



## Dealing with the Cloud: eDiscovery in the New Reality

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Our Speakers:	<b>Vincent M. Catanzaro</b> Senior Counsel, Global Discovery Manager E. I. du Pont de Nemours & Company.
	<b>Christopher J. Spizzirri</b> Member, Corporate and Fiduciary Litigation Group Morris James
Date:	Tuesday, April 19, 2011
Time:	8:00 AM Breakfast Meeting/Seminar
Location:	Christiana Hilton 100 Continental Drive Newark, Delaware
Cost:	\$20.00

Please RSVP to:

Alicia Reyes Santiago

[alicia.reyessantiago@bankofamerica.com](mailto:alicia.reyessantiago@bankofamerica.com)

or

Diamond State Chapter website at

<http://www.armamar.org/DS/meetingregistrationsc.html>to:



### About Our Program

With businesses looking at moving information to the cloud, legal departments need to understand this new environment and be flexible enough to identify and collect relevant information for litigation. This panel will discuss the business drivers and benefits of cloud computing as well as the risks and challenges presented in the area of eDiscovery.

### About Our Speakers

**Vincent M. Catanzaro** is Senior Counsel, Global Discovery Manager for E. I. du Pont de Nemours & Company. In this role, Vince is responsible for counseling the Company concerning how best to comply with evolving legal standards relating to discovery, guiding and supporting the legal teams in the development of e-discovery response strategies and the use of litigation technology and databases, and coordination, management and monitoring the work of the Company's discovery vendors. Before assuming this role, Vince worked with various DuPont litigation groups specializing in discovery management and consulted on the development of DuPont's Discovery Policies and Guidelines. Vince is a current member of the Sedona Conference Working Group on Electronic Document Retention and Production, a faculty member for the Georgetown Law School Advanced e-Discovery Institute, a member of the

Richard Herrmann Technology Inn of Court, the National Italian American Bar Association and a Certified Six Sigma Green Belt. Vince received his undergraduate degree from Temple University and his Juris Doctor from Widener University School of Law where he served on the Student Bar Association and the Legal Skills Committee. He is admitted to practice in the Commonwealth of Pennsylvania, the State of New Jersey, the Eastern District of Pennsylvania and the State of Delaware for the limited practice of law as in-house counsel.

**Christopher J. Spizzirri** is a member of the Corporate and Fiduciary Litigation Group and works with all practice groups supporting their Electronic Discovery (eDiscovery) efforts. As the first law firm eDiscovery Counsel & Coordinator in Delaware, Chris coordinates the efforts of lawyers, vendors, and clients in the discovery of electronically stored information (ESI) to ensure a defensible and cost-effective discovery process. Chris is an experienced manager of large-scale discovery projects. Chris' involvement in discovery efforts starts at the initiation of preservation efforts through to the production of documents. He helps clients determine which individuals have responsive documents then advises on data preservation best practices to minimize the risk of spoliation. Chris has authored internal protocols outlining eDiscovery best practices and educates his colleagues to ensure eDiscovery expertise is spread firm wide. Chris serves on the firm's Technology and Marketing Committees.

## President's Message – INFO XXIX - THANK YOU!

Val Singler



To everyone who made INFO XXIX a great seminar:

### **Our Speakers**

John C. Montaña, Montaña & Associates  
Gordon E. J. Hoke, CRM  
Mick Sciarrotta, Agility Recovery

### **Our Sponsors**

Bayshore Records Management  
Cornerstone Records Management  
Iron Mountain  
Polygon  
Priority Archives

### **Our Seminar Committee**

Hutch Johnson (Chair)  
Felix Spittle  
Richard Loring  
Diane Rizzo  
Janet Mayhew

### **All of our Attendees**

### **The Staff of the Christiana Hilton**

*Thank You!*

We couldn't have done it without you.

## An Invitation - Gilbert and Sullivan's Iolanthe

June 10 & 11, 2011



Speaking of the Diamond State Chapter's own multi-talented Seminar Chair, Hutch Johnson invites you to come and see his theatre group, the Savoy Company, perform Gilbert and Sullivan's *Iolanthe* on **Friday June 10 & Saturday June 11** at 8:30 p.m. at the outdoor theater in Longwood Gardens, Kennett Square. The ticket price includes admission to Longwood.

For more information or to purchase tickets, go to The Savoy Company website at:

<http://www.savoy.org/shows.asp>

## REMINDER – Notice of Chapter Elections

Rainer Naus



The Nominating Committee, Diamond State Chapter, is in the process of preparing a slate of candidates for elections of officers and directors for the 2011-2012 program year. The officers of the Chapter include President, Vice President, Secretary and Treasurer. There are six Directors each serving two-year terms. Three Directors are elected in even numbered years and three in odd numbered years.

