

The Western RIM



Pres Talk

"Christmas is coming, the goose is getting fat...." Oh My Gosh, it's almost Christmas! I hope everyone had a wonderful Thanksgiving, and got all their shopping done.

Well, as far as our chapter, we had our November general meeting on the 8th learning about when June 1st, 2011 the Wyoming Drivers Services started going to the "Real ID Requirements", which means when you go into renew or get a new drivers license, you now have to show 2 forms of ID and 2 forms of residency. Some examples of the forms they will take are: your current drivers license, social security card (or something with your ss# on it), a birth certificate, and 2 proofs of residency which

could be a utility bill, a pay stub, W-2 form, etc. For about the last year they have been using a new data imaging system and scanning the applications and supporting documents as soon as the customer comes in to get a license. By going to this scanning system and "Real ID", it should help cut down on identity theft, especially in the outlying areas of the state that has small drivers license locations. With this new system, if the examiners at one of the small locations has a suspicious customer, that examiner can call into the headquarters section in Cheyenne and verification will take place. It was very interesting to find out about this new system and the new requirements.

Coming up in our January 10th meeting, we will be finding out what's happening to the Cheyenne downtown area, and what we can expect. I'm really excited to hear about this, and find out about the new businesses coming.

Our Spring Seminar is coming, and we can actually get some of those questions answered about "the cloud". There are so many people that are still confused about all that, and I'm one of them.

We would like to invite everyone to join us for a **Christmas Get Together at the Nagle-Warren Mansion on December 8th at 7:00 pm** We will be having various desserts, teas, and sodas (alcohol beverages will be available for purchase). The chapter will pay for all members and guest(s) will only be charged \$8.50 each. And at the door we will have a box to gather any non-perishable food items you might want to bring to help the local shelters. So please plan on joining us for a fun night of socializing and good treats.

So with that being said..."Merry Christmas to all, and to all a good night"

Barb Thomasee



Board of Directors

| | |
|---|---|
| Chairperson of the Board Pat Newbern | Programs /Public Relations Wendy Kinkade |
| President Barb Thomasee | Education Rich Wilson |
| Vice-President Lisa Lane | Membership Tim Tyler |
| Secretary Maxine Hernandez | Newsletter Mary Burby |
| Treasurer Lisa Lane | Webmaster Donna Crock |

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October 2011 Board Meeting

WYOMING CHAPTER Association of Records Managers and Administrators

BOARD MEETING MINUTES

OCTOBER 25, 2011

**3102 GREEN VALLEY RD
CHEYENNE, WY**

Board members present: Mary Burby, Donna Crock, Lisa Lane, Pat Newbern, Barbara Thomasee, Tim Tyler and Rich Wilson.

Guests: Sue Wilson

The meeting was called to order at 11:55 a.m. by the president, Barbara Thomasee.

The minutes of the September 25, 2011 Board Meeting and the October 7 General Meeting, the Archives Month Workshop – “Basics of Electronic Records Management” had not been distributed; the vote was tabled until a review could be made at the next board meeting.

The Treasurer’s report was given by Lisa Lane. She reported a beginning balance of \$4,206.13 with expenses of \$1,285.22, revenue of \$1,020.00 for a balance of \$3940.91 plus \$50.00 in petty cash for a total of \$3,990.91 for a Checking and Cash on Hand balance. The Savings account had a beginning balance of \$6,802.05 plus dividends from savings of \$2.58, from term share 4396 of \$13.26 and term share 10412 of \$6.93 for a total of \$22.77 for an ending savings balance of \$6,824.82. Term Share Account #4396 has a balance of \$5,260.12 and Term Share Account #10412 has a balance of \$4000.00 for a total of all accounts to be \$20,075.85.

Tim Tyler presented the Membership Report; stating that we have 32 current members.

Rich Wilson gave the Education Report stating that he had contacted the U. W. Registrars Office asking them to provide us a letter verifying that James Shellenberget is an enrolled student at the university. He also contacted LCCC to in-

quire about the check issued to them for Hailee Armstrong. Rich has received a listing of all Wyoming High School Scholarship/Councilors to e-mail regarding our chapter academic scholarship information. Pat will e-mail the letterhead to Rich.

