIS – Omar was approached by David Weinstein to help with the OF11 part and the 135 (replacement of OF11 and parts of the OF258 & 115 in the future). ARCIS replaces CIPS.

NARA – Tobacco report: beginning August 17, every SF 135 sent to NARA, unless one otherwise specifies that the 135 has tobacco material, will not flag 135 as Tobacco related. Action: we need to go to General Council and inform them they need to be more proactive in this regard. Omar stated that OGC has to tell us its tobacco related. We need to mark “TIL” on the SF 135 form.

Bruce reported about a free NARA (N.E.) webcast/briefing on August 26th, 11-12:30 on IT/information management and e-discovery, free and open to the public. Bruce suggested we invite IT and litigation staff. He suggested we should also look at points of the agenda first for their benefit.

AIIM – Action: Omar reported about a free 1 day conference in Washington, DC on September 17, 2009. Anyone can register on line at <http://www.aiim.org>

Architecture Group – Owen reported about the A-11 exhibit 300 budgetary process and the proposal to streamline exhibit 300 related to scheduling records. Action: Essie will contact their group lead at NARA.

ARMA –**Action:** Send an email to Omar if you have anything to report.

General Records Discussion – The FIRM board discussed general record keeping with everyone.

Essie wants to keep IT abreast of what we're doing as records managers. Essie needs front end and IT needs back end.

New Business:

Charter – Omar looked at the Charter and wrote suggestions. In the overview, 1) it lacked an outline format so he added format and headings, a heading that conveyed what the paragraph was about, and 2) content – he lined up the content so it would flow, he distinguished areas and said what they should do. He distinguished membership, board membership, and executive committee, and assigned responsibilities.

Omar suggested that FIRM Council is “everybody” and the Board of Directors’ is “us”. Carolyn doesn't want to move away from “Feds”; Kathy doesn't want to exclude contractors from the overall community of practice who we send forum notification to.

Board – decides on program basics (then a program coordinating team). **Action:** Omar encourages the Board to review content (of the Charter??) and comment on it.

Friends of the Board – have unique subject matter expertise. If FIRM needs help in an area, we can call on them.

Forums - Omar suggested, for example, at the summer event, he wants to focus on individuals who will coordinate the event, not the entire board. He wants to come up with a process of key players.

Scanning and archiving – Omar suggested a day to organize and scan FIRM's historical records. (formerly scheduled for August 22nd). It would be mandatory for anyone who has been on the board for longer than 15 years. Kathy suggested FIRM ask John Vasko help organize as he might have worked on the historical documents in the past. Omar can scan 4 boxes or Omar can talk to the Archives. John Paul is developing a schedule first. Carolyn suggested this would be a good project for a student. Omar suggested a Saturday at the BOP to organize.

Upcoming Events:

Omar asked if anyone wants to volunteer an abstract for the conference. Carolyn suggested it was important to share back and forth. Essie may want to talk about her e-system. Jill Shaver is working on a design with Documentum. She is an advisor on an R.M. team. Sherry Smith is her Agency records officer. The system is enterprise-wide and there's been a contract with a company for 10 years.

Pending 01: Scanning and organizing day

Pending 02: Abstract for NAGARA

Pending 03: Bylaws, amend and distributed for comment

Pending 04: Omar to talk about ?????

Pending 05: FIRM retreat – Retreat needs John Paul's update

Pending 06: FOSE 2010: August 21st deadline. FOSE provides subject matter already.

Outstanding Membership Issues: Kathy suggested we talk about membership requirements and Vivian Scott's possible membership. It was mentioned that the problem is the charter restricts FIRM Board membership to 15 members (FIRM council membership is unrestricted). If we want to add someone to the Board, we are already at our limit. Omar said we need a procedure to reduce the number on the Board. Omar said we should articulate this. Owen suggested we ask members what they plan to contribute. Omar proposed to add Vivian to the Board. Kathy seconded the motion, pending the revision on the Charter. We will amend the bylaws to make this formal.