Nominees for office must be chapter members in good standing. If you are interested in nominating yourself or another chapter member, please contact one of the two individuals listed below. The deadline for nominations is **April 27, 2011**.

Please keep in mind, serving the chapter is not a time-consuming job, it provides good experience and is a valuable addition to your professional resume.

Lynda Martinez - [lyndamartinez51@yahoo.com](mailto:lyndamartinez51@yahoo.com)

Rainer Naus - [Nausre@verizon.net](mailto:Nausre@verizon.net)

## In Remembrance – Arlynn Hall

James R. Frazier, CRM



Arlynn Hall, a long time member of the Diamond State Chapter, recently passed away this month after battling cancer. He worked at DuPont in Wilmington for 20 years and was a records analyst for the State of Delaware for 13 years.

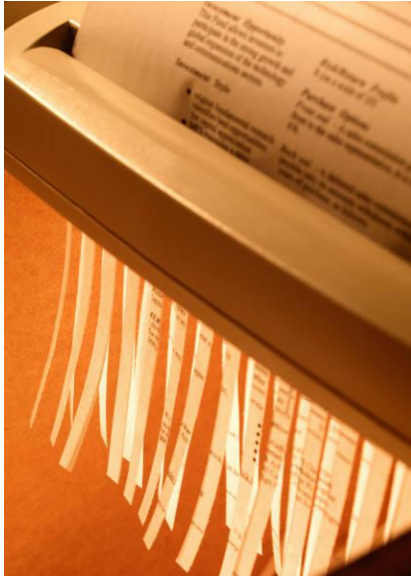
In lieu of flowers, the family requested that donations be made to the Delaware Hospice Center.

\* \* \*

At our next meeting, the Board will determine a donation to the Delaware Hospice Center in Arlynn's honor.

## GARP® - Principle of Disposition

William A. Cochran Jr.



**Principle of Disposition:** An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.

An organization's disposition process is key to having a successful records management program. Once the records have reached the end of their lifecycle, the organization must designate them for disposition. Whether the records are to be destroyed, transferred with divestures, returned to clients or preserved for historical value, the organization must make a reasonable effort to include all versions and copies of the records in a documented disposition process. Records converted or migrated into new media may necessitate disposition of the previous media.

The disposition of records subject to a pending/active litigation or audit must be exempt from destruction. The organization must have a process for record holds that include the appropriate distribution of new and released record hold notices, which include identification of relevant records subject to the hold notice. Being accused of spoiling evidence due to the destruction of records in the event of potential or active litigation is one of the last things an organization wants to face.

The destruction process for records must include protection of the records and information throughout the entire destruction process and ensure destruction renders the records completely and irreversibly destroyed.

An organization's disposition process may also include designating certain records as historical once they've met retention. Records should be designated based on their intrinsic value, appraised by a qualified professional.

Generally, one of the main goals of an organization's disposition process is to prove records have been consistently and properly considered as part of ordinary day-to-day activity.

You can find more information on the Principle of Disposition and GARP® here:

Principle of Disposition - <http://www.arma.org/garp/disposition.cfm>

GARP® Overview - <http://www.arma.org/garp/index.cfm>

Web Seminar: GARP® Disposition Web Seminar

<http://tinyurl.com/3bpmsj6>

## Japan Relief Efforts

ARMA International



As Japan continues its rescue, recovery, and rebuilding journey after a 9.0 magnitude earthquake and a tsunami with 23-foot waves ravaged the country last month, ARMA International would like to ensure that support is adequately provided and accessible to members around the globe.

Many relief organizations worldwide are continuing to collect donations to help fund the relief efforts. If you are interested in helping, please make a donation in any amount possible to one of the links below.

While ARMA International is not partnering with these organizations directly, they are utilizing these vehicles to provide much-needed assistance to our colleagues and friends in Japan.

### **The Red Cross**

The Red Cross is the key aid organization collecting donations for relief efforts following Japan's earthquake and tsunami. The Japanese branch of the organization is overseeing around 80 teams on the ground, but donations are being taken at branches around the world. Visit [The Red Cross](#).

### **Mercy Corps**

Mercy Corps is helping survivors of Japan's earthquake and tsunami in cooperation with longstanding partner, Peace Winds. Peace Winds delivers emergency supplies — including large shelters, tents, blankets, instant rice, and fresh produce — to families evacuated from homes in tsunami-devastated Kesenuma city (Miyagi Prefecture, Japan). A donation to Mercy Corps will be used to meet immediate and long-term needs of families affected by this disaster. Visit [Mercy Corps](#).

### **Doctors without Borders**

Doctors without Borders has sent medical teams to support the government-led earthquake and tsunami response in Japan. Their teams are running mobile clinics and conducting needs assessments, which will determine the full scope of Médecins Sans Frontières's response. Visit [Doctors without Borders](#).