Rich provided his report to our board regarding his trip to the 2011 ARMA Conference and providing a couple of possible speakers that we may be able to use for our Spring Seminar.

Barbara Thomasee reported that the Chapter had been recognized at the Chapter Luncheon at the 2011 ARMA International Conference for Chapter Recruitment. Also Kristy Anderson was recognized as our Chapter Member of the Year and Donna Crock was recognized as our Chapter Leader of the Year.

Barbara Thomasee gave a breakdown of the survey from the October Archives Month Workshop. Some of the comments showed that there is a need to educate the staff in charge of records for their agencies how to archive records. Rich and Pat will get together to discuss leading a training session for members and in the future to include members and non members.

Wendy Kinkaid was unable to attend the

meeting; the Programs Report was not given. Our November meeting was set up for the Multi-Purpose Room in the Barrett Building, 2301 Central Avenue on November 8th. We are going to have a speaker from the Laramie County Health speak on Influenza and the Flu Vaccines. It will be announced later who will be catering and the cost of the lunch.

There was a brief discussion regarding the Holiday Get-together. No action was taken at this time.

A Session of the Month is still in the planning for the January meeting, possibly at Workforce Services. Please submit your ideas for our February meeting.

Rich Wilson presented a couple of ideas for the March Seminar. At the ARMA International Conference he attended a couple of presentations, which should fit right in with the latest flurry of interest in electronic records.

- “Governance Futures – What Does the Cloud Mean to Me” by Tom Redding of EMC. Zero dollar cost as EMC pays for the presentation as part of marketing.
- “Clouded Records: Storing Records in the Cloud” by Brent Gatewood, CRM. Do not know at this time how much he would charge.
- “The Changing Landscape of E-Discovery” by Kon Leong. Do not know at this time how much he would charge.

It was suggested to bring in a speaker and then use a couple of local/regional IT professionals to have a panel with the speaker in an afternoon session. Donna Crock volunteered to help Kristy Anderson chair the Spring Seminar.

For our April meeting, Rich has volunteered to ask member, Janie Wait, CRM to present their “Disaster Planning and Vital Records Identification and Protection” that they presented at the 2011 ARMA International Conference.

Mary Burby gave the Newsletter Report, stressing again that she would like to have the newsletter published by the 1st of the month and needs all material for

WYOMING CHAPTER ARMA TREASURER’S REPORT September 2011

| | |
|--|----------------------------|
| Checking Account Beginning Balance: | 4,206.13 |
| Expenses | 1,285.22 |
| Revenue | 1,020.00 |
| Petty Cash | 50.00 |
| Balance Term Share Account #4396 | 5,260.12 |
| Balance Term Share Account #10412 | 4,000.00 |
| Share Savings Account | 6,824.82 |
| Total Ending Balance 9/27/2011 | <u>\$ 20,025.85</u> |

October 2011 Board Meeting, continued...

the newsletter before the 1st.

Donna Crock gave the Website Report stating that she would like to make some changes to the website to give it a different look. Rich Wilson asked that the application for the 2012 Scholarship be updated.

There was a short discussion about the charities for the Cheyenne area. Donna Crock spoke about adopting the newborn granddaughter of Maxine Hernandez who was born with a defective heart and needed surgery and her siblings for Christmas. Lisa Lane spoke about a young adult man who was involved in a motorcycle accident who suffered a brain injury. The other driver who was at fault does not have medical coverage on his insurance. He could use help in meeting his Cobra insurance premium. Mary Burby made a motion to consider both charities, focusing on two. Pat Newbern seconded. Motion passed unanimously.

The charity for the outlying areas of Wyoming (not the Cheyenne area) was given this year to Central Wyoming. Janie Wait, CRM of Casper selected the Wyoming Jazz and Blues Society to receive the \$50.00 charity to help defray costs associated with traveling to Chicago to perform there.

