



# The Western RIM



Newsletter of the Wyoming ARMA Chapter

[www.armawyoming.org](http://www.armawyoming.org)

MAR 2002

## In Like a Lion!!



### Board of Directors

President/Webmaster  
Donna Crock

Vice-President  
Vicci Carter

Treasurer  
Kristy Anderson

Secretary  
Ramona Christensen

Membership  
Debbie Lathrop

Programs  
Wendy Kinkade

Education  
Ann Halter

Public Relations  
Kathy Murphy

Chairman of the Board  
Jess Sheely

Newsletter  
Rich Wilson



### March General Chapter Meeting!!

#### Cheyenne LEADS

**When:** Thursday March 14, 2002  
**Time:** 11:30 a.m. to 1:00 p.m.  
**Where:** Lexies 216 East 17<sup>th</sup>, Cheyenne

Mr. Randy Bruns, Vice President, Cheyenne LEADS will be speaking. Randy moved to Cheyenne in 1987 to take an International Marketing position with Unicover Corporation where he worked for 12 years before joining Cheyenne LEADS as Vice President. While at Unicover Bruns traveled extensively overseas, working with foreign governments as well as with foreign businesses. Bruns is currently the Vice Chair of the Rocky Mountain District Export Council based in Denver, served on the Laramie County Comprehensive Land Use Plan Steering Committee, is a graduate of Leadership Cheyenne and is immediate Past Chairman of the Board of Directors of the Cheyenne Symphony Orchestra. In his capacity with Cheyenne LEADS, Bruns also sits on the Fly Cheyenne Board and the DDA Board. In February 2002 the LEADS Board of Directors selected Bruns as President and COO of the LEADS organization to fill the vacancy left by the retirement of long-time LEADS President Jack Crews.

**Please RSVP to Wendy Kinkade by 5:00 p.m. on March 11th. Phone: 637-6329 or E-Mail: [wkinkade@cheyennecity.org](mailto:wkinkade@cheyennecity.org)**

*Pres Talk...*

The February seminar was a great success.

We had 87 attendees and four vendors (BRC/Harris, Capitol Business Systems, Inc., New Horizons, and American Micro Data. Thank you again to the seminar committee and everyone else that helped. They did a tremendous job organizing the seminar. The seminar was very educational and well put together. I would also like to thank the Wyoming State Archives for co-sponsoring this event. If you would like to view some photos you can visit the chapter website at:

<http://www.armawyoming.org/Feb2002Sem.htm>

#### Headquarters Election Update

The ARMA International Election Management Committee announced that the following officers have been elected for the terms and offices indicated:

#### **President-elect (July 1, 2002-June 30, 2003)**

Juanita K. Skillman, CRM, FAI

#### **Treasurer (July 1, 2002-June 30, 2004)**

Cheryl L. Pederson

#### **Association Directors (July 1, 2002-June 30, 2005)**

Susan A. McKinney, CRM

Patrick J. Cunningham, CRM

Carol E.B. Choksy, Ph.D., CRM

The fiscal year beginning July 1, 2002, will be the first year in which all 10 association directors (previously known as region directors) will have been elected at large by all members. Two outside directors elected by the board members to provide a broader perspective will join them. According to the committee, 1,914 valid ballots were cast this year. Congratulations to Cheryl Pederson for her upcoming position. For more election details see :

[http://www.arma.org/publications/infopro/online.cfm - election](http://www.arma.org/publications/infopro/online.cfm-election)

The June Awards banquet is scheduled for June 20, 2002 at the Hitching Post. We tried to fit it in on a weekend to possibly get out of town members to attend but were not able to find a location on dates that were available.

Our next chapter meeting will be March 14<sup>th</sup> with guest speaker Randy Bruns with LEADS. Cheyenne LEADS serves as the private economic development corporation for Cheyenne and Laramie County. LEADS can assist non-retail businesses in all phases of relocation or expansion in the area. Services offered through LEADS include site location, employee training, workforce evaluation, demographic and in certain circumstances, financial assistance. You can visit their website at: <http://www.cheyenneleads.org/Default.htm> for more information.

I hope everyone is staying warm. Spring will be here before we know it.

Donna

**WYOMING CHAPTER**  
**Association of Records Managers & Administrators**  
**Holland & Hart; Cheyenne, Wyoming**  
**Board Meeting Minutes**  
**January 22, 2002, 11:30am**

**Members Present:** Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Ann Halter, Valerie Roybal, Jess Sheely and Rich Wilson.

**Minutes:** Kristy Anderson, seconded by Rich Wilson, moved to approve the December 27, 2001 Board meeting minutes and the January 10, 2002 Chapter meeting minutes as presented. Motion carried.

**Treasurer's Report:** Kristy Anderson presented the January, 2002 Treasurer's Report showing a balance of \$12,407.11 which includes term share accounts. Ramona Christensen, seconded by Ann Halter, moved to approve the report as presented. Motion carried. The Direct Deposit will start in February.

**COMMITTEE REPORTS:**

**Education:** Ann Halter distributed information regarding the additional \$500.00 scholarship. Kristy Anderson, seconded by Ann Halter, moved to approve the addition of a second \$500.00 scholarship to 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/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 be offered on a year-to-year basis, depending on the status of the treasury. Ann plans to update the scholarship applications, one for the Community College Scholarship and one for the Continuing UW Scholarship. When these applications are completed, Ann will e-mail to Donna Crock to put on our web site.

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

for Debbye Lathrop. Valerie will check the membership box for copies. If she cannot find them, Vicci Carter will supply her with the applications.

