



ASAP Records Management: Capture and Maintain
Thursday, February 26, 2015
National Archives and Records Administration – Washington, D.C.

Presenter Bios

David S. Ferriero, Archivist of the United States



David S. Ferriero was confirmed as 10th Archivist of the United States on November 6, 2009. Early in 2010 he committed the National Archives and Records Administration to the principles of Open Government—transparency, participation, and collaboration. To better position NARA to fulfill these goals, Mr. Ferriero initiated an agency transformation in 2010. The transformation restructured the organization and set goals to further our mission, meet the needs of those who rely on us, and find new, creative ways to approach the agency's work.

Previously, Mr. Ferriero served as the Andrew W. Mellon Director of the New York Public Libraries (NYPL). He was part of the leadership team responsible for integrating the four research libraries and 87 branch libraries into one seamless service for users, creating the largest public library system in the United States and one of the largest research libraries in the world. Mr. Ferriero was in charge of collection strategy; conservation; digital experience; reference and research services; and education, programming, and exhibitions.

Before joining the NYPL in 2004, Mr. Ferriero served in top positions at two of the nation's major academic libraries, the Massachusetts Institute of Technology in Cambridge, MA, and Duke University in Durham, NC. In those positions, he led major initiatives including the expansion of facilities, the adoption of digital technologies, and a reengineering of printing and publications.

Mr. Ferriero earned bachelor's and master's degrees in English literature from Northeastern University in Boston and a master's degree from the Simmons College of Library and Information Science, also in Boston. Mr. Ferriero served as a Navy hospital corpsman during the Vietnam War.

Kristen Albrittain is a member of the Social Media Team within the National Archives and Records Administration's Office of Innovation- Digital Engagement Division. In this capacity she provides technological, records management, terms of service negotiation, and policy support for more than 100 agency social media channels. Ms. Albrittain received her MLIS from the University of Maryland in 2009 and her B.S. in Historic Preservation from Mary Washington College in 2004.

Ramona Branch Oliver serves as the Director of the Office of Information Services (OIS), within Management and Administrative Legal Services Division of the Office of Solicitor at the US Department of Labor (DOL) in 2010. In this capacity, Ms. Oliver supports the work of the Chief FOIA Officer by providing agency-wide leadership, guidance and training on compliance with the provisions of the FOIA and Privacy. Prior to joining DOL, Ms. Oliver spent 17 years with the National Archives and Records Administration (NARA), where served as a technical expert responsible for ensuring agency-wide compliance with the provisions of FOIA, Privacy Act and relevant laws governing access to NARA's operational records and archival holdings. Ms. Oliver is frequent lecturer on FOIA and Privacy Act and serves on the newly created FOIA Advisory Committee. She served on the ASAP Board as director, 2005-2009.

Scott A. Hodes serves as the immediate past president of ASAP. In his professional life, he entered private practice in 2003. Prior to that, he spent over a decade working as an attorney for the federal government. Mr. Hodes worked for the Department of Labor, Department of Justice (Office of Information and Privacy) and the FBI. From 1998 to 2002 at the FBI, Mr. Hodes was the Acting Unit Chief of the Freedom of Information/Privacy Act Section's Litigation Unit and was a Top Secret Classification Authority. Mr. Hodes has been involved in thousands of FOIA and Privacy Act matters. Mr. Hodes is admitted to the bars of the District of Columbia and the State of Maryland, the United States District Court for the District of Columbia and the United States Court of Appeals for the District of Columbia. He has also been admitted pro hac vice to practice before other federal district courts. Mr. Hodes is a member of the American Society of Access Professionals and a contributor to a number of publications on matters dealing with government information policies and practices. Mr. Hodes currently practices civil matters, focusing primarily on the FOI and Privacy Acts. Mr. Hodes received his J.D. from Arizona State University in 1989 and his B.S. in Accounting from Indiana University in 1986.

Nate Jones is the FOIA Coordinator for the Archive. He oversees the thousands of FOIA and MDR requests and hundreds of FOIA and MDR appeals that the Archive submits each year. He acts as liaison between Archive analysts and government FOIA officers, and serves as the Archive's FOIA counselor to the public. He is also the editor of the Archive's blog and manages its social media. He authored the Archive's 2010 and 2011 FOIA Audits, *Sunshine and Shadows: The Clear Obama Message for Freedom of Information Meets Mixed Results* and *Glass Half Full: But Many Federal Agencies Lag in Fulfilling Obama's Openness Pledge*. He earned his MA in Cold War History from The George Washington University, where he wrote his thesis on--and submitted FOIA requests about--the 1983 "Able Archer" nuclear war scare. Mr. Jones currently serves as a director-at-large on the ASAP Board of Directors.

Robert Martin is the Records Management Officer for the National Institute of Food and Agriculture, U.S. Department of Agriculture. He also worked in the Lifecycle Management Division as an Appraisal Archivist with the National Archives and Records Administration from 2006-2008. Mr. Martin has also worked Records Management in the private sector with Booz Allen, Braden Corporation and Northrup Grumman. He has 20 years Records Management experience with the US Air Force as a Records Officer where he was instrumental in developing the Air Force's Electronic Records Keeping System.