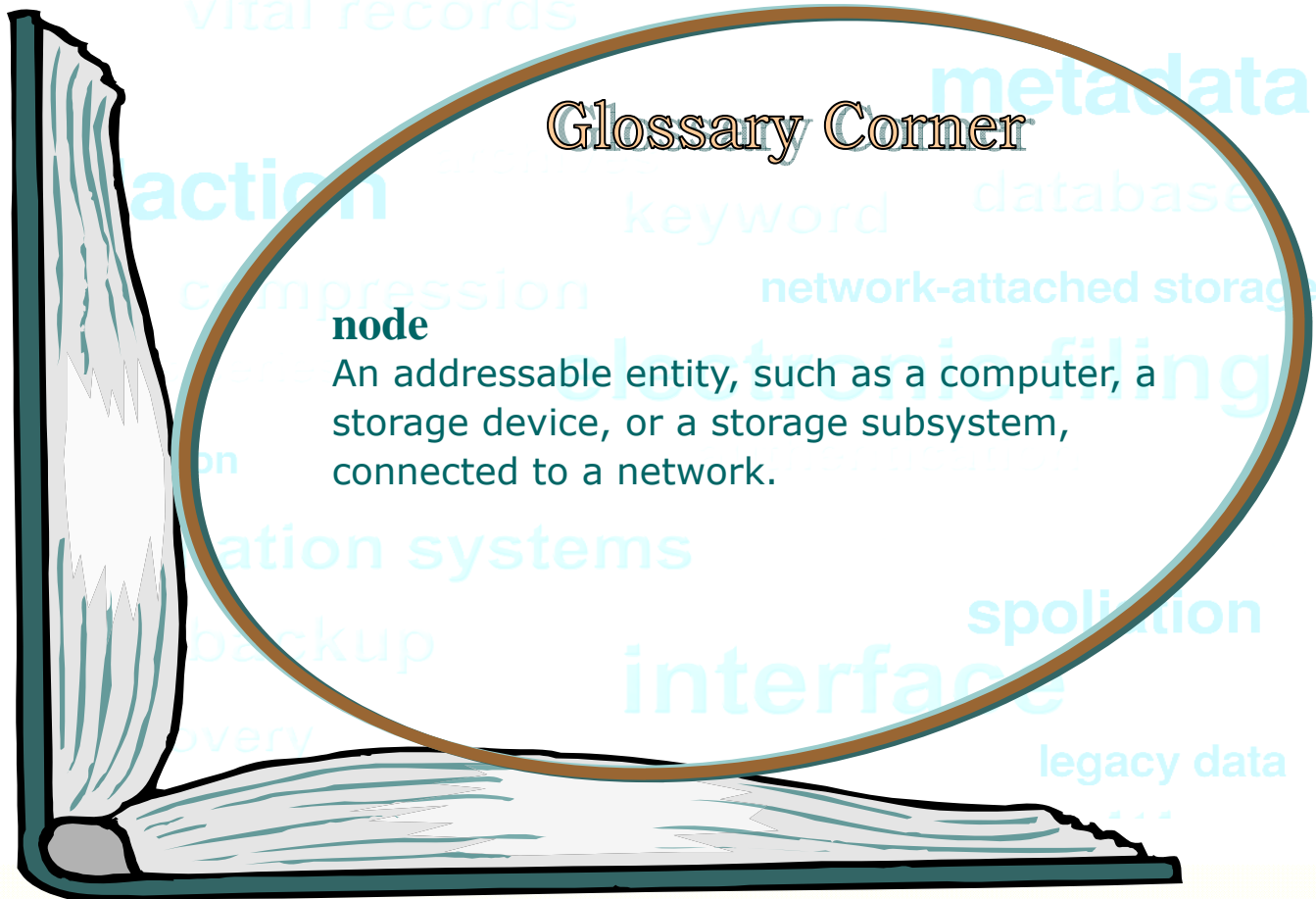
The chapter still has not received the bill from LCCC for catering the food for breaks and lunch for the Archives Month Workshop. The estimated expense is \$2459.00.