Adjourn

The meeting adjourned at approximately 11:40 pm. Carolyn motioned and Essie seconded the motion.



Agenda for: September 30, 2009
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on July 30, 2009, at the Federal Bureau of Prisons (FBOP) Offices situated at 400 First St., N.W. Washington, DC

Introduction/Welcome

Omar Herran, Chair, called the meeting to order at _____ and thanked everyone for coming.

Attendees:

Old Business:

Pending Item 01: Review/Approval of Meeting Minutes: _____

Pending Item 02: Participation at next summer's COSA, NAGARA, SAA Conference (JP)

Pending Item 03: Review and Scanning of FIRM's Archives

Pending Item 04: Review of Amendments to Bylaws (duties description text pending)

New Business:

FIRM's Fall Program

Informal Lunch Meetings at Union Station

Relationships Reports:

AIIM Seminar On Collaboration and Enterprise 2.0 (Carolyn O.)

ARCIS Update (Omar)

NARA's Mandatory Self Assessment Guidelines (Omar)

Upcoming Events:

ARMA Conference (Orlando, FL) (Essie)

Adjourn: The meeting adjourned at approximately _____.

Minutes for September 30, 2009
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Date/Location:

A meeting of the FIRM Board was held on September 30, 2009, at the Bureau of Prisons, Washington, DC

Introduction/Welcome

The meeting was opened by the FIRM Board Chair, Omar Herran, at 1:52 pm.

Attendees:

Omar Herran, DOJ/Bureau of Prisons
Essie Bryant, Overseas Private Investment Corporation
Bonnie Curtin, Federal Trade Commission
James Bobbitt, Overseas Private Investment Corporation
Vivian Scott, Federal Retirement Thrift Investment Board
Michael Stallings, Minority Business Development Agency
Kathy Calvo, Environmental Protection Agency
Carolyn Offutt, Offutt Advisory (formerly EPA)
John Paul Delay, Energy Information Agency
Jay and Linda, DOJ/Bureau of Prisons staff

Pending Item 01: Review/Approval of Meeting Minutes:

The Board reviewed the minutes of the previous July 23, 2009 meeting, as amended. Michael made a motion the minutes be accepted. Essie seconded the motion – and the minutes were approved unanimously.

Pending Item 02: Participation at next summer's SAA, NAGARA and COSA conference

John Paul discussed the three FIRM proposals submitted for the joint SAA, NAGARA, and COSA meeting, to be held in Washington D.C. at the Marriott Wardman Hotel on August 10 or 15, 2010. The three sessions submitted include: "Privacy, Freedom of Information, Transparency, Accountability and the Public Record," to be chaired by Dr. Patrice McDermott of Openthegovernment.org.; "Professional Information Management Organizations Address Commonality in their Strategic Plans," to be chaired by John Paul on behalf of FIRM and including Board members of the three sponsoring organizations; and "Software is only Part of the Solution: Customization and Automation Strategies for Records Management Decision Making" to be chaired by Dr. Tim Sprehe.

Pending Item 03: FIRM Archives, review and scanning of

Omar discussed the processing of FIRM archives materials currently located at OPIC and the need to sort through the material and identify a portion for scanning. Essie will set up a session and notify John Vasko, John Paul Delay, Bruce Campbell, and Kathy Calvo to work together to accomplish this task.

Pending Item 04: FIRM Bylaws, review and amendments to

Omar tabled discussion on proposed new amendments to the FIRM Bylaws and Charter pending review of updated “responsibilities” for Council members.

New Business:

FIRM Fall Forum

Omar reviewed plans for the FIRM Fall program to be held on November 4th from 9 a.m. to 2 p.m. at OPIC, 1100 New York Avenue. The proposed theme is “Information Management Support Services.” Two speakers have been confirmed, David Weinberg of the National Archives, who will speak on the FRC’s ARCIS and other topics, and a UNICOR Administrator, who will speak on creative approaches to outsourcing. Essie will contact GSA to check on the availability of a third possible speaker.

