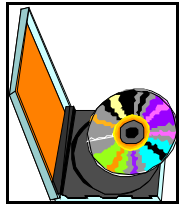




February Seminar is Here!!



Board of Directors

President/Webmaster
Donna Crock

Vice-President/Membership
Kristy Anderson

Treasurer
Ramona Christensen

Secretary
Vicci Carter

Programs
Wendy Kinkade

Education
Vacant

Public Relations/Newsletter
Rich Wilson

Chairman of the Board
Jess Sheely

ARMA February Seminar

RECORDS & INFORMATION MANAGEMENT CONCERNS FOR THE 21ST CENTURY

When: Friday, February 14, 2003
8:00 a.m. to 4:30 p.m.

Where: Best Western Hitching Post Inn
1700 W. Lincolnway
Cheyenne, WY 82001.

Program - The Wyoming Chapter of ARMA and the Wyoming State Archives are sponsoring a Seminar and Vendor Show to be held at the Hitching Post Inn, Cheyenne, Wyoming on February 14, 2003 from 8:00 a.m. to 4:30 p.m. on "The Public Information Act and Electronic Records - Myths and Realities". The seminar will include discussion on the Public Information Act and it's relation to government and records management issues, including Homeland Security and privacy concerns, and the myths and realities of electronic records (including imaging issues, internal controls and policies, media management and electronic mail). William Campbell, Ph.D., Chief Information Officer for the State of Wyoming will open the seminar with discussion of what the CIO position entails and his future goals and objectives in this newly created office.

Seminar Fees:
Regular Fee \$125
ARMA Member \$100
Student Fee \$55

Information on the Seminar and Registration Forms can be found at: <http://www.armawyoming.org> or by Contacting Kristy Anderson kanderso@cheyennecity.org or phone at 637-6346 or Wendy Kinkade wkinkade@cheyennecity.org or phone at 637-6329

Pres Talk...

The February seminar and vendor show is just around the corner. If you

have not registered it is not too late. The seminar will be held at the Hitching Post Inn, Cheyenne, Wyoming on February 14, 2003 from 8:00 a.m. to 4:30 p.m. on "The Public Information Act and Electronic Records - Myths and Realities". The seminar will include discussion on the Public Information Act and its relation to government and records management issues, including Homeland Security and privacy concerns, and the myths and realities of electronic records (including imaging issues, internal controls and policies, media management and electronic mail). Juanita M. Skillman, CRM, FAI, current ARMA International President and Records Manager for Orange County Sanitation District in Fountain Valley, CA, and Susan McKinney, CRM, Director of Records and Information Management at the University of Minnesota, will present at the seminar. William Campbell, Ph.D., Chief Information Officer for the State of Wyoming will open the seminar with discussion of what the CIO position entails and his future goals and objectives in this newly created office. Thank you to the seminar committee for all their hard work and their agencies for allowing them to spend valuable time on the seminar. To get registration and information on the seminar you can go to the following link on our website:

<http://www.armawyoming.org/Feb2003Sem.htm>

The board has once again approved the University of Wyoming scholarship for the upcoming year along with the Wyoming Community College scholarship, which will include Wyoming high school seniors being eligible. For the University the applicant must be a student that has graduated from a Wyoming Community College, with a 2-year degree or is currently enrolled as a third year student at the University of Wyoming, in a business-oriented course of study in which he or she has maintained a 3.0 grade point average, who will be attending the University of Wyoming as a full-time (minimum of 12 credit hours) third year student enrolled in a business-oriented course of study. Special consideration will be given to students enrolled in programs that include archival studies, such as. Archives Technology, Information Technology, Library

Science, etc. This University scholarship will continue to be approved by the board on a yearly basis. To get information on both scholarships you can visit the following link on our website: <http://www.armawyoming.org/scholarship.htm>

The Wyoming Chapter Board meets on the 4th Tuesday of each month at 11:30 a.m. Meetings are held at Holland and Hart. As an ARMA chapter member, you are always welcome to attend and observe Board meetings. You can view recent Board meeting minutes by clicking the Meeting and Events link on our chapter website at www.armawyoming.org <http://www.armawyoming.org>. If you have any suggestions or comments you can contact any board member. If you would like to join the 2003-2004 board you can contact Jess Sheely at jsheel@state.wy.us <mailto:jsheel@state.wy.us> or 307-777-6920.

Have a great month and I hope to see you at the seminar.