From: ARMA International: Member Alert, 3/25/11

## INFOXXIX – Sponsor Advertising Supplement

### BAYSHORE RECORDS MANAGEMENT

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- Web-based client access with training
- On-site viewing area
- Dedicated account manager
- Comprehensive cost analysis



For more information, contact DIANE RIZZO at  
(302) 781-3438 or drizzo@bayshoreteam.com.

Visit our website at [www.cornerstone-rm.com](http://www.cornerstone-rm.com) to learn more about our services...



Cornerstone is Your Flexible and Responsive Records Information Management Partner.

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- Digital Archiving
- Secured Document Destruction
- Storage Containers



Matthew Service, Account Manager  
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Email: [m-service@cornerstone-rm.com](mailto:m-service@cornerstone-rm.com)





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## Avoid Costly Loss of Documents or Other Valuable Media!



### MEETING OUR CUSTOMERS NEEDS

Polygon document and media recovery services are designed to meet our customers' needs. We will handle your loss from beginning to end, managing the process in an orderly, disciplined manner. In some cases, it will be desirable to restore your documents and media on site. However, under most circumstances moving your information to a secure Polygon document recovery center will be most advantageous. Polygon will provide a solution that best meets your needs.

#### Mold Protection

Mold will quickly grow on water-soaked materials, or on documents and media stored in high humidity areas. Polygon desiccant drying techniques eliminate the moisture that fungi require for growth. By quickly stabilizing water-damaged areas with dehumidification, the potential for active mold growth is greatly reduced, protecting your unaffected information.



#### Electronic Equipment and Data Storage Protection

Polygon patented equipment can stabilize and control the ambient conditions in computer rooms and data processing centers. Vulnerable electronics can be preserved after fire from acidic corrosion. Cable runs can be dried quickly with cables in place. Storage media can be preserved. Moisture-laden, high humidity environments can be stabilized in time to save equipment.

#### Documentation

Whether you are drying, restoring or preserving your files or an entire data processing center, Polygon monitors and measures the recovery process throughout its duration. Drying is controlled, avoiding the hazards of over drying or incomplete drying. All work is documented and at the end of the project, you receive a full written report.

### THE POLYGON ADVANTAGE

Polygon offers the most advanced techniques for document recovery and complete media restoration services. Call Polygon for:

- Emergency services
- Complete project management
- Application of disinfectants
- Smoke and soot (carbon) removal
- Deodorization
- Media and document restoration
- Dehumidification and drying
- Vacuum freeze drying
- On-site drying
- Microbial disinfecting
- Copying and storage
- Consulting



(left): At one of Polygon's regional document recovery centers, your damaged documents will be inventoried, then dried and cleaned, returning them to a usable condition. (top): Polygon staff of trained professionals will manage your project using the most advanced techniques available, such as the vacuum freeze dry chamber shown here. (above): The same text book before and after drying and mold remediation.

**Polygon**  
 79 Monroe Street, PO Box 640, Amesbury, MA 01913-0640  
 Tel: 1-800-422-8379 Fax: 978-241-1274 www.polygongroup.us



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**For more information contact:**

**Derek Ryder  
610-245-2329  
DerekRyder@PriorityArchives.com  
www.priorityarchives.com**

## Mark Your Calendar

Unless noted otherwise, meetings are scheduled for breakfast on the third Tuesday of each month at:

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*The Christiana Hilton  
100 Continental Drive  
Newark, Delaware*

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### **April 19, 2011**

8:00 a.m. Breakfast Meeting

Speaker(s):

Vincent M. Catanzaro, Senior Counsel, Global Discovery Manager  
E. I. du Pont de Nemours & Company.

Christopher J. Spizzirri - Member, Corporate and Fiduciary  
Litigation Group, Morris James

Presentation: Dealing with the Cloud: eDiscovery in the New Reality

### **May 24, 2011**

Field Trip - Delaware State Archives

Dover, DE

Tour is Free

### **June 21, 2011**

8:00 a.m. Breakfast Meeting

Induction of Officers & Awards Ceremony

Speaker: Pete Casey, CRM – Mid-Atlantic Region Coordinator

### **Other Events Around the Region**

May 2, 2011

3:00 p.m. – 7:30 p.m.

The Greater Baltimore Maryland Chapter of ARMA

35<sup>th</sup> Anniversary Celebration

Featuring The Archivist of the United States, David S. Ferriero

Double Tree Hotel, Columbia, MD

For more information go to <https://www.regonline.com/gbmcarma>

## Diamond State Chapter Leadership 2010 - 2011

### President

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Open

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### Immediate Past President

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