



**SAN JOSÉ STATE**  
UNIVERSITY

College of Applied Sciences and Arts

School of Library & Information Science

One Washington Square  
San Jose, CA 95192-0029

408-924-2490

<http://slisweb.sjsu.edu/mara/>

---

**Subject: MARA Student Seeking Client for Project**

As coordinator for the Master of Archives and Records Administration (MARA) at San Jose State University, I am pleased to announce that members of our first cohort are entering their final year in the program and are in a position to apply their skills and knowledge to organizational consulting project—at no cost to your firm.

The Master of Archives and Records Administration (MARA) at San José State University (SJSU) is a new program developed to train archives and records professionals to meet the demanding challenges posed by the shift from media-centric records, where management was based on observable physical location controlled by humans, to the age of digital information and content-centric records management, where the management process is based on invisible logical location controlled by computers (<http://slisweb.sjsu.edu/mara/index.htm>). The first cohort began the MARA program in Fall 2008 and is beginning its final year in the Fall 2010 semester. Several members of the cohort have selected the Organizational Consulting Project (OCP) to satisfy the requirements of SJSU for a culminating experience.

The goal of the OCP is to provide an integrative opportunity for the student to apply at a high level the knowledge and skills developed in the MARA program. The scope of the OCP is substantive such that the client would normally pay a substantial consulting fee for the level of work. The OCP must be supervised by an archivist or a records manager. Because this is a learning experience, however, it is not expected that the student will be paid.

One of the students in the first cohort, Brande Hall Gex, recently moved to Houston and is seeking a client for the OCP. She has many years of experience in litigation support and, most recently, she coordinated and managed e-discovery for the city attorney's office of a large city in California's Silicon Valley. She developed ESI policies and procedures to improve ESI collection and e-discovery city-wide. She served as liaison to elected members of the city council and their chiefs of staff, the city manager's office, IT staff, and other city staff on matters pertaining to ESI and e-discovery. She also managed seven legal administrative assistants.

Brande would like to assist a client with developing e-discovery policies and procedures, developing records management training programs, retention schedules, litigation hold policies and procedures, and/or vital records policies, but she is open to other projects proposed by the client.

If you have a project you think would be suitable or if you would like to brainstorm a project, please contact Brande at [brande.gex@gmail.com](mailto:brande.gex@gmail.com). She will be happy to discuss the project with you and, if requested, to provide a copy of her resume and references.

If you don't have an organizational consulting project right now but would like to learn more about our program, feel free to contact me, Pat Franks, at [patricia.franks@sjsu.edu](mailto:patricia.franks@sjsu.edu).

---

Patricia C Franks, Ph.D., CRM  
MARA Program Coordinator  
Associate Professor  
School of Library & Information Science  
San Jose State University