



ARMA INTERNATIONAL
**EDUCATIONAL
FOUNDATION**

RESEARCH · EDUCATION · SCHOLARSHIP

2011-2012 ANNUAL REPORT

The Foundation helps enhance the profession and helps people succeed by improving their ability to solve real world records and information management problems through awarding scholarships, supporting international education, and funding relevant research.

www.armaedfoundation.org

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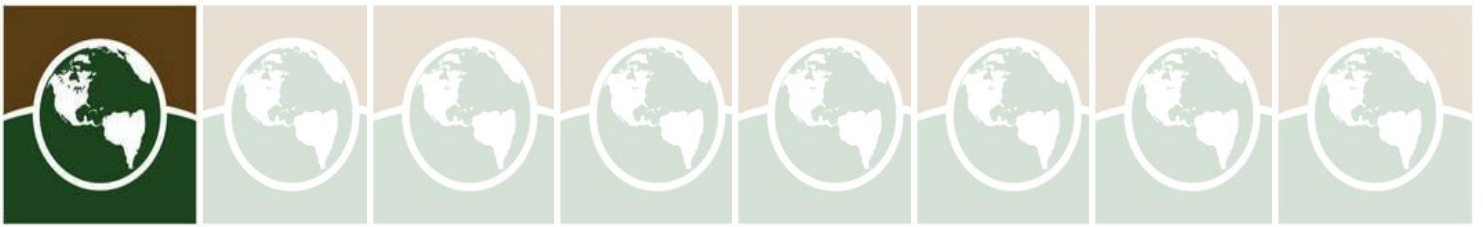
**ARMA International Educational Foundation
1609 Terrie Drive
Pittsburgh, PA 15241
USA**

The ARMA International Educational Foundation is incorporated under Section 501(c)(3) of the U.S. Internal Revenue Code as a non-profit, tax-exempt, research and education foundation.



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“ARMA Gives Back”

AIEF Philanthropy Helps Practitioners Succeed

The Foundation helps people succeed through improving their ability to solve real-world information management and governance problems by awarding scholarships, funding relevant research, and supporting international education.

Helping ARMA members pursue undergraduate degrees

AIEF established a tuition reimbursement program to help ARMA members work towards an undergraduate degree to improve opportunities for success in their careers and to qualify for promotions.

AIEF’s undergraduate program currently offers 20 tuition reimbursements of up to \$1,000 each: ten in the fall of 2012 and ten in the spring of 2013. More awards may be given in the future, depending on demand. This program provides direct benefit and value to ARMA members striving to advance on their career paths.

Investing in future thought leaders – Graduate Scholarships

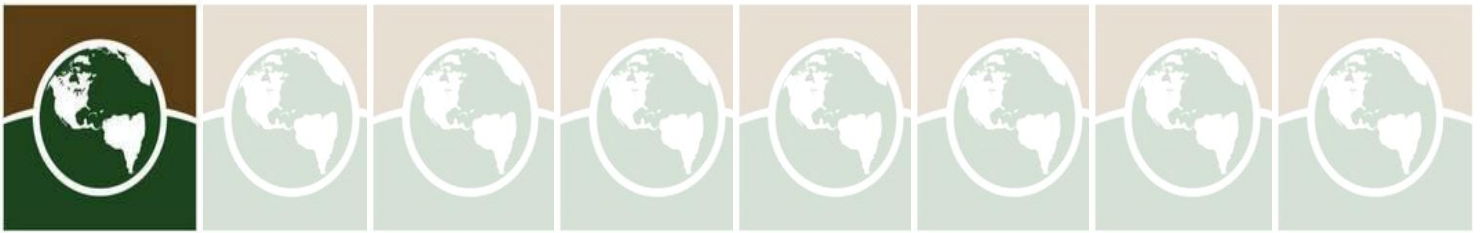
AIEF will award ten, \$3,000 graduate level scholarships to support scholars to complete graduate degrees in the RIM field, increasing the knowledge base for information management and governance professionals.

Funding relevant research projects

AIEF will continue to provide relevant in-depth research and information that complements what ARMA delivers to the profession so that practitioners can succeed. AIEF welcomes innovative research, white papers and speaker proposals.

Supporting International Information Governance and RIM education

AIEF continues to look for opportunities to support and reward international information governance and RIM education - such as the inaugural *Award for Academic Excellence in RIM Education*, partnering with established RIM training programs in developing countries, and the African Book Project.



