



The Western RIM



Newsletter of the Wyoming ARMA Chapter

www.armawyoming.org

FEB 2002

February Seminar is Here!!

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Wyoming Chapter of ARMA

February 7, 2002 Seminar

Co-sponsored by the Wyoming State Archives

"LEGAL ISSUES ON THE WEB"

presented by Tomas A. Lipinski - Mr. Lipinski currently researches and teaches in the areas of information law, policy and ethics, and serves as Co-Director of the Center for Information Policy Research at the University of Wisconsin, Milwaukee.

The seminar is from 8:00 a.m. to 4:30 p.m. at:

Little America Hotel
2800 West Lincolnway
Cheyenne, WY 82009
(307)-775-8400

There will be a free vender show with this seminar.

For registration information and additional information on the seminar you can visit the following web page:

<http://www.armawyoming.org/feb2002sem.htm>

Mail-In Fee for Seminar - \$100

Mail-In Student Fee (with current Student ID) - \$55

Payment or P.O. required at time of registration.

If you have questions or special needs, call or e-mail:

Kristy Anderson (307) 637-6346 kanderso@cheyennecity.org

or

Wendy Kinkade (307) 637-6329 wkinkade@cheyennecity.org

Pres Talk...

The February seminar is just around the

corner. If you have not registered it is not too late. The all day seminar is scheduled for February 7, 2002. The speaker will be Tomas Lipinski with the topic being "Legal Issues on the Web". 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 more information on the seminar you can go to the following link on our website:

www.armawyoming.org/Feb2002Sem.htm

The board has approved a new scholarship for the upcoming year. The Applicant must be a student who 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 scholarship will need to be approved by the board on a yearly basis.

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. If you have any suggestions or comments you can contact any board member.

From Headquarters: ARMA Responds to Enron/Arthur Andersen Situation

In a letter sent on January 18, 2002, Peter R. Hermann, Executive Director/CEO of ARMA International, addressed ARMA's concerns regarding the destruction of records by employees of Arthur Andersen who were responsible for the auditing of Enron Corporation. This letter was sent to the major business press in America including *The Wall Street Journal*, *Business Week*, *Forbes*, *Fortune*, and a number of major daily newspapers located throughout the nation. To see the text of the letter, visit http://www.arma.org/pdf/enron_letter.pdf.

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

Donna

Records Management Lesson from Enron/Anderson

Everyday articles in national and local publications are reporting the destruction of Enron records and the need for good records management practices.

There has been a good discussion on the Records Management Listserv. One article summed up how Records Managers could use this opportunity to high light the importance of our profession:

"... one of the maxims that I learned early in my career was that the RM should be aware of any potential legal need for records. Could the records be part of a lawsuit, etc. I would imagine that Andersen can document their records destruction process (at least they better).

Now would be a good time for all to re-examine their own document destruction process. Do you have safeguards built in to identify potential problems? Are the records that are eligible for destruction clearly identified? For example do you just list Audit Workpapers 75 boxes or do (you) list the clients also within that listing?

Be prepared for your own management to ask you what your organization's process is? Be prepared to explain how you go about obtaining destruction authorization. Do you have a presentation prepared on your destruction process? Do you regularly give that presentation to the employees....

RM in any organization should play a role similar to the role of the Accounting/Finance function. Accounting/Finance controls the monies etc for an organization because it is an asset. RM, if properly implemented, should control the information used by the organization since information is also an asset. Then and only then will it truly be a part of all the organization's processes." Peter Kurilecz

Now would be a good time to for Record Managers to let their organization know how important good RM is. We need to publicize our work and let management know that the RM profession is there to protect them from this sort of situation. Don't hid your talents under a basket.

WYOMING CHAPTER
Association of Records Managers & Administrators
Holland & Hart; Cheyenne, Wyoming
Board Meeting Minutes
December 27, 2001, 11:30am

Members Present: Kristy Anderson, Ramona Christensen, Donna Crock, Ann Halter, Kathy Murphy, Jess Sheely and Rich Wilson.

Minutes: Rich Wilson, seconded by Kathy Murphy, moved to approve the November 27, 2001 Board meeting minutes and the December 7, 2001 Chapter meeting minutes as presented. Motion carried.

Treasurer's Report: Kristy Anderson presented the December, 2001 Treasurer's Report showing a balance of \$11,888.86, which includes term share accounts. Jess Sheely, seconded by Ann Halter, moved to approve the report as presented. Motion carried. Kathy Murphy, seconded by Rich Wilson, moved to cash in Term Share Account No. 4322 in the amount of \$5493.19 and deposit the amount in the Share Savings Account. Motion carried.