Donna

BOARD CONSTRUCTION 2003-2004

Now that's a scary sight, seeing the year 2004 in print already. But here we are on the down side of this chapter year and it's time to plan for next year's board of directors. We've had some unexpected board losses this year, which we need to fill and we have two positions for which the incumbents' terms have expired.

Assuming that eligible incumbents resume their positions next year, we have four positions open. They are: president, program director, education director, and membership director. However, members can apply for any position they wish to.

The continued success of this chapter depends on volunteers and I hope that you are willing to step forward to help the chapter. Speaking from my own experience, the time you give to ARMA gets repaid to you in the form of good friends, professional education, networking, and a lot of satisfaction.

Please contact me at 777-6920 or e-mail jsheel@state.wy.us <mailto:jsheel@state.wy.us>.

Jess Sheely
Chairman of the Board

WYOMING CHAPTER
Association of Records Managers & Administrators
Holland & Hart; Cheyenne, Wyoming
Board Meeting Minutes
Wyoming Chapter
December 17, 2002 11:30am

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Lesley Espinosa, and Rich Wilson

Minutes: Kristy Anderson, seconded by Lesley Espinosa, moved to approve the November 26, 2002 Board meeting minutes and the December 5, 2002 Chapter meeting minutes as presented. Motion carried.

Treasurer's Report: Ramona Christensen presented the December Treasurer's Report showing a balance of \$12,956.90, which includes term share accounts. Kristy Anderson, seconded by Lesley Espinosa, moved to approve the report as presented. Motion carried.

COMMITTEE REPORTS:

Education: No Report

Scholarship: Lesley Espinosa reported she is revising the scholarship application to include high school graduates. She contacted the Wyoming Department of Education and they will include the scholarship application in the mail they send to the high schools in Wyoming.

Membership: Donna Crock gave an update of membership, reporting there are 37 members, with two new members (Cindy Baker and Leslie E. Brumage), from the Cody, Wyoming area. Donna also reported that one membership was expiring and another was not being renewed. Donna asked if a person from the membership committee would contact the two members about their expiring/expired membership. Vicci Carter volunteered to follow-up with them and report back to Donna.

Newsletter: Rich Wilson needs any information for the newsletter by Monday, December 23, 2002.

Programs: Wendy Kinkade announced the January general meeting will be at the Plains Hotel in the Powder River room on Thursday, January 9, 2003 starting 11:30am. The speaker will be Chris Fausickle, she will be speaking about Identity Theft. Wendy also reported that she does send letters to a targeted business or group prior to each general meeting inviting them to attend.

Public Relations: Rich Wilson plans to publish the January, 2003 general meeting in the Casper Star-Tribune, Trader's, and Around Town. Rich is going to contact Gary Schoene, Public Information Officer, of State Parks and Cultural Resources and visit with him regarding how to get our general meeting information into the newspapers.

Web Site: Donna Crock reported that she had posted information regarding the upcoming February, 2003 seminar on

the web page.

OLD BUSINESS:

Charity: Lesley Espinosa discussed the Safehouse family the chapter had adopted for Christmas, and how grateful they were for what the Chapter had done for them. Ramona handed out an itemized statement of items and money donated to the Safehouse family. The statement reflected how the monetary donations were spent.

February Seminar: Kristy Anderson announced the seminar brochures were printed and ready to be mailed out, and that Juanita M. Skillman, CRM, FAI and Susan McKinney, CRM had signed and return their contracts to speak at the February 14, 2003 seminar. Juanita will speak on the Public Information Act and how it is effected by Homeland Security, and Susan will speak on Electronic Records - Myths and Realities. Kristy asked for a volunteer to mail those brochures to addressed state personnel. Vicci Carter volunteered to mail them through inter-office mail. Kristy was going to take the remainder of the brochures to be mailed to Debby Lathrop at the County Clerk's Office.

NEW BUSINESS:

Next Meeting: The next Board meeting will be held at Holland and Hart on Tuesday, January 28, 2003 at 11:30.

Spring Seminar 2004: Paula Sutton of the Northern Colorado Chapter of ARMA, contacted Donna Crock and asked if our Chapter would be interested in co-sponsoring a seminar with William Saffady, Ph.D. as the speaker. After much discussion, the Board decide not to participate. Donna Crock will contact Paula and let her know the Board's decision.