Dear AIEF Friends,

During this past year, AIEF significantly expanded its programs to provide increased value to ARMA members. It improved its working relationship with ARMA International, and strengthened its financial management and clarified its strategic vision.

Your philanthropic support is critical to AIEF - it funds scholarships, tuition reimbursement, valuable educational initiatives, and research for ARMA members and RIM practitioners. With your involvement, we'll continue to grow the number of scholarships, tuition reimbursement initiatives, international RIM projects, and funded research to meet the evolving needs of those in our profession. I urge you to consider making a first-time gift or increase the level of your support.

It is important to note that more than 90% of all donations goes directly to scholarships, international education and research, thanks to the support of ARMA for administrative expenses.

Additional funding support will allow AIEF to:

- Expand the number of undergraduate tuition reimbursements
- Continue to increase the number of graduate scholarships
- Conduct relevant RIM research to help people solve critical issues
- Support international information governance and RIM education

There are many convenient ways to support AIEF:

- Individual donations – Gifts, pledges or automatic payments
- Chapter Challenge - Make your chapter a leader
- Silent Auction – Donate/bid at the ARMA annual conference
- Raffle – Win cool stuff by purchasing an AIEF raffle tickets
- Donate speaker honorariums
- Memorial gifts to honor a RIM colleague
- Planned giving offers tax benefits and maximizes giving

Your gift is tax deductible

Need an end of year tax deduction that actually will make a difference? Make a donation before December 31, 2012. Financial investments and contributions to AIEF from individuals, companies and foundations are fully tax deductible as provided by U.S. law. Canadian ARMA members can obtain a tax deduction against U.S. earned income only.

Sincerely yours,

Nicholas De Laurentis, CRM
Chairman, Board of Trustees
ARMA International Educational Foundation



2011 – 2012 UNDERGRADUATE TUITION REIMBURSEMENT

Responding to a concern that many records and information management practitioners do not have undergraduate degrees and want to work towards one to advance on their career path, AIEF established an *Undergraduate Tuition Reimbursement Program*.

Up to ten awards of up to \$1,000 each will be made for the fall 2012 semester and ten for spring 2013. Additional awards may be possible in future years.

"Helping records people succeed in their careers will help the records and information management field even if a records people transition to a job in accounting, administration, legal, contracts, information technology, or other area because they will have learned the importance of records and information management, thus furthering the profession," says Pam Duane, chair of AIEF. Adding an undergraduate tuition reimbursement program to the existing Masters/PhD scholarship and research programs provides yet another opportunity for AIEF to give back to the RIM community.

The criteria for applying for undergraduate tuition reimbursement are:

- ARMA member with at least one year of membership
- Currently working, with at least one year of work experience
- Enrolled-in course(s) must be offered by an accredited college or university
- Course(s) must be RIM-related or demonstrably relevant to RIM career (e.g., budget and finance, human resources, contracts, leadership etc., not music theory)
- Already successfully completed at least two semesters

Undergraduate Tuition Reimbursement will be awarded as follows:

- Notification of award will be made twice each year near the start of the fall and spring semesters
- Funding will not be provided until successful completion of a course(s) at the end of a semester with proof of a satisfactory grade (C or above). Students will have paid tuition at the time of registration with AIEF reimbursement following the successful completion of the course(s).

This program provides direct benefit and value to ARMA members striving to better their careers.

If you are an ARMA member enrolled in an undergraduate program and need tuition assistance, applications are available on the website at www.armaedfoundation.org.



2011 – 2012 GRADUATE SCHOLARSHIP RECIPIENTS

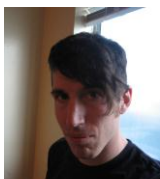
Eight graduate scholarships were awarded for advanced study in the field of information governance and information management to the following:



Katelynd Bucher received her B.A. in history from Pennsylvania State University. She is currently enrolled in the Master of Library and Information Science and the Archives and Records Management Advanced Certificate programs at the Palmer School of Library and Information Science at Long Island University, with a concentration in Rare Books and Special Collections. Before beginning her master's degree, Katelynd was a Bednar intern and later a processing assistant at the Pennsylvania State University Archives. Her interests lie in electronic records, digital and special collections, and archival studies.