COMMITTEE REPORTS:

Education: Ann Halter presented the possibility of an additional \$500.00 scholarship. Ann proposed that we have an additional scholarship available to a student who has attended a Wyoming Community College or the University of Wyoming and has completed two years of study or earned an Associates Degree to be eligible for a scholarship to be used at the University of Wyoming. Ann will draft a new form for this scholarship to reflect the changes and present this at the next board meeting. This scholarship would be considered on a year-to-year basis depending on the amount available in our treasury. After some discussion, the board decided to have Ann check into this proposal further to see what courses of study are available at the University of Wyoming that would pertain to this scholarship proposal.

Membership: Donna Crock gave an update on membership, reporting that there are 33 members in the Wyoming Chapter.

Membership Committee Report: No report.

Headquarters Marketing Opportunity Prospect List: Kristy Anderson sent the prospect list to ARMA International Headquarters. She has not received a response yet.

Newsletter: Rich Wilson needs any information for the next newsletter by Friday, December 28. Rich plans to put information on the February Seminar in the newsletter.

Programs: Donna Crock announced that the January meeting will be held on January 10, 2002. Wendy Kinkade is working on making arrangements with Magic City for a tour.

Public Relations: Kathy Murphy plans to use the information from the newsletter to publish in the Governor's Bulletin, the Casper Star Tribune and the Wyoming Tribune regarding the February Seminar. Donna Crock plans to e-mail other Chapters at the end of next week on the seminar also.

Web Site: Donna Crock has posted information on the February Seminar on the Chapter web site.

OLD BUSINESS:

February Seminar: Kristy Anderson will arrange for Limo service to pick up the guest speaker and return the guest speaker to Denver. The cost for the Limo service is \$150.00. She also plans to make arrangements for hotel accommodations for the guest speaker on his return trip to Denver. Kristy distributed copies of the February Seminar brochures to the board members. The City Clerk's Office IT department has printed, folded and labeled the brochures which are now ready for mailing. Kathy Murphy offered to mail the brochures. Kristy also mentioned that we need information for the folders for the seminar. If anyone has any ideas or anything to put in the folders, please let Kristy know.

Printing of Speaker items: Kristy Anderson is not sure how many speaker handouts are needed for the seminar. Vicki Carroll offered to copy some handouts if not too large. However, if there is a larger amount of material to be copied, the board decided to send the information to Kinko's to be copied.

Pro-rated fee for sponsors and contributors: Kristy Anderson noted that persons on the Seminar committee would not have to pay to attend the seminar. Ann Halter, seconded by Kathy Murphy, moved to permit various agencies involved to send people to the seminar at a pro-rated rate. Motion carried.

Retention Schedule: Donna Crock distributed copies of the draft retention schedule. Some changes were made. Donna will e-mail the finalized version to the board members after she updates the changes.

By-Laws Update: No report.

Chapter Brochure Update: Donna Crock distributed copies of the Chapter brochure. Donna proposed a few changes. Jess Sheely will give the changes to Vicci Carter to update the brochure. Donna suggested that we insert a copy of the Chapter brochure in the handouts for the seminar.

NEW BUSINESS: No new business.
Meeting was adjourned at 1:10 pm.

Submitted by,
Ramona Christensen,
Chapter Secretary

**Wyoming Chapter
Association of Records Managers and Administrators
Chapter Meeting
January 10, 2002
Tour of Magic City Recycling Center,
2600 Missile Dr., Cheyenne, WY**

Members Present: Tony Adams, Kristy Anderson, Vicci Carter, Ramona Christensen, Wendy Kinkade, Valerie Roybal, Vicki Seals, Jess Sheely, Deanne Widauf and Rich Wilson

Guests: Sandy Dion, Wyoming State Archives, Rhonda Reed, Laramie County Clerk's Office

Speaker: Bill Cushing, Contract Manager, Magic City Enterprises

Bill Cushing of Magic City Enterprises conducted the tour. Mr. Cushing is the Contract Manager and is in charge of all recycling and custodial contracts. He has been working for Magic City since 1989. According to Mr. Cushing, the Recycling Center has 3 Main Profit Centers including F.E. Warren Air Force Base, the City of Cheyenne, and the State of Wyoming. The Base and the City pay Magic City to do their recycling. However, the State does not pay to do the recycling. In addition to these centers, there is a Miscellaneous Program which includes the Tote Program. This program costs \$50.00 for each container used to recycle paper. The Tote Containers hold approximately 100 gallons and are under lock and key. The Recycling Center recycles over 130 tons of newspaper a month. This paper is shipped to Arizona to make wallboard. Mr. Cushing noted that there is little profit in recycling paper. To recycle 10 tons of paper, a net profit is only \$1,000.00. The rate for cardboard is \$40.00 to \$45.00 per ton and \$70.00 per ton for office

paper. Magic City does some tin and aluminum recycling, approximately 700 to 1,000 pounds per week. They also recycle some plastic but do not separate the type 1 and 2 which is very labor intensive. The paper is put in bales to be sent to various areas in trucks. Shredded paper is put on each end of each bale to hold the bales together more efficiently.

