



The Western RIM



Newsletter of the Wyoming ARMA Chapter
November 2006

<http://www.armawyoming.org>

Pres Talk



The ARMA International Conference in San Antonio was excellent. Five of our members were able to attend, Donna Crock, Pat Newbern, Barbara Thomasee, Janie Wait, and myself. There were workshop sessions for every facet of records management. The Keynote Speaker was U.S. District Court Judge Shira A. Scheindlin, of *Zubulake v. UBS Warburg* fame. She discussed recent changes to the federal rules of evidence and encouraged us to work closely with our legal and IT staff to

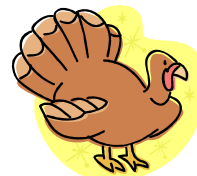
insure records are preserved correctly when litigation holds are sent to an organization. This year's conference had sessions specifically designed for IT staff and senior executives. The conference had over 3,600 attendees and the largest vendor show ARMA has ever had. Two of our members won vendor sponsored prizes, a digital video camera and a scanner. Next year's conference will be held in Baltimore, MD. I recommend planning now to attend. If you would like to know more about the conference, please contact anyone who attended.

Our November general meeting will be held on Nov. 14th and will be at C.B. & Potts, 1650 Dell Range Blvd., at 11:30 a.m. Jackie Smith, Cheyenne Director of

Public Works, will be speaking on the 5th penny tax and its uses. Jackie is a very good speaker and will be providing valuable information on the process used in funding projects in Cheyenne. We will be ordering off the menu. There will be a 50/50 raffle to help support our scholarships. Please contact Wendy Kincade at 637-6329 or e-mail wkinkade@cheyennecity.org.

ARMA is developing new competencies for our profession and is looking for individuals to review and provide recommendations for improvements.

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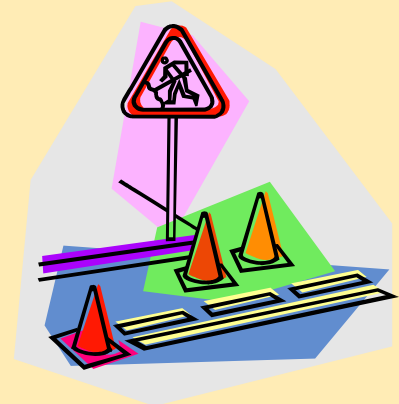
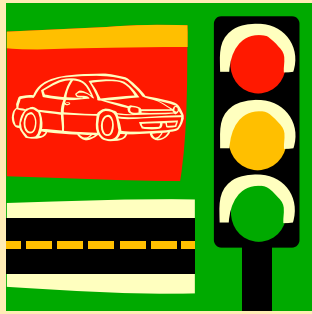


Board of Directors

- President
Rich Wilson
- Vice-President/Webmaster
Donna Crock
- Treasurer
Ramona Christensen
- Secretary
Pat Newbern
- Programs/Public Relations
Wendy Kinkade
- Education
Barbara Thomasee
- Membership
Tim Tyler
- Newsletter
Donna Baur
- Chairperson of the Board
Kristy Anderson

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**November Chapter Meeting - November 14, 2006
"City of Cheyenne 5th Penny Sales Tax"**

**Where: C.B. Potts
1650 Dell Range Blvd., Cheyenne**

When: November 14, 2006

Time: 11:30 a.m.

The monthly meeting will feature a presentation on the Optional 1% sales tax. City of Cheyenne Public Works Director, Jackie Smith, will discuss the 5th penny sales tax, distribution of the tax dollars and projects planned if the tax is renewed in the November 7th election.

Lunch will be ordered off the menu. RSVP to Wendy Kinkade by November 13, 2006 at 12:00 noon.

**Contact Wendy Kinkade (307) 637-6329 or email:
wkinkade@cheyennecity.org**

September 2006 Board Meeting Minutes

**WYOMING CHAPTER
Association of Records Managers
& Administrators
Public Service Commission,
Cheyenne, Wyoming
Board Meeting Minutes
September 19, 2006, 11:45am**

Members Present: Kristy Anderson, Donna Baur (by phone), Ramona Christensen, Donna Crock, Wendy Kinkade, Pat Newbern, Rich Wilson, Barb Thomasee, Tim Tyler.

Meeting was called to order: By President, Rich Wilson at 11:45 a.m.

Minutes: Donna Crock moved to accept the Minutes of the August 29, 2006 Board Meeting and the September 12, 2006 General Meeting Minutes as submitted. Motion seconded by Kristy Anderson. Motion Carried.

Treasurer's Report: Ramona Christensen presented the September Treasurer's Report with checking account deposits of \$30.00, disbursements of \$1,050.69, and a balance of \$3,528.89. Term Share account Investments total were \$10,427.72, for a current balance ending September 9, 2006 of \$13,956.61.