**Membership Committee Report:** No report.

**Newsletter:** Rich Wilson plans to put some articles on Records Management in the next newsletter. Donna Crock suggested that a summary of the Treasurer's Report instead of the entire report be published in the newsletter. Rich Wilson will use only the beginning balance, total revenue and expenses and the ending balance for the newsletter. This will free up space for additional articles. If anyone has any articles for the newsletter, please give to Rich by the end of this week.

**Programs:** Kristy Anderson noted that Wendy Kinkade plans to have the March program with a speaker. The program is not final yet. The meeting will be held at Lexie's. Programs for April and May are not finalized yet.

**Public Relations:** No report.

**Web Site:** No report.

**OLD BUSINESS:**

**February Seminar:** Rich Wilson reported that Kathy Murphy has e-mailed information to Channel 5 for the possibility to interview Rich Wilson on the Rush Hour Report regarding Records Management and the February Seminar. Rich has not heard any final details on this interview. In addition, Rich will follow up with Kathy Murphy on the e-mail Kathy Murphy was to arrange with Groupwise on the February Seminar. Vicci Carter plans to follow up with the vendors for the seminar later this week. To date, there are three vendors signed up for the seminar. Kristy Anderson has not yet received the speaker items for printing. When Kristy receives the items, she will contact Vicki Carroll or if there is a larger amount, she will make arrangements with Kinko's for printing.

**Retention Schedule:** Donna Crock presented the revised retention schedules. The board made a few changes. Donna will update the retention schedule and present at the next meeting.

**By-Laws Update:** Jess Sheely reported that he compared our By-Laws and Constitution to the model set up by Anita Willis of ARMA International. Our By-Laws and Constitution do not follow the same order. However, the majority of information is covered. Jess Sheely plans to add the Treasurer's Annual Report and Mission Statement to the By-Laws. Jess will e-mail the board the additions/changes in italics with a cover letter in the near future.

**Chapter Brochure:** Vicci Carter distributed draft copies of the revised Chapter brochure with the changes discussed previously. Vicci plans to print the brochures on cream colored paper for the seminar, chapter meetings and the membership chair.

**NEW BUSINESS:**

**SIMM 2002 – April 1 – 30:** Jess Sheely reported that Archives plans to have a display in the lobby of the Barrett Building during the month of April. The display will be for a week (RIM-Records and Information Management Week) instead of the entire month (Strategic Information Management Month).

**Encyclopedia for Association Listing:** Jess Sheely received information on our Chapter on this listing. The board decided to remove our Chapter from this listing. Jess will e-mail the company to remove our name from their list.

**June Banquet Date Flexibility:** Donna Crock mentioned that a member from Jackson, Donna Baur, is interested in coming to Chapter functions. To accommodate this request, Donna proposed that we have our Annual Banquet on a Saturday to accommodate our outlying members. Jess Sheely plans to check into the availability of the Hitching Post for this year's banquet. When Jess checks possible dates, he plans to e-mail the board.

**Updates on Chapter:** Donna Crock mentioned that Carole Sarver requested by e-mail an update on our chapter. Donna plans to e-mail Carol our web site address so she may see our newsletter and information on the chapter.

Meeting was adjourned at 1:10 pm.

Submitted by,

Ramona Christensen  
Chapter Secretary

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

**Beginning Balance Checking Account 12/27/01:**  
\$ 1393.14

**Ending Balance Checking Account 1/22/02:**  
\$ 3961.22

**Balance Term Share Account #4322:**  
Transferred to Savings

**Balance Term Share Account #4396**  
\$ 5260.12

**Share Savings Account**  
\$ 5868.79

**Total Ending Balance 1/22/02**  
\$15,090.13

Prepared By:

Kristy B. Anderson, Treasurer, Wyoming Chapter of ARMA

## Websites are They Records?

We have Light Years, New York Minutes, and now Web Years, but how does that effect we who are Records and Information Managers?

Web Pages are created and changed regularly, the software is continually changing. In fact if a web page is not changed at least every three months the site will start to lose visitors. The changing landscape of the World Wide Web may cause managers to say: "Anything this transient can not possibly be a record."

But Websites are records. The periodic capture of organizational Websites will provide a historical perspective of agencies, preserve record material resident on the sites, and provide evidence of exactly how agencies presented information to its audience. Some information is specifically tailored for web presentation and exists no where else. Preservation of Websites through retention schedules will assure continued availability.

For Websites to be managed as records, an organization will need to take certain steps. First a legal records retention schedule must be established. The organization will need to determine how to capture and store the site. Finally a training program will need to be implemented to insure those who will be responsible for the management of the records are aware of what their responsibilities will be. Each step will have to be planned and carefully implemented.

The creation of a retention schedule will start with determining the value of the site. Does it have enduring historic or legal value? If not, are there any federal or state regulations which govern the information on the site? What are the liabilities for the site? Are there any administrative requirements for the information on the site. Is there any information which is only available on the site? After these questions are answered a review by an attorney will be needed. After the retention schedule is ready, a decision on how to manage the site will need to be made. What media will we be using? Where will we store the media? How often will the media be tested to insure it is still accessible? How often will the

media be refreshed? What will the migration path be?

Finally training will need to be addressed. Will there be a formal class? Will we give written directions and no class? Who will do the training? How often will the training, if any, be conducted?

Just as with all records Websites will have to be identified and managed as records for the same reasons. One overriding reason for managing your Website is the entire world may be able to see these records.

**Mile High Denver Chapter** has the up coming event:

Chapter Workshop and Dinner, March 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.armadenvver.org/>