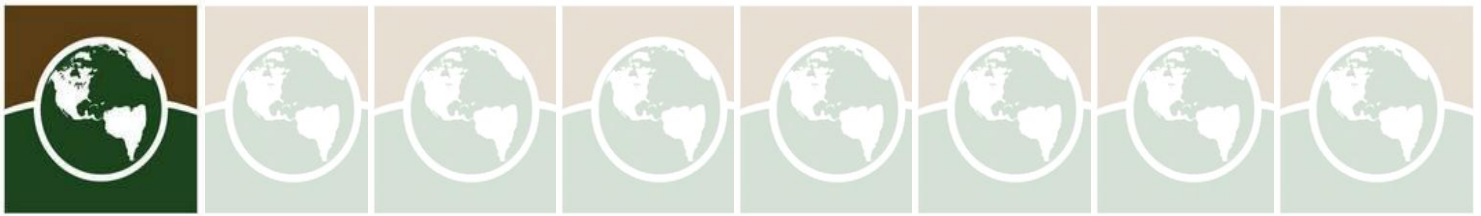
Bolton Doub has a B.A. (Hons.) in Sociology and Legal Studies from the University of California, Santa Cruz. He is currently enrolled in the Master of Library and Information Studies program at the University of California, Los Angeles, with a dual specialization in Informatics and Archival Studies. Bo is interested in the differing scales of digital records management: the contrast of unique personal practices with the need for larger, more standardized record-keeping strategies. He also studies digital preservation and data management in academic settings.



Dan Gillean holds a Joint Honours bachelor's degree in English Literature and Creative Writing, and is currently pursuing master's degrees in Archival Studies and Library Science at the School of Library, Archival, and Information Studies at the University of British Columbia, Canada. Dan hopes to complete his degrees by August 2013. He is particularly interested in the changing role of information professionals.



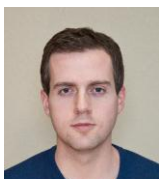
Jana Leigh Grazley holds a B.A. in Linguistics and a diploma in Intercultural Education and Training from the University of Victoria in Victoria, British Columbia, Canada, and is currently pursuing a master's degree in Archival Studies at the School of Library, Archival and Information Studies at the University of British Columbia. Her research interests center on the concept of the record, with emphasis on the management of non-prototypical audiovisual records, such as performance documentation, installation and exhibition documentation, and documentation of public events and programming. Coming to the field from a non-profit background, she also has a strong interest in exploring real-world implementation of responsible records management in under-funded or over-stretched organizations.



2011 – 2012 GRADUATE SCHOLARSHIP RECIPIENTS



Michael Grutchfield earned a B.A. degree at The Evergreen State College in Olympia, Washington. He is in his second year in the School of Library, Archival and Information Studies at the University of British Columbia, Canada, with a dual major. He added the second major when he came to appreciate the intellectual challenges that are presented to records managers and decided on a career in the field.



Thomas Jackman holds a B.A. in History from the University of Puget Sound, as well as an M.A. in History and Public Policy from George Washington University. He is currently pursuing a master's degree in Archival Studies at the University of British Columbia, Canada. His professional background in public policy has led him to research the ways in which archival and records management theory can be applied pragmatically. He believes the profession's overemphasis on idealistic and complex models, particularly with relation to the digital environment, creates unnecessary barriers to the effective curation and preservation of electronic records.

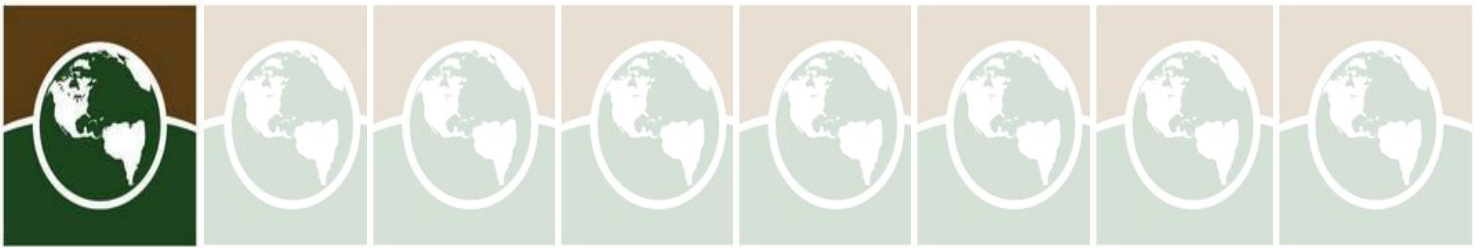


Laura Markiewicz earned a B.A. in European History from Keene State College in Keene, New Hampshire. She is pursuing a master's in Library and Information Studies at McGill University in Montreal, Canada, where she is specializing in knowledge management and researching the application of knowledge continuity strategies within religious orders. **She is the winner of the Leadership Scholarship.**