Committee Reports - Education: Barb Thomasee reported both scholarships have been paid to the University of Wyoming (\$500.00 each). Rich shared the LCCC Honor Roll foundation publication listing our WY ARMA Chapter Scholarship and a Thank You note received from Amy Manhat, Direc-

tor of the Girls' Actively Participating, from Jackson Hole, WY. Kristy suggested Barb contact the school financial aid office(s) for verification of the two-student recipients registration in school prior to payment. A discussion followed regarding when we should send out letters for our two scholarships for 2007-2008. Barb related we sent out letters in October of last year. Our primary scholarship will be the Vicki Carroll Memorial Scholarship with the second offered to be a WY ARMA scholarship.

Membership: Rich reported ARMA membership renewal E-Mails should be in the works (although it appears we are still not receiving notifications as expected). Discussion followed regarding issues with the ARMA Intern'l membership and renewal process. Rich will continue to tract renew-

als and keep the Board updated.

Newsletter: Donna Baur for any items to be forwarded to her for the newsletter.

Programs: Wendy reported the October 10th General Meeting program is slated with Janie Wait (Casper-Intermountain Records), to speak about 'Media Mix' (at the Hitching post with lunch buffet). Suggestions for November included Jackie Smith and the 1% sales ballot. Mr. Smith is the Director of the Cheyenne Public Works.

Web Site: Donna Crock reported she has updated our site with meeting minutes and program information. Donna will begin to retire outdated information as time and need requires.

Old Business: Rich reported on the upcoming ARMA Annual Conference in San Antonio, TX. Donna Crock had several items for the Silent Auction: Matted and framed photographs of Devil's Tower and the Old Train Depot in Cheyenne, and a unique bottle of 'Indian Fry Bread'.

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**WYOMING CHAPTER ARMA
TREASURER'S REPORT
September 2006**

**Beginning Balance Checking
Account 8/29/06: \$ 4,549.58**

**Ending Balance Checking
Account 9/19/06: \$ 3,528.89**

**Balance Term Share Account
#4396 \$ 5,260.12**

**Balance Term Share Account
#10412 \$ 4,000.00**

**Share Savings Account
\$ 1,167.60**

**Total Ending Balance
9/19/06 \$ 13,956.61**



September Board Meeting Minutes *Continued from page 3*

Various items for the Silent Auction in San Antonio will 'travel' with those members going to San Antonio to assist us to avoid shipping costs.

New Business: Rich opened new business with a discussion for the 2007 February Workshop. No action was taken and Rich will contact Tony Adams regarding a one-day versus 2-day workshop.

Rich related Tony Adams (with the State Archives and SCHRAB) will be sponsoring a couple workshops at little or no cost to participants, including an Imaging Workshop with Kodak at the State Museum Multi-purpose room on October 11th and another workshop in December covering Disaster Preparedness, with the location to be announced soon.

Rich also related Microsoft is sponsoring several special sessions for IT at the ARMA Conference in San Antonio, TX, which will include Content and Records Management.

Rich asked the Board for thoughts and suggestions as to how we can better recruit new WY ARMA members. Following a discussion, several board members shared suggestions to possibly target businesses in the area and through out the state. Kristy suggested we put together a list of names and businesses, etc., so we can begin to target them.

Kristy Anderson has completed updating our Chapter brochure for the upcoming year. Rich asked if anyone had any additions or changes to our updated brochure, to which everyone agreed the copy looked great and may now be printed as revised/updated by

Kristy.

Next, Donna Crock asked about our Chapter charities for this new year. Following the death of Ken Koski, a discussion included sending a donation for Search & Rescue. Pat Newbern moved we send a donation of \$100.00 to the Search and Rescue. Seconded by Barb Thomasee. Discussion followed with an amendment to the motion to define the donation of \$100.00 to the Laramie County Search and Rescue. Motion passed.

Meeting was adjourned at 1:00 p.m.

Respectfully submitted by:

Pat Newbern
Secretary



PRES TALK

CONTINUED FROM PAGE 1

When released in the spring of 2007, these competencies will guide our organization in the development of educational programs to improve our profession. They will also be used to identify the various levels of work being accomplished by records professionals. At the present time, there are four levels of work: entry, analyst, manager, and executive. Each level has a set of skill and knowledge expectations that an individual should attain to be proficient. The competencies will also be

used to help us demonstrate our value to our organization. I have seen the draft competencies. They are very thorough. The process was started over a year ago and has been going through a review process. The last phase is a review by 2000 RIM professionals to validate the work. If you would like to be involved in the review, please contact Jacki Conn at 888.299.2389 or e-mail jconn@arma.org. If you have questions about the competencies, please contact Jacki or me.

Rich Wilson
President



October Chapter Meeting Minutes

**WYOMING CHAPTER
Association of Records Manag-
ers and Administrators
Chapter Meeting
October 10, 2006
Hitching Post, Cheyenne, WY**

Please Note: These minutes are abridged.

