



INTERNATIONAL®
CENTRAL NEW YORK CHAPTER

Fall Newsletter

President's Message

Central New York ARMA is getting ready to kick off another year of information rich educational events. As we begin this year, we have a few changes on the chapter board. I want to thank David Lowry for his leadership as chapter president the past six years. Dave has volunteered countless hours for event planning, writing chapter newsletters, and many other responsibilities as our chapter president. I also want to thank Sue Pelkey for the time she has volunteered as our chapter secretary. I appreciate the time and energy they both have invested into the chapter and that they are willing to continue volunteering to help make our educational events and the chapter successful.



We are planning two great Fall educational events. The first will be held in the New York State Archives in Albany and will include a museum tour. Our second event's speaker Charlene Cunniffe will be speaking on Using Lean Methods to Improve RIM Practices. This event will be held in the Syracuse area. You can find more event information below. I am looking forward to both events, and hope to see you there.

Alizabeth Harter
Central New York Chapter President

Central New York ARMA Board

This summer's elections brought some changes to the CNY ARMA Board of Directors. Please welcome our new president Alizabeth Harter. Ted Hanousek continues as chapter treasurer and Josie Loughlin is now board secretary. Below is an updated board member list.

Alizabeth Harter	President	C&S Companies	aharter@cscos.com
Dave Lowry	Past President	NYS Archives	david.lowry@nysed.gov
Ted Hanousek	Treasurer	Bousquet Holstein, PLLC	tghanousek@gmail.com
Josie Loughlin	Secretary	Upstate Cerebral Palsy	josephine.loughlin@upstatecp.org
Eileen Keating	Membership	Cornell University	eek2@cornell.edu
Kate Barefoot	Director	Mohawk Valley Community College	kbarefoot@mvcc.edu
Jackie Lewis	Director	Herkimer County ARC	jlewis@herkimerarc.org
Pat Franks	Director	San Jose State University	pfranks@stny.rr.com
Sue Pelky	Director	National Grid	susan.pelkey@us.ngrid.com

Chapter Awards

We are pleased to announce that Ted Hanousek, chapter treasurer, is the CNY Chapter Member of the Year! Congratulations Ted!

The Central New York ARMA chapter was also recognized, winning a chapter membership recruitment award from ARMA International!

To see all award winners visit <http://arma.org/who-we-are/awards/2016-award-winners>

Chapter Session of the Month Program is Back!

ARMA International has re-instituted the Chapter Session of the Month Program. This program is for chapter members only. So if you are not a CNY ARMA chapter member, here is another great incentive for you to join the chapter. (A good buy at \$40 a year)

September Session of the Month

CF15-4366 *You Can't Keep Everything: Disposition at U.S. GAO*

Cheryl G. Smith

This program presents a case study of GAO's comprehensive disposition strategy for records across multiple agency platforms in the age of big data. In this session, you will learn defensible policies and systematic procedures for disposing of large volumes of data that are no longer needed, while ensuring that information with enduring value for business, legal, or historical purposes is preserved.

Skill Level: Management/ Strategic

Facilitator: Smith, Cheryl G.

October Session of the Month

CF14-4081 *The ROI of Change Management for Information Governance*

Information governance programs improve performance, reduce costs, and mitigate risk, but only if users adopt the processes, systems, tools, and behaviors. This session contains an introduction to change management - the discipline focused on helping people transition from what they are doing today to the desired future state; and defines and measures the impact of change in order to realize the desired ROI from your information governance program. Session handouts include an ROI document for change management that you can apply to your own organization.

Learning Objectives

Upon completing this online session, you will be able to:

1. Define the high-level objectives and benefits of an information governance program
2. Assess the 'people dependency' of these objectives as they relate to adoption and use of new processes, systems, tools, and behaviors
3. Define and measure the impact of change

Instructions for viewing the session of the month:

1. Log in. Log into your myARMA account and access your session of the month just as you've always done. You'll be taken to the new Session of the Month home page.
2. Find your session. Search for the session CF14-4081. HINT: If you use the search feature on the page and search for the 8 digit alphanumeric code at the front (with the hyphen included) the session and all related content will be included in the search results.
3. Learn.