Nora Mattern is in her second year of the doctoral program at the University of Pittsburgh's School of Information Sciences. She earned a B.A. from Lehigh University and a M.A. in Museum Studies from Syracuse University and has worked at the Pennsylvania Anthracite Heritage Museum in Scranton, PA, and the Mystic Seaport Museum in Mystic, CT. Nora's research interests are focused in the areas of cultural heritage, memory studies and archival ethics. She began the doctoral program at the University of Pittsburgh as a student of the Working Memory initiative, which provides students with the opportunity to engage in a study of cultural and scientific memory through a series of seminars. At Pitt, Nora is examining the role of documentation in cultural heritage disputes and seeking to identify how decolonization, war, and changes in political boundaries have led to archival restitution claims. On a domestic level, Nora has a particular interest in the government's use of replevin to retrieve public records that are in private hands and is currently engaged in research to learn of federal and state practices to recover these records.

She is the winner of the Mavis Eppes FAI Scholarship.



EDUCATION

AIEF looks for opportunities to support information governance and RIM education.

Award for Academic Excellence in RIM Education

The Foundation presented its inaugural *Award for Academic Excellence in Records and Information Management Education* to the School of Library, Archival and Information Studies at the University of British Columbia. Program Chair Dr. Luciana Duranti accepted the award on the school's behalf at the ARMA Canada Conference held June 3–6 in Nanaimo, British Columbia.

Christine Ardern of the Foundation presented the award, commending the school by saying, *"The MAS program of SLAIS and Professor Duranti have contributed significantly to the growth of education in RIM at an international level, and their graduates have had a voice at the highest levels in public and private organizations with regard to the administration and management of records, archives and information, and have brought distinction to the profession."* One of the Foundation's strategic goals is to foster educational initiatives that develop information management skills and programs. Teachers in RIM programs are at the center of the educational process and outstanding teachers deserve to be recognized.

The award is made to an outstanding teacher or Department Chair of RIM programs who provides all-round excellent performance in at least two of three core areas:

- Outstanding teaching as demonstrated by:
 - Development of innovative courses and programs
 - Development of effective instructional materials
 - Evidence of reflective and scholarly teaching and supportive student advisory or supervisory activities
- Research accomplishment as demonstrated by:
 - A publication record in refereed journals, books or chapters in books
 - Evidence of professional impact and international recognition of his or her work
 - Evidence of effectiveness in generating funds for furthering research in RIM
- Contributions that bring distinction to the RIM profession, including the university or college community, government agencies, the private sector, or the community at large.



INTERNATIONAL EDUCATION

African Book Project

In partnership with ARMA and the International Records Management Trust, the Foundation provided ten core texts to 18 university libraries and 21 National Archive institutions in Africa.

Included are the *Universities of Ghana, Namibia, Botswana, Zambia, South Africa and Ibadan*; as well as *Kenya Polytechnic, Moi University, and Kenyatta University (Kenya), Makerere University and Uganda Institute of Information and Communications Technology (Uganda); Bagamoya School of Library, Archives and Documentation Studies (Tanzania); Midlands State University and the National University of Science and Technology (Zimbabwe), Mzuzu University (Malawi), the University of Fort Hare (South Africa), the Institute of Library, Information and Communication Studies (Sierra Leone) and the Business and Technical College (Botswana).*

The core RIM books are also being sent to the *National Archives* of the following countries: Botswana, Eritrea, Ethiopia, Gambia, Ghana, Kenya, Lesotho, Liberia, Malawi, Mozambique, Namibia, Nigeria, Rwanda, Sierra Leone, Sudan, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe.

The nine core books are: Managing Records and Information Management Programs (Dearstyne), Records and Information Management: Fundamentals of Professional Practice (Saffady), Managing Records: A Handbook of Principles and Practice (Yeo & Shepherd), Managing Electronic Records (Saffady), Records Management: Making the Transition from Paper to Electronic (Stephens), Cost Analysis Concepts and Methods for Records Management Projects (Saffady), Planning and Implementing Electronic Records Management (Smith), Archives: Principles and Practices (Millar), Keeping Archives (Ellis) and Administering the Empire, 1801-1968: A Guide to the Records of the Colonial Office in The National Archives of the UK (Banton). Additional books are also being provided to a subset of the 39 institutions.

The aim is to enable students and professionals in Africa to engage with new ideas and to contribute to developments in the records and archives field solving real world problems in their countries.