Members Present: Tony Adams, Kristy Anderson, Mary Bauserman, Kim Castenada, Ramona Christensen, Donna Crock, Wendy Kinkade, Debbie Leonard, Pat Newbern, Lynn Orester, Vicki Seals, Deanne Widauf, Rich Wilson.

Guests: Mark Browne, Georgia Cash Hoening, Sue Layman, Jennifer Mickle, Bruce White.

Speaker: Janie Wait, CRM, Intermountain Records Center, Inc., Casper, WY

Topic: Media Mix Tragedy
Members and guests met at the Hitching Post where everyone enjoyed lunch and visiting with each other. Rich Wilson asked everyone to introduce himself or herself and also introduce their guests as appropriate. Rich then introduced Janie Wait, CRM, President and Director of Marketing for the Intermountain Records Center, Inc., Casper, WY. Rich described the format Janie would be giving today was different than the Poster Session format she would present at San Antonio, in that her presentation today would be an informative

presentation rather than an answer/qualifying-more interactive session.

Janie then began her presentation on 'How to Determine the Best Media Mix for Your Organization' (adapted from the Poster Session, The Media Mix Tragedy, she will be presenting at the ARMA International Conference, San Antonio, TX, Oct. 21-25, 2006).

First, Janie explained the intent of the 'Poster Session' with the white board and 11 separate posters format, which is to facilitate an informal and interactive forum for in-depth and one-on-one dialogue with facilitators. Poster sessions showcase topics with visual impact and result in sharing of information and messages important to everyone involved Records and Information Management.

Janie then began her presentation and described the three Media options available: Paper, Microfilm or Digital (as she referred everyone to the white board explaining the flow of her presentation). Janie's explanation of Media options today is in fact the dilemma faced by all of us, and why there must be a complete evaluation of all options before decisions can be made as to what will work for each of our different record management needs and requirements in today's Government and Private enterprises.

Evaluation criteria includes; Maturity-the lifecycle of records (Where

in the lifecycle?), Accessibility of media options (Who & how many?), Distribution-narrow or wide/slow or quick (When & how quick?), Admissibility of the three media types, Longevity (How long?), and Cost to accomplish and maintain the media (What investment?). Equipment options are another variable that must be defined and includes multiple choices; Scanners, Camera, Archiving (film & digital); and Hybrids. In summary Janie described Short Retention (1-3 Years), Medium Retention (4-6 Years), and Long Retention (7 years-Permanent) and the factors that should define what method or methods of media one should use. Janie described a healthy media mix is like a balanced nutritional mix for the human diet: You need to use some of all the technology options available to be healthy in business!

When Janie completed her presentation, she handed out evaluation forms and asked for everyone to please share comments so she could expand and improve her Poster Session.

Respectfully submitted by,
Pat Newbern
Secretary





NEW MEMBERS CORNER

Jenny Hargett

Where do you live?

Cheyenne, WY

Where do you work?

Laramie County Community College

What is your position?

Director of Enrollment Services

How does it relate to Records Management?

My position includes the Registrar role.

How long have you worked in your position?

I have been in my current position for two months.

Where did you work previously?

Previously, I was the Assistant Director of Enrollment Services.

What do you like about your job?

I enjoy working with the students.

Why did you decide to join ARMA?

I'm new to the records management aspect of my role.

What do you hope to get through your affiliation with ARMA?

I hope to learn more about records management and meet people who I can discuss records management ideas with.

In terms of records, what is the most surprising piece of information you have encountered?

Nothing yet, but I'm at this.....





Opening Ceremonies



President Rich Wilson having fun.



WY Chapter Member Janie Waite Poster Session



San Antonio River Boat Ride



Wyoming Chapter Silent Auction Items

Preparing for the CRM Examination - A Handbook

Institute of Certified Records Managers

April 2002

Section 3 - Sample Examination



Part 2
RECORDS CREATION AND USE

1. The playscript format for writing of manuals:

- a. lists detailed steps of a procedure in sequential order.
- b. summarizes a procedure in paragraph form.
- c. places the procedure on the left of the page and performer of the procedure on the right.
- d. summarizes the steps in a specific procedure.
- e. provides a narrative of the procedure under question.

2. The upper-right corner of a form should be designated for:

- a. identification.
- b. file or other ready-reference entries.
- c. title.
- d. form number and issuance date.
- e. instructions.

3. Which of the following should be found in a reports functional file?

- a. Names of individuals receiving the report.
- b. Examples of superseded reports.
- c. Notes on how the report can be improved.
- d. User responses to a reports survey.
- e. Cost analyses for each report.

Answer Key: 1) a 2) b 3) e

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*CONTRIBUTIONS OR GIFTS TO
THE ASSOCIATION OF RECORDS
MANAGERS & ADMINISTRATORS, INC.
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.wyroad.info/index.html>

For Wyoming Facts of Interest:
http://wyoming.gov/state/wyoming_news/general/general.asp

To check out other ARMA Chapters:
<http://www.arma.org/about/chapters/index.cfm>

Wyoming Chapter of ARMA
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