October Event



Preserving and Making Accessible Archival Records

The Archivist needs to preserve historical records but also make them accessible. Sometimes these two goals seem at odds. This educational event will demonstrate how one institution, The New York State Archives, both preserves and makes accessible the historical records of New York State Government. Archives staff will give an overview of conservation methods, security procedures, research room rules, and other methods used to both preserve and make accessible historical records.

A tour of the Archives and the New York State Museum will follow.

Where and When

New York State Archives
Cultural Education Center, 11G
222 Madison Ave.
Albany, NY 12230

October 6, 2016

11:30am - Registration

12:00pm - Lunch

12:15pm - Presentation

1:15pm - Tour of the Archives

2:00 - Tour of the Museum

How to Register

Contact Ted Hanousek
315-701-6397
thanousek@bhlawpllc.com

Chapter Members: \$25.00
Non Chapter Members: \$35.00
Students: \$15.00

Driving Directions and Parking:

FROM THE EAST: Take I90 westbound to Exit 6A, I787. Head south to the Madison Ave exit. Head up Madison Ave. until you see the Cathedral of the Immaculate Conception on your left. You may park in the Cathedral Lot on your left or continue past the Cultural Education Center and park in the Madison Ave. Lot which will also be on your left.

FROM THE WEST: Take NYS Thruway (I-90) east and follow to Exit 24. Stay on I90 East and take Exit 6A, I787 southbound. Follow the directions above.

FROM THE SOUTH: Take I87 north to Exit 23, I787. Head north to Exit 4, Downtown Albany. Make a left onto Broadway and another quick left onto Water St. Head straight on Water St. which merges into Broadway. Take a right onto Madison Ave. and follow the directions above.

FROM THE NORTH: Take I87 southbound to Exit 1, I90 eastbound take I787 southbound and follow directions "from the east above"

When you enter the building proceed to the back of the lobby. You will see the elevators on your right near the security desk. Go to the 11th floor and when you exit the elevators you will see conference room 11G on your right.

Parking in either lot is \$5 if you arrive after 10am. For more information on visitor lots in downtown Albany visit <http://www.ogs.ny.gov/BU/BA/Parking/Visitor/>

November Event

Using Lean Methods to Improve RIM Practices

Continuous improvement is a method for identifying opportunities for streamlining work and reducing waste. The practice was formalized by the popularity of Lean / Kaizen in manufacturing and business, and it is now being used by thousands of companies all over the world to identify savings opportunities. In this session Boston Chapter member, Charlene Cunniffe of Sanofi, a global pharmaceutical, vaccines and biotech company, will give an overview of Lean concepts and discuss the use of Lean events at Sanofi in the Information and Records Management department, as well as across functions, to improve internal processes.

About our Speaker

Charlene Cunniffe, MS, CRM, CIP is an experienced information and records management professional and project manager with degrees from Harvard and Simmons, as well as years of experience in law, engineering, government, biotech/pharma, and academia. As Associate Director, Governance & Operational Support in Information & Records Management, well as a Lean Leader and Continuous Improvement coach in the Shared Business Services group at Sanofi, Charlene facilitates transversal and departmental process improvement.

Where & When

C&S Companies
499 Col. Eileen Collins Blvd.
Syracuse, NY 13212

November 3, 2016

11:30 - Registration

12:00pm - Lunch

12:30pm - Presentation

How to Register

Contact Ted Hanousek
315-701-6397
thanousek@bhlawpllc.com

Chapter Members: \$25.00
Non Chapter Members: \$35.00
Students: \$15.00

Driving Directions:

FROM THE EAST: Take NYS Thruway (I-90) west to Exit 36. Merge onto I-81 N toward Syracuse Airport. Take Exit 27 and merge onto Col. Eileen Collins Blvd.. C&S is first building on left (with glass tower).

FROM THE WEST: Take NYS Thruway (I-90) east and follow directions above.

FROM THE SOUTH: Take Rt. 81 North to Syracuse Airport exit. Merge onto Col. Eileen Collins Blvd. C&S is first building on left (with glass tower).

FROM THE NORTH: Take Rt. 81 South to to Syracuse Airport exit. Merge onto Col. Eileen Collins Blvd.. C&S is first building on left (with glass tower).

Remember to follow CNY ARMA on



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