RESEARCH

The Foundation continues to fund research projects that provide relevant information to RIM practitioners to help them succeed. Copies of all AIEF research reports are posted on the Foundation's website at www.armaedfoundation.org and can be downloaded free of charge.

2011-2012 Research Projects Completed or Nearing Completion

Mergers, Acquisitions, Divestitures and Closures - Records and Information Management Checklists - by John T. Phillips, CRM, FAI, CDIA+

Revised and updated with new research, this report continues to focus on a major challenge for the RIM community. As executives form merger and acquisition teams, due diligence processes are initiated, business consultants are retained, and legal counsel becomes involved, the Corporate RIM Program must reach out to accomplish new record keeping objectives while working within constrained resources and time frames. The goal of this report is to provide a ready reference that can serve as a starting point for records managers and their programs in discussions of the record keeping challenges that will arise. By exploring issues in advance of problems occurring, organizations will be able to assure that records required for quality decision-making and long-term retention are identified and properly preserved.

Maintain and Update Records and Information Management Standards and Guidelines Reference. Researcher: Mary Margaret Fletcher, University of Pittsburgh

A Guide to Commonly Used National and International Records Management Standards and Best Practices, was authored by Virginia Jones, CRM, FAI and published by the AIEF in 2010. The project researcher has updated the current report by checking all existing references for correctness, identifying changes and determining if changes apply to the existing reference, updating the existing reference as appropriate, and indicating by code the review date. Any additional standards and guidelines that should now be included are being added. The Foundation has committed to updating this guide every other year. This update is funded by the Greater Washington DC Chapter.



RESEARCH

Records Management and Peer-Reviewed Journals: An Assessment **Researchers: Donald Force and Elizabeth Shaffer, University of British Columbia**

The project aims to determine the amount of interest among records professionals for a peer-reviewed journal devoted to issues in records and information management (RIM) in the United States and Canada. The findings from this research project are providing an understanding of: 1) The level of interest for a peer-reviewed records management journal by records professionals in the United States and Canada; 2) The type of content and subject areas that records professionals would like to see explored in more detail; and 3) The survey results in the current context of peer-reviewed journals in archival science and related fields. The project requires a public forum at the ARMA International annual conference to provide interested professionals with an opportunity to ask questions and provide information to the researchers. This will be done in two morning Buzz Sessions in Chicago.

Implementing Litigation Readiness, by John T. Phillips, CRM, FAI, CDIA+

A major benefit of RIM programs is to reduce risks that accompany poorly organized and inconsistently retained records before, during and after litigation. In order to assure that their clients are managing records well in preparation for impending litigation, some law firms are now encouraging their clients to implement litigation readiness activities, including conducting records inventories, policy reviews, creating data maps of electronic records, and reviewing records retention rules. This research study determines the extent to which law firms are using these litigation readiness activities to prepare clients for litigation, and the role of industry information management associations and standards in facilitating these actions. The role of litigation readiness activities is also being investigated in light of guidance provided by records management standards and the support for these activities in the legal communities is being evaluated. The information gathered will be presented at a session at the annual conference in Chicago.



Chapter and Regional Support

The Foundation depends on donations from Chapters to fund scholarships, undergraduate tuition reimbursement, international education, and research. Cash, Silent Auction donations, and other types of in-kind donations count towards Chapter Rankings. Special thanks to the top six contributors in each category who provided leadership donations!

Chapter donations help ARMA members, ARMA Gives Back. If every chapter donated to AIEF, we could do more and, likewise, with more organizations.

2011 – 2012 Leadership Donations

Chapter Size	Chapter
Very Large	Greater Washington DC
Large	Detroit
Medium	Silicon Valley/Santa Clara
Small	Greater Dayton