Monthly “Get Together”

An open discussion was held on the possibility of having an informal monthly “get together” for federal records officers. Kathy offered to set up the next one. Omar hopes he can continue this informal “get together” on a regular basis. He plans no agendas and no minutes. Kathy gave ideas of different restaurants in the area.

Relationship Reports:

AIIM Seminar on Collaboration and Enterprise 2.0 - Carolyn reported the seminar provided ideas for networking and relayed a tip she learned: we should wear badges on our right side because that’s the side we shake hands on so people will tend to look this way. The presentation can be found on the AIIM website: <http://www.aiim.org> Omar attended also. He handed out various AIIM training cards for a free session on the Practitioner level, each a \$75 value.

ARCIS Update – for electronic OF11 and SF 135 processing. Omar reported that the National Archives and Records Administration (NARA) implemented the changes he submitted and it is in the testing phase (using a DoJ sub group). Agencies can do reference requests now. Other features could be available in November.

NARA’s Mandatory Self Assessment Guidelines – Omar suggested we don’t do this on our own. He suggested we involve others such as disaster recovery personnel. Federal agencies will discover they have weaknesses. Omar thinks the information he gives to NARA will go to all agency heads. Vivian reported she believes the results will be reported to OMB (per here conversation with Lawrence Brewer of NARA).

Upcoming Events:

ARMA Conference (Orlando, FL): Essie and Kathy reported they were planning to attend the conference on Oct 15 – 18, 2009.

Adjourn - the meeting adjourned at approximately 3:30 pm. .



[Board] My draft message to the community... Any comments?

Omar Herran to: board

04/15/2010 11:16 AM

Sent by: board-bounces@firmcouncil.org

History: This message has been replied to and forwarded.

Good morning FIRM members and information and records management colleagues:

Enclosed please find five information items for your immediate consideration:

- 1- Please REPLY to oherran@bop.gov if you ARE coming to the meeting
- 2- Dial-up attendance is possible via teleconference
- 3- Location and time of meeting
- 4- Academic study on Social Media
- 5- Upcoming GAO survey and report

1- As the date for our next meeting approaches (@ OPIC, April 27, 9:30 A.M.), we need to establish a count of those are planning to attend in order to secure adequate space for the meeting. If you are planning to attend, please send a reply to my attention (oherran@bop.gov).

2- We are also establishing a teleconference connection for those individuals who are interested but are not able to attend. You may use the following information to attend via teleconference:

phone: 785-686-3124
pin: 7777#

3- I do want to encourage you to attend in person, if at all possible. As stated in an earlier message, the meeting will be hosted by Ms. Essie Bryant, Records Officer, Overseas Private Investment Corporation (OPIC), located at:

April 27, 2010, 9:30 A.M.
Overseas Private Investment Corporation
1100 New York Avenue, NW
Washington, D.C. 20527
[1 block from Metro Center (Red Line)]

4- On another topic, interested FIRM members have an opportunity to collaborate with an academic study on Government's use of Social Media. This study is conducted by the School of Library & Information Science at San Jose State University, Dr. Patricia C. Franks, Ph.D., CRM, is the lead researcher and program coordinator. Since the results of the study will be shared with all of us via FIRM, I would suggest we take a look at this online survey at:

<http://www.surveymonkey.com/s/FIRM>

Password: NCNS

5- Lastly, FIRM is also collaborating with GAO's efforts concerning with a report covering discipline of information and records management.

They are preparing an online survey that will be use for data aggregation purposes and will not require an official agency response or an individual designation for its completion. Time-permitting, we will provide more information during our upcoming meeting.

This message is intended for official use and may contain SENSITIVE information. If this message contains SENSITIVE information, it should be properly delivered, labeled, stored, and disposed of according to policy."