Our next board meeting will be November 29 at DOT.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted by:

Lisa Lane



Wyoming Archives Day Workshop

WYOMING CHAPTER

Association of Records
Managers and Administrators

WYOMING ARCHIVES DAY WORKSHOP

OCTOBER 7, 2011

LARAMIE COUNTY COMMUNITY COLLEGE
CHEYENNE, WY

The Archives Day workshop was held at LCCC, the speaker was Geofftey A Huth, New York State Archives.

“Mr. Huth is an internationally respected speaker who has developed electronic records management initiatives for the New York State Archives, including documenting eGovernment transactions, identification of and preservation for historical records (digital & hard copy formats), and electronic records in geographic information systems for archivists and record managers.

This workshop is intended for everyone that works with records (hard copy & electronic), including Records Managers, IT Professionals & Archivists who may have an understanding of archival principles and techniques, but who need the basics and more - in how to apply those principles to records in electronic form.

All archivists and record managers must begin somewhere in this rapidly changing environment of electronic records. This workshop can give you the basics for hard copy and electronic records management including the requirements of records and information management and the principles of appraising, accessioning, and preserving records in digital format.

‘Knowledge of’ and ‘access’ to records in digital format is no longer an option.....

They are now essential to you and your organization!”

Mr. Huth certainly lived up to his reputation; the workshop was filled with excellent information for all who attended.

A total 124 people were in attendance.

Respectfully submitted:
Maxine Hernandez

November 2011 Board Meeting

WYOMING CHAPTER Association of Records Managers and Administrators

GENERAL MEETING MINUTES NOVEMBER 8, 2011

WYOMING DEPARTMENT OF TRANSPORTATION
5300 BISHOP BOULEVARD
CHEYENNE, WY

Members in attendance: Kristy Anderson, Mary Burby, Donna Crock, Maxine Hernandez, Wendy Kinkade, Lisa Lane, Debbie Leonard, Kathy Levasseur, Timothy Tyler, and Rich Wilson.

Nancy Coyle from WYDOT guided our chapter on a tour of the Wyoming Department of Transportation. She told us about the new data imaging system they have been using for about 1 year. Every document that is received at WYDOT is scanned into their system. When it is determined that all the information is correctly scanned into the system the paper documents are shredded. The electronic files are kept according to the retention schedule. Ms Coyle also addressed the new requirements for renewing your driver's license and that Wyoming is federally compliant.

After the tour was completed with a question and answer period, the meeting was adjourned.

Respectfully Submitted,
Maxine Hernandez



December Holiday Gathering



Nagle-Warren Mansion

222 E. 17th Street
Cheyenne, WY 82001

ARMA Wyoming Chapter ChRiStMaS GaThErInG

December 8, 2011

7:00 pm

Enjoy a variety of desserts,
teas and beverages.

(Alcoholic drinks will be an additional charge)

Enjoy the company of your fellow ARMA members and their guests during this holiday season.

Please bring non-perishable food items to donate to a local charity.

RSVP by noon on December 2, 2011 to Kristy Anderson at
637-6346 or kanderson@cheyennecity.org



Cost per person
ARMA Members: No Charge
Guests: \$8.50



Ask a Lawyer

A Syndicated Column

By John Isaza, Howett Isaza Law Group LLP

Editor's note: Mr. John Isaza is an attorney and a member of ARMA International. He is one of the most respected experts on RIM compliance and legal matters and has been a speaker at the annual ARMA International conference. He is currently doing a column for the SCIE Chapter and we will be including his column in our



John Isaza

attorney for more formal advice. That said; please keep your interesting questions coming.

1) ARMA has developed GARP (Generally Accepted Recordkeeping Principles). Is GARP catch on?

Yes. It is amazing to see how many organizations are issuing Requests for Proposals that are either directly or indirectly tied to the GARP Principles. Some organizations have started with the ARMA health check-up tool, available at www.arma.org/garp/health.cfm. From there, they often make the determination for next steps including whether to proceed with a more formal needs assessment, one of which ARMA will be releasing in January of 2012. Other organizations decide to retain the services of an outside firm to help manage the assessment process. Once the needs assessments are done, this is a great tool for planning, including priorities, timing and budgeting.

2) How can adopting GARP principles help an organization in legal matters?