Magic City currently has 6 clients and employs 5 staff members. Mr. Cushing mentioned that the center plans to start making license plates for the State of Wyoming in the next few months which will employ an additional 5 clients part time. According to Mr. Cushing, 3M has a computerized system with equipment to make the license plates from aluminum. The plate will be a flat plate.

Submitted by,
Ramona Christensen
Chapter Secretary

**WYOMING CHAPTER ARMA
TREASURER'S REPORT
January 2002**

Beginning Balance Checking Account 12/27/01:
\$ 940.63

Ending Balance Checking Account 1/22/02:
\$ 1393.14

Balance Term Share Account #4322:
\$ 5493.19

Balance Term Share Account #4396
\$ 5260.12

Share Savings Account
\$ 360.66

Total Ending Balance 1/22/02
\$12,407.11

Prepared By:
Kristy B. Anderson, Treasurer, Wyoming Chapter of ARMA

Thoughts About The Future:

Below is an article by Jeffrey Burt. Although the article discusses personal correspondence, it should cause each Records Manager to think about how we are managing records which are "Born Digitally."

"The indications are very strong that we shall move in a few days--perhaps tomorrow. Lest I should not be able to write you again, I feel impelled to write lines that may fall under your eye when I shall be no more."

Those were the first sentences written by Sullivan Ballou, a major in the Union army, in his famous letter to his wife in July 1861, just weeks before he was killed in the Battle of First Manassas in Virginia during the Civil War.

Volumes have been written about the Civil War, its famous battles and those who participated and died in them. Threaded throughout the rich tapestry of the war are the hundreds and thousands of letters collected by historians--letters that were sent by presidents and generals, privates and private citizens.

These letters detail the horrific incidents of battle, the mundane day-to-day existence of a soldiers' life, the love of country that drove them into battles they knew they wouldn't survive. They discuss the central issues of the war and the more personal issues of their lives.

They give us, 150 years later, a view of the war and of life during that time that we otherwise would never have had.

It makes one wonder what will be around for people 150 or 200 years from now to read that will give them an understanding of what life is like for us now.

We don't write letters anymore. At least not many. When mail arrives, there are bills, magazines, junk mail, but very few letters, save during the holiday seasons. And those are usually just quick notes jotted on cards.

The invention of the telephone began a trend away from putting pen to paper, although because calls cost money, letters were still written. But now we have e-mail and instant messaging--amazing technology that quickly has become a cornerstone of personal life and the business world, where decisions need to be made as quickly as possible.

They've given written--or at least, typed--communication an immediacy that makes everything instant, yet fleeting. Your sister can IM you about her latest promotion. Your brother can e-mail you about the birth of his son. And unless you save it to somewhere else on the computer, it's gone the minute you shut down, or when you finally clear out your inbox. Not much is left for posterity.

Granted, not too many people would be eager to read what others have written to their friends or relatives--although Sullivan Ballou's very personal letter to his wife speaks loudly of his time in history and the events surrounding him. Taken as a whole, letters written now could give future generations

particular insight into ourselves as a society and the world in which we live that might not be captured on disks or tapes.

In recent interviews, historian David McCullough has said he relied heavily on the letters and diaries from John Adams and his wife in writing the critically acclaimed biography of the second president of the United States.

McCullough also has lamented the fact that few people write letters anymore, meaning that future historians will not have the luxury of such letters when looking back at us and our era.

Technology has fueled a tremendous expansion of our economy and those of other nations around the world. It's changing the way business is done, has made many people millionaires and has allowed many more to build a good life for themselves and their families.

Unfortunately, when we are gone, we will have left little behind to tell people what this time was like for us.
eWEEK Department Editor Jeffrey Burt, from eWEEK.com January 16, 2002 // Volume 2, Issue 7

(ed:)If we don't manage records effectively, what will be around in a usable format for the required retention period let alone for posterity.

Mile High Denver Chapter has the up coming event:

Chapter Workshop and Dinner, February 19, 2002
So You Want to be a CRM? presented by Chuck Schiell, CRM

E-mail Policy Training & Compliance, presented by Ellie Myler, CRM

For more information you should visit their website:
<http://www.armadenvr.org/>

**CONTRIBUTIONS OR GIFTS TO
THE ASSOCIATION OF RECORDS
MANAGERS & ADMINISTRATORS, INC.
ARE NOT DEDUCTIBLE AS CHARITABLE
CONTRIBUTIONS FOR FEDERAL
INCOME TAX PURPOSES.**

*Postage provided by
Holland & Hart
2515 Warren Avenue, Ste 450
Cheyenne, WY 82002-3162*

*Copies and Paper provided by
The Wyoming State Archives*

Websites of interest:

For weather information: www.weather.com

To refine a search: www.infoseek.go.com

For surfing assistance: www.about.com

For net newbies: www.suite101.com

***WYOMING CHAPTER OF ARMA
ASSN. RECORDS MGRS & ADMIN INTL.
PO BOX 474
CHEYENNE WY 82003***