Martin Michalosky is the Freedom of Information Act (FOIA) Manager at the Consumer Financial Protection Bureau (CFPB) where he is responsible for every aspect of the FOIA program, from establishing policy to processing requests for information. Prior to joining the CFPB, Martin served in leadership positions with the Department of Defense related to FOIA, Records Management, and Privacy. These positions included being the Acting Director for the U.S. Army's Intelligence and Security Command Freedom of Information/Privacy Office, the Chief of the U.S. Army's Investigative Records Repository, and the Chief of Communications and Information Management for the Air Force Office of Special Investigations. A recognized leader in the FOIA and Records Management fields, Martin has shared his expertise and experience at events sponsored by the American Society of Access Professionals (ASAP), the Association of Information and Image Management (AIIM), and industry leaders. He recently served on ASAP's Board of Directors, where he was responsible for a variety of educational initiatives like webinar development and "Food for Thought" discussions. He continues to be active in those endeavors.

Mark Patrick - For more than seven years Mark Patrick has been responsible for oversight of the Records Management program of the Joint Staff and nine Combatant Commands on behalf of the Chairman of the Joint Chiefs of Staff. His 35-person division manages the official corporate record archive for the "Top Five"-the Chairman and Vice Chairman of the Joint Chiefs of Staff, the Assistant to the Chairman, Director and Vice Director. Information Management Division's portfolio includes research for current business, legal discovery, knowledge management services, content management policy, the Freedom of Information Act program, Automatic Declassification, policy and forms program management.

Arian D. Ravanbakhsh is with the Office of the Chief Records Officer at the National Archives and Records Administration.

Allison C. Stanton is the Director of E-Discovery, FOIA, and Records for the Civil Division of the United States Department of Justice. Among her responsibilities, Ms. Stanton advises on complex e-discovery issues in civil litigation and investigations; develops e-discovery policies, practices, and training for the Civil Division; works with the other Department of Justice Divisions on e-discovery initiatives; advises federal agencies on e-discovery and information management matters; and provides guidance on proposed changes to procedural rules, regulations, and legislation affecting e-discovery. Ms. Stanton also leads the Civil Division's office responsible for meeting the Division's FOIA and records obligations. This information management is a key function for the Division. One of Ms. Stanton's priorities is the continued modernization of the Division's FOIA and records processes. She works closely with senior Department of Justice leadership and others around the federal government to develop and support innovative and efficient approaches to FOIA, records, and e-discovery. Prior to joining the Department of Justice, Ms. Stanton was an attorney with Hogan Lovells US LLP where she represented numerous clients in complex civil cases and criminal investigations, many of which included complex e-discovery issues. Ms. Stanton also developed proactive e-discovery plans for Fortune 500 companies, including document retention policies and litigation hold and response procedures. Ms. Stanton teaches E-Discovery at American University's Washington College of Law and is the Former-Chair of the D.C. Bar E-Discovery Committee. She is an established author and has spoken at numerous national and international e-discovery

conferences. Ms. Stanton received her law degree from the Washington College of Law, American University, summa cum laude, and received her undergraduate degree from Cornell University. Ms. Stanton clerked in the United States District Court for the Eastern District of Virginia for the Honorable Barry R. Poretz.

Gary M. Stern has been the General Counsel of the National Archives and Records Administration since 1998, and is a career member of the Senior Executive Service. Mr. Stern also serves as NARA's Chief Freedom of Information Act Officer, Senior Agency Official for Privacy, and Dispute Resolution Specialist. Mr. Stern earned his law degree in 1987 from Yale Law School, where he served as editor-in-chief of the Yale Journal of International Law; he graduated Phi Beta Kappa from Vassar College in 1983, where he majored in Ancient Greek. For the three years before becoming the National Archives' General Counsel, Mr. Stern worked for the U.S. Department of Energy, where he was a senior advisor to the Secretary of Energy, a special assistant to the General Counsel, and assistant general counsel for contractor litigation. In 1994-95, Mr. Stern worked as a senior policy and research analyst for the U.S. Federal Advisory Committee on Human Radiation Experiments. Before then, Mr. Stern worked as a staff attorney for the Washington Office of the American Civil Liberties Union, where he specialized in national security, classification, and information law issues. There, Mr. Stern participated as a plaintiff in *Armstrong, et al. v. Executive Office of the President*, involving White House e-mail recordkeeping practices, and also served as legal consultant to the National Academy of Science's Committee on Declassification of Information for the Environmental Remediation and Related Programs of the Department of Energy.

Paul M. Wester, Jr. is the first Chief Records Officer for the U.S. Government. David Ferriero, the Archivist of the United States, named Mr. Wester to this position effective March 13, 2011. As the Chief Records Officer, Mr. Wester leads records management throughout the Federal Government, with an emphasis on electronic records. He is responsible for issuing Federal records management policy and guidance; liaising with Office of Management and Budget (OMB), the U.S. Congress, the U.S. Government CIO Council, and other stakeholders on records management issues; and serving as an ombudsman between agencies and the Archivist to ensure that NARA and the agencies it serves meet their statutory mandates and records management requirements. Prior to his current appointment, Mr. Wester served as the Director of Modern Records Programs in the National Archives and Records Administration's Office of Records Services - Washington, DC. In this position, Mr. Wester was responsible for the overall management and performance of NARA's agency-facing activities in the Washington, DC area. Mr. Wester also directed NARA's National Records Management Program, coordinating the activities of headquarters and regional records management staff in support of NARA's overall strategic plan. Mr. Wester holds an undergraduate degree in history and Master of Arts and Master of Library Science degrees from the University of Maryland.