As I noted in a chapter I wrote recently for a book to be published by the American Bar Association this coming summer, the GARP principles essentially codify legal requirements. This means that adherence to the GARP principles should indicate how the organization is on top of its statutory and regulatory recordkeeping requirements, in addition to compliance with other information governance mandates. The Principle of Retention, for instance, calls for adherence to legal retention requirements and business retention needs. Overarching all this is the Principle of Compliance, which means that organizations must be sure that they are complying with recordkeeping and overall information governance requirements. In terms of "Legal matters," compliance with GARP should mean that the organization has a RIM program that is legally defensible, including the all-important Legal Holds policy and procedures to avoid sanctions for spoliation (i.e., the wrongful destruction of

documents or evidence).

3) Are legal departments typically aware of GARP? If not, what are some suggestions for engaging the department in GARP implementation?

Since GARP is a relatively new concept, it would be surprising if most legal departments were aware of it by now. However, as noted in response to Question 1, GARP is catching on at great speed. That said, to engage legal departments the first step could be to obtain authority to conduct at least the ARMA health checkup tool noted above. I have found that organizations are quite receptive to the results, once they realize in concrete terms the status of the organization. Many of my clients in RIM departments are using GARP to convince their superiors of the need for additional resources. Starting this year I am starting to see RIM departments get budgeting for 2012 tied to GARP assessments. One of my clients just received authority to add two members to his RIM staff. Of course, my experience is purely anecdotal and may not be indicative of all organizations.

4) If an organization is only at the early stages of implementing GARP, can that hurt them in litigation?

I would say no. We always tell our clients to strive for "progress over perfection," a quote I learned from Terry Coan several years ago. I frankly cannot see how a court could fault an organization for striving to improve its compliance, transparency and availability recordkeeping principles, to name a few. The status of the organization's program will be discoverable irrespective of the state of your GARP assessment, assuming you have even started one. Yes, the analysis itself may be discoverable if it is not protected by the attorney client privilege, but it may not be relevant. Then, even if it is deemed relevant and discoverable, one could argue that the organization's recognition of its shortfalls is a step in the right direction. My biggest concern is not whether the organization is planning to implement changes, but whether the organization fails to implement legal holds that could result in spoliation claims. Almost all of the published ediscovery cases deal with spoliation in the face of pending or anticipated litigation or investigations, and not with scrutiny of the status of the organization's information governance plans.

Check out my 7 Steps for Legal Holds book at: <http://tinyurl.com/mo722k>

Follow my legal updates at [Twitter.com/Jisaza](https://twitter.com/Jisaza)

www.HiLawGroup.com

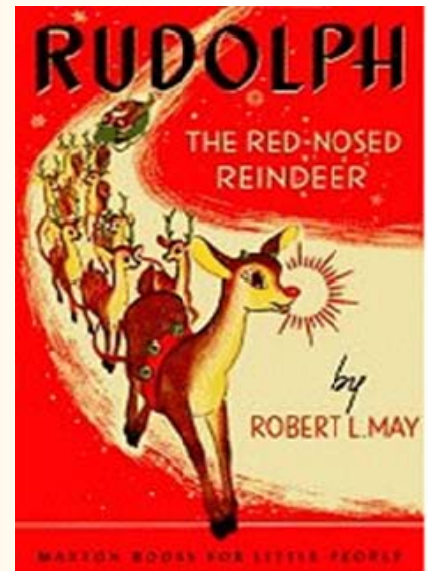
John Isaza is a California-based attorney and founding partner of the Howett Isaza Law Group, a law firm that specializes in electronic information governance, records management and overall corporate compliance. He may be reached at Jisaza@HiLawGroup.com or follow him on Twitter and LinkedIn.

A Matter of Record...

1938

Rudolph the Red-nosed Reindeer

The Chicago-based Montgomery Ward company, department store operators, had been purchasing and distributing children's coloring books as Christmas gifts for their customers for several years. In 1939, Montgomery Ward tapped one of their own employees to create a book for them, thus saving money. 34-year old copywriter Robert L. May wrote the story of Rudolph the Red-nosed Reindeer in 1939, and 2.4 million copies were handed out that year. Despite the war-time paper shortage, over 6 million copies had been distributed by 1946. May drew in part on the story "The Ugly Duckling" and in part from his own experiences as an often taunted, small, frail youth to create the story of the misfit reindeer. Though Rollo and Reginald were considered, May settled on Rudolph as his reindeer's name.