Board mailing list
Board@firmcouncil.org
http://firmcouncil.org/mailman/listinfo/board_firmcouncil.org

Minutes of April 27, 2010
Federal Information and Records Management (FIRM) Council
Board of Directors Meeting

Introductions

The meeting was opened by the FIRM Board Chair, Omar Herran, at 9:32 am at OPIC, Washington, DC. Essie Bryant hosted the meeting.

Board Participants included: Essie Bryant., OPIC; Omar Herran DOJ Prisons; Kathy Calvo, EPA; Jill Shaver, Education; and John Milligan, guest contractor, Patent & Trademark Office.

Review of Past Activities

The Board reviewed the minutes of the previous meeting. Essie motioned to accept the minutes as amended and Jill seconded the motion. The minutes were approved unanimously.

Training/Meetings/Conferences – Omar mentioned some of the recent FIRM Activities which included: Summer 09 – FTC; Fall 09 – OPIC, and Spring 10 – Digital Government Institute (DGI). Informal networking meetings were held at Union Station, restaurant at OPIC, Armand's, and NARA (Archives 1).

Resources/Communications – Omar said that this year the Board provided the following: Video Recordings of Events, Teleconference Services, Increased use of web site, updated FIRM Tri-fold, and Increased Listserv enrollment.

Collaboration/Teaming/Partnership – Omar provided a listing of (1) NARA's Announcement/Promotion of Fall and Spring Programs; (2) NARA/FRC Participation in Fall's Program, (3) FIRM's Partnership with DGI (Spring Program); and (4) FIRM's Collaboration with GAO (on-going).

Word of Appreciation from the Chair – Omar gave special thanks to all Board Members and Friends of the Board. Kind appreciations to Bonnie Curtin, Carolyn Offutt, Essie Bryant, Kathy Calvo, Owen Ambur, Stephen Levenson, and Vivian Scott for consistent operational support. He also gave special thanks to Carol Brock and John Paul Deley for their encouragement. Kathy recognized Omar for all his dedication, hard work, and for directing all the above activities as FIRM Chair.

New Business:

Owen mentioned that agencies were directed to put their open government plans on their web sites, including plans for records management. Owen said he will post links on FIRM's website.

Elections:

Omar sent out an email and announcement to the membership at large, however, there was no expressed interest from anyone for the Board executive positions. John Milligan, who is on the ARMA chapter Board (Metro Maryland), said they were having the same issues with ARMA, finding difficulties in filling leadership positions. It was mentioned that Kenny Lee was semi-active with AIIM and is doing joint programs with ARMA, so perhaps he would assist in soliciting more interest from ARMA. John also mentioned that Cheryl Smith has a list of contacts. Omar wants a visible role with good networking.

Omar explained the election process. Owen expressed his agreement with Omar there is a need to get more folks more involved.

Motion was made by Essie to reinstate the executive committee for the next year, May 1st – April 30, 2011, in addition, we solicit interest in shadowing Board leadership roles. The motion was approved unanimously.

Recommendations:

Omar asked if any of the Board members were interested in shadowing a Board position. Essie asked about John Paul Deley and offered to shadow the Chair. Jill stated she would be interested in shadowing the chair or vice chair, however, she is busy. Jill also offered to host meetings at Education. Vivian offered to shadow the secretary.

Board of Directors and Friends of Board (FOB list): Omar stated we have more members than the Bi-laws allow. Motions were made to:

Remove Tom Boyle from the Board. He is no longer at the same agency.

Remove Pamela Abelson from the Board – we have not heard from her.

Remove Carol Brock from the Board, move her to FOB list.

Remove Yvonne Wilson from the Board, move her to FOB list.

Remove Matt Staden from the Board, move him to FOB list (busy?)

Remove Linda Edmondson from the Board, move her to FOB list (moved).

Add John Milligan (contractor to Patent and Trademark) to the FOB

Remove Nancy Allard from FOB (retired).

Remove Emma H from FOB. (She has a different position).

Essie moved these changes be effective on this day. Jill seconded the motions. Owen will remove names we agreed to for the Board mailing list. He asked Kathy to send him an email with the minutes that Owen could use to remove names.

Other Actions

FIRM will get a report on the Survey on Social Media, the Agency's involvement in. GAO is about to issue the survey.

Omar motioned to communicate to the Board first before sending out messages to the FIRM membership at large. Kathy moved to agree and Essie seconded. Owen mentioned he must approve any messages since he manages the website.

Pending:

Owen would like to have a back up for the web. Messages can be sent to Board @firmcouncil.org. Attachments must be less than 40K. Omar would like Owen to do an account of Board members and amend our charter if necessary.

Essie will look at the calendar to schedule a time to review and scan FIRM's historical documents. Kathy talked about the need for categorization but they want to inventory first. There are about 2 or 3 boxes.

Schedule a forum late September or early October. Owen suggested discussing open government plans on records management.

John Milligan asked if we have a Linked in page where we can post announcements.

Owen would like to develop a strategic plan.

Adjournment

A motion was made by Omar to adjourn the meeting at 10:31. Owen seconded the motion.

Federal Information and



Records Management Council

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2010-09-23 Board Agenda



Omar-h Sep 14, 2010 6:38 am

Agenda: Board of Directors Meeting

Meeting Agenda for: Sept 23, 2010 , at 09:30 AM

Location: FTC

Introduction/Welcome:

Old Business:

01. Pending Item 01: Review/Approval of previous meeting Minutes (Kathy)

02. Kathy to distribute Minutes via Email

03. Pending Item 02: Web site and user access statistics (Owen)

04. Pending Item 03: FIRM history files (Essie)

John Paul, John Vasko, and Essie to review

05. Relationships Reports: ommunications with NARA; Communications with AIIM (Carolyn O.); Communications with ARMA (Kathy C.); Communications with Digital Gov. Institute Communications with Others

New Business:

06. Nomination of Retta H. Graham-Hall to serve as Board Member representing DoD Agencies

Retta is a Records and Information Analyst working at DoD/OSD. She was a member of the Customer Relation Board for ARCIS and has extensive experience in records management

07.1 Fall Program with NAGARA (John Paul)

07.2 NAGARA membership to FIRM

07.3 Affiliation with larger organization (NAGARA, AIIM, ARMA) (Omar)

08. Future Program(s): Contacts for future program(s) include:

GAO - Results from survey and review of NARA/Records Program

IG Perspective on Records Management (Monique West)

Academic Research on Web 2.0 Technology/application (Dr. P. Franks, if in DC)

Presentation by the CIA Information Management Officer (Sherrill Gibson)

Training and Certification Programs in IM/RM (ARMA, NARA, AIIM, UMCP, etc.)

09. Lunch Meeting: Proposal to establish the 3d Thursday of each month to begin Oct. 21 @ Capitol City Brewing Co. - 1100 New York Avenue, NW (Red Line Metro Center)

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10. Other Items for Discussion:

11. Adjournment: Next meeting; Closing remarks

1 - 1 of 1

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DEAF

9:40 AM 9/23/70

Cynthia Offitt
Steve Benson?
Bonnie
Omar
JP
Kathy
Vivian

Omar called the mfg to order
T. P. material, Vivian 2nd ed.
for the minutes

Pending 2: Omar on travel but he
did some corrections to the website
names, etc.

Pend 3: Essie asked Omar to
comey to us she will go thru
Omar asked JP, Essie, J. Vasko
to look over. JP will call
Essie to inquire

#.5 - Relationship reports

1. AIIIM - Carolyn Offett -
looking to do joint activities
with FIRM. will publicize
thru, maybe do something
together. She is looking
into a committee for
retention & social media issues
DOD, EPA other agcy
mentioned ARMA report, AIIIM report
etc coming out at same time. Perhaps
we shld do a forum:

2. AIIIM - Steve Levinson
agenda - for ARMA (Web 2.0)
Joint ARMA AIIIM Chapter mtg.
would be glad to distribute
flyers. Should look into
AIIIM/ARMA joint mtg. on 20th
shld mention PDF/A!