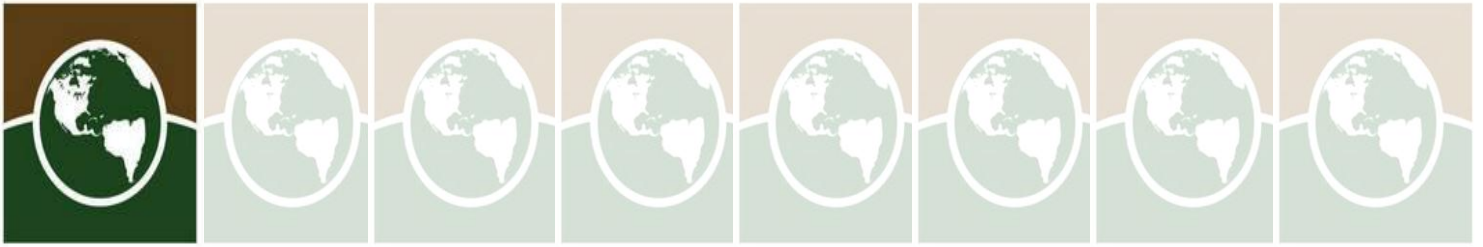
Region
Canadian

The Family
La ARMA Nostra

2011 – 2012 - Chapter Ranking

Rank	<u>Very Large Chapters</u>
1	Greater Washington DC
2	Calgary
3	Toronto
4	Vancouver
5	Metropolitan New York City
6	Greater Los Angeles
7	Edmonton
8	Atlanta
9	National Capital Region-Ottawa
10	Twin Cities
11	Mile High Denver
12	Boston
13	Houston
14	Chicago

Rank	<u>Large Chapters</u>
1	Detroit
2	Oregon
3	Nebraska
4	Dallas
5	San Diego
6	Liberty Bell Chapter of Philadelphia
7	Saskatchewan
8	Greater Seattle
9	Austin



2011 – 2012 - Chapter Ranking

Rank	<i>Medium</i> Chapters
1	Silicon Valley/Santa Clara
2	Southwestern Ontario
3	Mid-Michigan
4	Montreal
5	Tidewater
6	Greater Cincinnati
7	Central New Jersey - Princeton
8	Vancouver Island
9	Winnipeg
10	Greater Anchorage
11	Newfoundland-Terra Nova-St.John's
12	Nova Scotia
13	Greater Cleveland
14	Atlantic
15	Madison
16	Pittsburgh
17	Triangle Area-Raleigh, NC
18	Florida Gulf Coast
19	Hawaii
20	Greater Baltimore, Maryland
21	Rio Grande

Rank	<i>Small</i> Chapters
1	Greater Dayton
2	Diamond State
3	Prince Edward Island
4	Wyoming
4	Greater Chattanooga
5	Central Coast
6	Western New York
7	Bellevue/Eastside
8	Amarillo - Tejas
9	Western Colorado
10	Mt. Diablo
11	Boise Valley
12	Oklahoma City
13	Central Illinois



DONOR RECOGNITION

The Foundation is able to award scholarships and tuition reimbursement; provide research grants; and fund education projects through donations from individuals, regions, chapters, ARMA, and other organizational support. We thank those who have contributed.

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**Organizational
Support Groups**

Beginning in 2009, groups of individuals have joined together to support the Foundation with fund raising events and campaigns. The names of the donors who contribute via supporting organizations are recognized under Donor Recognition elsewhere in this report. The Foundation Trustees are grateful to the leaders of these organizations and to the individuals who participate. The largest of these is **La ARMA Nostra** which has raised more than \$7,000 and supports The Leadership Scholarship.

DONORS



Donor Recognition – USA & Canadian Silent Auctions

The Foundation conducts silent auctions at the ARMA Annual Conference and the Canadian Regional Conference as a method of raising significant funding for scholarships, providing research grants, and funding education projects. Through donations of items and services to be bid on at the silent auction, individuals, chapters, regions, ARMA itself, and companies provide support. We would like to thank those that have contributed and recognize them for their support.

ARMA Annual Conference Silent Auction Donors – Washington, DC

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Montreal Chapter
Roger Samuel
Vancouver Island Chapter

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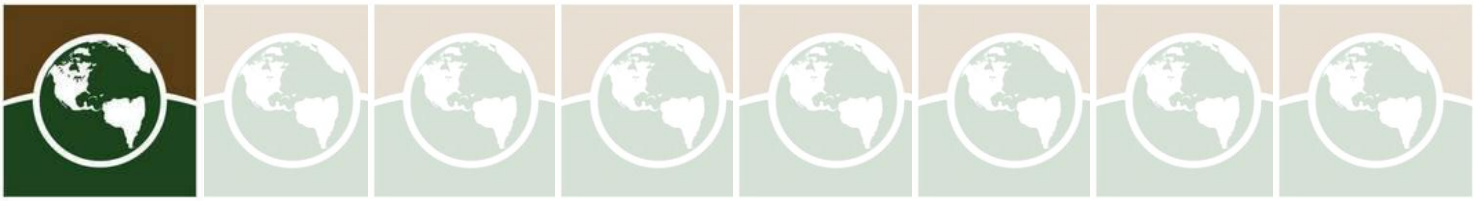
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