Board Member Resignation: Donna Crock advised that she had received an e-mail from Debby Lathrop, Membership Chairperson, stating that due to personal and professional commitments she would not be able to complete her term as Membership Chairperson and was therefore resigning from the Board. According to Chapter by-laws, Article II, Section 8 - Vacancies "Vacancies occurring in any office or in the Board of Directors shall be filled by appointment for the unexpired term by majority vote of the Board of Directors." Kristy Anderson volunteered to assume the Membership Chairperson responsibilities for the remainder of the term. Ramona Christensen made a motion that Kristy be appointed to complete the unexpired term of the vacant Membership Chair. Rich Wilson seconded motion. The Board voted unanimously for Kristy to complete the unexpired term. The motion carried.

Meeting was adjourned at 12:45pm.

Submitted by,
 Vicci Carter, Chapter Secretary

**Wyoming Chapter
Association of Records Managers and Administrators
Chapter Meeting
January 9, 2003**

Avanti Restaurante, 4620 Grandview Avenue, Cheyenne, WY

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Wendy Kinkade, Jess Sheely, Vicki Seals, Rich Wilson, Tony Adams, Debbye Lathrop, and Deanne Widhauf

Guest Present: Debbie Leonard, Lizzie Stroebel, Alan Chmura, Arlene Delaney, Pam Nelson, Barbara Thomesee, Janice Rath, Juanita Benson, Rich Benson, Mary Kiser, Rhonda Reed

Speaker: Chris VanSickle - Chris has over 15 years experience with credit unions and is currently the Internal Audit/Compliance Manager for Vandenburg Federal Credit Union of Lompac, California.

Donna Crock opened the meeting by welcoming everyone in attendance and everyone introduced themselves. Rich Wilson introduced our speaker.

Topic: What is Identity Theft: How They Do It

Chris opened her presentation with a real life example of an identity theft and how hard it is to get your life back to normal and in order:

Mari Frank, a California mediation attorney, received a phone call in August, 1996 that changed her life. A creditor from Toys "R Us called her inquiring about her \$11,000 credit card bill. Frank thought the call was a joke. Before long she found herself in an identity theft nightmare. She discovered other instances of fraud amounting to \$50,000. Frank initially called her local police, who told her there was really nothing they could do. She then contacted the FBI, who said it wasn't their jurisdiction. So she called the Secret Service, who acknowledged jurisdiction. They advised her that they couldn't get involved unless at least \$200,000 was at stake or there was evidence of a fraud ring. It took Frank 500 hours to get her life back.

Identity theft is the number one fastest growing crime and accounts for 25% of all credit card losses. There are basically three reasons for identity theft:

1. Criminals taking on a new identity to prevent them from being prosecuted for other more serious crimes,
2. Revenge, such as, disgruntled ex-employees going on shopping sprees at their former managers expense, an ex-spouse taking credit card numbers with them when they leave a marriage, or even a child going through mom's purse and getting credit cards as extreme act of adolescent rebellion, and
3. Criminals needing money to commit crimes.

Chris explained what identity theft is; how it is done; types of preventative action to take; internet and on line services; steps for victims to take when dealing with authorities, financial institutions, creditors and credit bureaus; and who to contact to get your credit report.

The ID Theft Act of 1998 directed the Federal Trade Commission (FTC), and agency of the Federal Government to implement the Federal Government's Centralized Identity Theft

Database, log receipt of complaints, provide consumer education and victim assistance, and to refer complaints to appropriate entities, including law enforcement and consumer reporting agencies. To file a complaint call 877-ID-THEFT (877-438-4338). Phone counselors staff the hotline from 9:00a.m. to 8:00p.m. Eastern Standard Time, Monday through Friday. A secure online complaint form is available at: www.consumer.gov/idtheft. To mail a complaint send it to Identity Theft Data Clearinghouse, 600 Pennsylvania Ave., NW, Washington, D.C. 20580.

To be taken off of mailing and telemarketing lists, and to limit the sale of your personal information by businesses, go to the website www.opt-out.cdt.org/moreinfo.

Submitted by,
Vicci Carter, Chapter Secretary

**WYOMING CHAPTER ARMA
TREASURER'S REPORT
January 2003**

Beginning Balance Checking Account 12/17/02:	\$ 1622.73
Ending Balance Checking Account 1/28/03:	\$ 1627.54
Balance Term Share Account #4396	\$ 5260.12
Balance Term Share Account #8435	\$ 4000.00
Share Savings Account	\$ 2152.30
<hr/>	
Total Ending Balance 1/28/0	<u>\$13,039.96</u>

Prepared By: Ramona Christensen, Treasurer,
Wyoming Chapter of ARMA

Vacancy Announcement

The Wyoming State Archives is advertising to fill a Records Management Supervisor position. This person administers a statewide records management program for state and local government agencies along with other duties as described in the announcement which can be found at

<http://personnel.state.wy.us/stjobs/dl/HA26B-24.html>

or copies and information can be obtained by call the Human Resources Division at (307) 777-7188. The announcement number is 8706, and the working title is: Cultural Resources Supervisor

RECORDS & INFORMATION MANAGEMENT CONCERNS FOR THE 21ST CENTURY

Friday, February 14, 2003

8:00 a.m. to 4:30 p.m.

Best Western Hitching Post Inn
1700 W. Lincolnway
Cheyenne, WY 82001

RECORDS AND INFORMATION MANAGEMENT (RIM) IN THE AFTERMATH OF 9/11

The tragic events of 9/11/2001 affected every sector of our American Society. Some of the hardest hit sections which we, as RIM professionals have to be particularly aware of, are our Freedom of Information and Public Records Acts. How does our culture of public access to information clash with our new, heightened, Homeland Security? How do new laws such as Sarbanes-Oxley, and those relating to spam prevention and individual privacy change the way we look at, and practice, Records and Information Management? RIM professionals need to be aware of government regulations and new laws that often shake up the "same old, same old" RIM procedures we have used for years.

E-MAIL MANAGEMENT THE GREAT UNKNOWN

E-mail has become a staple of not only our business, but our personal communication. While technology has made it faster and easier than ever to communicate with others, whether down the hall or globally, it also poses challenges and risks which we still have not come to terms with. E-mail policies have traditionally been enacted to ensure efficient use of IT resources, with very little thought to RIM needs and principles. Recent world and economic events, however, have shifted the emphasis from technology to content, but e-mail's widespread use makes its management and control difficult. Juanita Skillman, CRM, FAI, will present a status report on the importance

of e-mail management in RIM programs today, and some suggestions that may help you in responding to this challenge.

THEORIES, MYTHS AND REALITIES OF MANAGING ELECTRONIC RECORDS

For many years, Records Managers have discussed the need to improve how their organizations manage electronic records. These discussions have typically been either theoretical in nature or focused on solutions that can only be attained through the purchase of a (costly) electronic records management system. While these debates have been useful in understanding the concepts of effectively managing electronic records, many of us have been left without practical guidance that we can use in our organizations. Susan McKinney, CRM, will focus in this session on turning the theory of how to manage electronic records into practical solutions that can be implemented with limited labor and resources.

WHO SHOULD ATTEND?

- ↳ Records and Information Personnel
- ↳ State and Local Government Personnel
- ↳ Business and Office Managers
- ↳ Information Technologists
- ↳ Administrative Assistants
- ↳ Librarians
- ↳ Risk Management Personnel
- ↳ Legal Staff
- ↳ Anyone who must organize, file, or manage any type of documentation.

ABOUT THE SPEAKERS

Juanita M. Skillman, CRM, FAI is the Records Manager for the Orange County Sanitation District in Fountain Valley, CA. Prior to entering the Records and Information Management field, she was a Public School Teacher and Librarian. Ms. Skillman holds both B.S. and M.A. degrees from Western New Mexico Univ. and received her Certified Records Manager (CRM) designation in 1986. She was recently elected President of ARMA International, the Assoc. for Information

Management Professionals, and previously served four years as Treasurer of that Assoc. She was honored as a Fellow of ARMA International (FAI) in 1991. An experienced speaker and trainer, she is a member of Toastmasters International and speaks frequently for ARMA and other business and professional groups. She has been published in *The Information Manager's Toolkit*, *Records Management Quarterly*, *Information Management Journal*, *The Records and Retrieval Report*, and *Modern Office Technology*.

Susan McKinney, CRM, has been the Director of Records and Information Management at the Univ. of Minnesota since Dec. 1995. Prior to that, she had been the Director of Records Management at the Univ. of Florida for 10 years. In addition, Susan worked for the Balch Institute for Ethnic Studies and Seton Hall Univ. Susan received her Master of Arts in History with an Archival, Museum and Editing Studies concentration from Dequesne Univ., and her CRM in 1993. Susan has been very active in the records management field, starting the Gainesville/North Central Florida ARMA Chapter and the Florida Records Management Assoc. She also serves as host of the Records Management Listserv, and is a member of the Board of Directors of ARMA. Susan's past speaking engagements include various ARMA regional and chapter meetings, as well as the ARMA International Industry Specific Group Mid-Year Conference, the Midwest Archives Conference, the 20th Annual Minnesota Government IT Symposium and Cohasset's Managing Electronic Records Conference