

FIRM Work Groups

Work Groups focus on items the Council undertakes each year.

Work Group Leaders promote work on specific issues and bring reports to the Board for follow-up.

Work Group Members are information and records management professionals willing to participate in activities that are important to the community. All members are welcome to volunteer.

Current Work Groups include:

FIRM Historical Preservation:

Lead: Essie Bryant

FIRM Program Development:

Lead: Omar Herran

FIRM Membership Support:

Lead: Kathy Calvo

FIRM Strategic Planning:

Lead: Owen Ambur

Records Accountability:

Lead: John Paul Deley

FIRM is currently seeking individuals to form and participate in work groups. Federal employees and active federal contractors are eligible to serve in this capacity. Please contact a board member if you are interested in performing a vital function for the Federal records community.

FIRM Membership

Federal employees and active federal contractors working in areas of Information and Records Management, Information Science, Information Technology, Legal Counsel, and Chief Information Officer's staff are eligible to be members of the FIRM. Each member shares the responsibility for an effective FIRM Council by initiating and participating in activities to further FIRM's objectives. The members of the FIRM Council are information and records management professionals involved with the management of Federal data, documents, and/or systems. Membership is free.

FIRM's Objectives:



For information on the FIRM, contact:

Owen Ambur, Director of Communications
Owen.Ambur@verizon.net
Or
Kathy Calvo, Executive Staff/Secretary
Calvo.Kathy@epa.gov

Or visit our website
www.firmcouncil.org

Federal Information & Records Managers (FIRM) Council

FIRM's purpose is to improve the efficiency and effectiveness of Federal information and records management professionals in Federal Agencies by providing a forum for sharing knowledge, resources, and methodologies for the implementation and evaluation of programs, systems, and practices.



FIRM Council: Executive Team

Chair: Omar Herran, Information Management Officer
DOJ/BOP; 202-514-4563; oherran@bop.gov

Vice Chair: John Paul Deley, Records Officer
DOE/EIA; 202-586-6257; johnpaul.deley@eia.doe.gov

Secretary: Kathy Calvo, Records Manager, CRM
EPA; 202-564-8089; Calvo.kathy@epa.gov

Communications Director: Owen Ambur
XML Strategist; Owen.Ambur@verizon.net

Board of Directors (partial list)

Daniel Bennett; Records Officer, IRS
202-283-9359; daniel.w.bennett@irs.gov

Linda Bigsby, Records Analyst, FBI
540-868-4369; Linda.Bigsby@ic.fbi.gov

Essie Bryant, Records Manager, OPIC
202-336-8563; ebrya@opic.gov

Bruce Campbell, Records Officer, MCC
202-521-4093; campbellbi@mcc.gov

Bonnie Curtin, Records Officer, FTC
202-326-2507; bcurtin@ftc.gov

Sherrill Gibson, Information & Records Management, CIA
sherrieg@ucia.gov

Joyce Huber, Records Administrator, SSA
Joyce.Huber@ssa.gov

John Krysa, Section Chief, FBI
john.krysa@ic.fbi.gov

Stephen Levenson, Member, Chief Technology Office, USC
202-502-2625; stephen_levenson@ao.uscourts.gov

Carolyn Offutt, National Capital Chapter President, AIIM
703-666-8190; coffutt@o3star.com

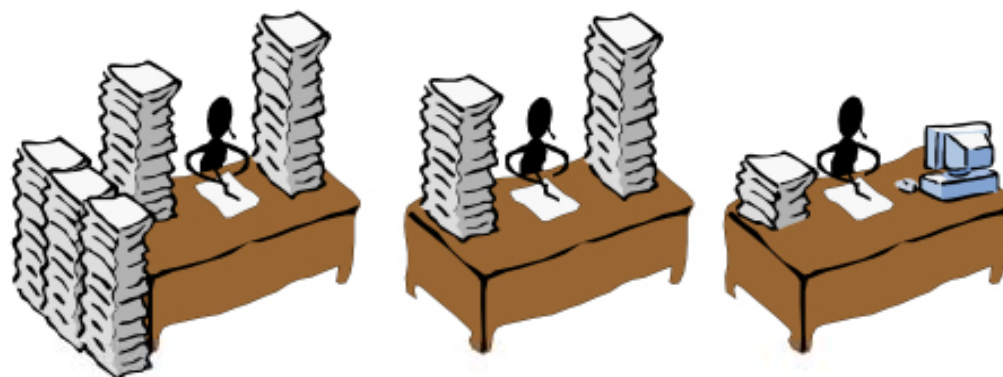
Kathy Schultz, Departmental Records Officer, DHS
202-343-4201; kathy.schultz@dhs.gov

Vivian Scott, Records Management Specialist, FRTIB
202/942-1629; vscott@tsp.gov

Jill Shaver, Analyst, ED
jill.shaver@ed.gov

Matthew Staden, Records Officer, DON
202-433-4217; matt.staden@navy.mil

John Vasko, RM Emeritus, CIA
703-314-7253; johnjv0@juno.com



Paper → **Less Paper** → **Electronic Records**

FIRM's Technical Points of Interest

- * Life Cycle Management: Creation, Access, Use, Control, Maintenance, Retrieval, Disposition, Schedules, Storage & Protection
- * Record Copy Capture and/or Designated Automation
- * Media Migration and Documentation
- * Vital Records and Disaster Recovery/Contingency Planning
- * E-System Requirements, Standards, Audits, and E-FOIA
- * E-Commerce, E-Filing, E-Signatures, E-Discovery, and E-Preservation
- * Program Evaluations, Compliance Monitoring, Training, and Performance Metrics
- * Partnerships, Communications, and Advocacy among Records Management and Information Technology Communities
- * Consistent Position Descriptions, Grade Levels, and Compensation
- * Litigation Concerns and Program Viability
- * Fee-for-Service Records Storage
- * File Plans, Indices, Taxonomies, and Metadata
- * Public Access, Control, and Classification