Should look into
ECM certification program
at practitioner or master
level
Carolyn explained E-reports Discouraging
Business Process & Web 2.0

~~Bonnie~~ mentioned joint AIRM
ARMA Chapter.
on

J.P., received his masters
certif. last year.

Stone explained that the AIRM
Certif. is coming from a diff.
perspective of electronic records
rather than the NARA Certif.
is geared to ~~paper~~ a basics
of records mgmt.

focuses
on
technology

J.P. asked about Records Council
Omar said members get
notices but we haven't attended
the mtg

Vivian said that NARA is
more state of the ART for
electronic records.

Digital Gov,

D.G.I. — Omar Azen's
kind of a joint program
Carolyn said in Spring,

Kathy — ^{Roadshow} ARIM - 13th } free
Digital Gov. - 14th } even
Knowl. Mgmt.

New Business

Omar's nomination - approach
Retha Jones - see agenda #6.
Math. overwhelmed,

→ Omar motioned to make
her a Board member
JP seconded it. The
acceptance was unanimous.

JP
7. Fall Program a NAGARA-
proposed that NAC^{ER}
partner with FIRM on
any of their mtgs.
Talked about partnering
with NARA together
with NAGARA/FIRM.
Would like to do a joint
Fall program.

- Omar - FIRM should do
at least ~~1~~ program this Fall.
- Bonnie thinks we should
do a FIRM/NAGARA program.
- Vivian - preferred not to
have a dual program so
that some classes are missed.
Omar - difficult to get around
this.
- Omar - Bonnie & JP are hardly
NAGARA. We need a date
& have speakers.

8. Omar can have him
- GAO audit methodology
combined with Inspector.
General's perspective on it.

Another idea - from Omar
to have a joint program of
people who have certificates
to talk about it.

Omar: Maybe Fall Program could be
experiences &
NAGARA - this training
certifications.

- Omar & Ronnie - this is
a way of introducing NAGARA.
o maybe they could disseminate
info. from NAGARA.

JP - ^{NARA's} self assessment
1. ~~Basel~~ on methodology.
2. GAO 4^w certifications
3. IG bind certifications

Vivian Lawrence Bruen
Suggested Stephanie Fossit as
Good Speakers.

JP - would focus on how
to do an assessment
or audit.
- There is a wide ^{range of disagreement} assessment

Carolyn thinks too much for
forum. Would like
to do Web 2.0.

? JP ^{thinks} maybe GAO

Omar - wants experienced
records officers talking
about their experiences.

- or to
- 3 topics: ① Web 2.0 - Carolyn's idea
② Briefing - experienced records officer
③ ~~IG~~ Program measurements
(combining NARA methodology
with the GAO & IG methodology)

→ Omar thinks the training certificate
& experienced records
officers, would work.
Bonnie - thinks perhaps
ARMA & AIRM should
speak to other groups.

~~Omar Motion~~ - ① Bill
William Bridge
for training. (Vivian) ✓
② NARA certificate -
③ need someone from AIRM
or ARMA.

Omar - proposes we ea. contact
an organization for a
Speaker.
Maybe Nov.

" ~~Guidance in Training~~

Have suggested this topic:
"Professional Development of
the Modern Records Manager"

JP will handle AIRM & IIMC
(talk + IIMC (manic. clide)

— Vivian will ask Bill Bridges

① Kathy will check on someone
from ARMA to talk
about CRM.

Bonnie — ~~NAGARA~~

— PMP? Project Mgmt.

JP — NAGARA

Bonnie — SAA (Certified
Archivist)

Vivian — NARA.

— CIPP — Privacy Act.

Orman — certif. info. privacy professionals

20 mins. ea.

plus need experienced records
officers

JP perhaps host at GAO.
Omar will ask Catherine
Teddy at GAO.

4th or

Recall 7.2 & 7.3 for next
mtg.

Motion to Adjourn at 11:20
Omar & 2nd by Vivian
& JP