Writing in verse as a series of rhyming couplets, May tested the story as he went along on his 4-year old daughter Barbara, who loved the story.

May's story "Rudolph the Red-Nosed Reindeer" was printed commercially in 1947 and in 1948 a nine-minute cartoon of the story was shown in theaters. When May's brother-in-law, songwriter Johnny Marks, wrote the lyrics and melody for the song "Rudolph the Red-Nosed Reindeer", the Rudolph phenomenon was born. Turned down by many musical artists afraid to contend with the legend of Santa Claus, the song was recorded by Gene Autry in 1949 at the urging of Autry's wife. The song sold two million copies that year, going on to become one of the best-selling songs of all time, second only to Bing Crosby's "White Christmas." The 1964 television special about Rudolph, narrated by Burl Ives, remains a holiday favorite to this day and Rudolph himself has become a much-loved Christmas icon.

Northern Colorado Chapter Holiday Event



NORTHERN COLORADO ARMA HOLIDAY “BUSINESS-AFTER-HOURS”

Mimi’s Café in Loveland
December 15th
5:00-6:30 pm



Please join your colleagues for a holiday social at Mimi’s Café—1450 Fall River Road, Loveland (off Hwy 34 West of I-25). The NoCo ARMA chapter will provide appetizers in a private room.

Cash bar will be available. We look forward to seeing you there!

This event is FREE for Northern CO ARMA members, Guests are welcome for \$5

The event will also include a fundraiser for the Weld County Food Bank.

Here’s their Top 10 most needed FOOD items:

*Canned Meat or Tuna, Canned Soup or Stews, Pasta or Mac and Cheese, Cereal, Rice,
Canned Fruit, Canned Vegetables, Peanut Butter, Fruit Juice, Beans.*

*And of course, cash or monetary donations work great.
For every \$1 donated, Weld County Food Bank can distribute \$10 worth of food.*



RSVP—
www.northerncoloradoarma.org
by December 12th



Preparing for the CRM Examination: Handbook**Institute of Certified Records Managers****11th Edition — 2007 Revision 2011****Section 3 - Sample Examination****TECHNOLOGY, EQUIPMENT AND SUPPLIES**

1. An average single letter-size page scanned at 200 dpi, and stored as Group 3 TIF, requires approximately _____ bytes of storage.
 - a. 10,000
 - b. 20,000
 - c. 50,000
 - d. 75,000
 - e. 100,000

2. In planning an Enterprise Content Management (ECM) system, charting the _____ shows whether tasks to be performed are sequential or parallel.
 - a. retrieval
 - b. business plan
 - c. filing manual
 - d. workflow
 - e. record type

3. The major advantage of using a software tool to automatically generate a taxonomy is:
 - a. it's less expensive than other development methods.
 - b. a human does not need to provide input into the taxonomy.
 - c. the tool can categorize more documents quicker than a human.
 - d. it requires less storage than a manually prepared classification.
 - e. it will not require any updates.

4. By nature, _____ data is often difficult to search because it is not easily or systematically organized into tables.
 - a. structured
 - b. unstructured
 - c. related
 - d. line item
 - e. report

Answer Key: 1) c 2) d 3) c 4) b



Ten issues of our newsletter is published each year. We welcome photos or articles you may wish to contribute. Contact us at www.armawyoming.org.

Note: Contributions or gifts to ARMA are not deductible as charitable contributions for federal income tax purposes.

Websites of interest:

For Weather Information:

<http://www.weather.com>

For Wyoming Road Information:

<http://www.wyoroad.info/index.html>

For Wyoming Facts of Interest:

http://wyoming.gov/state/wyoming_news/general/general.asp

To check out other ARMA Chapters:

<http://arma.org/chapters/index.cfm>

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Wyoming Chapter of ARMA International

PO Box 474

Cheyenne, WY 82003

To our Members and Colleagues: