

The Western RIM



Pres Talk

We survived the 56th ARMA International Conference that was held in Washington DC on Oct. 17th-19th. It was, as always, a good conference with an abundance of information. One of the popular subjects was Microsoft SharePoint. What SharePoint does is makes it easier for people to work together, and they can use SharePoint to set up Web sites to share information and manage documents from beginning to end.

“In the Clouds” was still the hottest topic, but it seems like it’s not as much of a mystery like it was when we first learned about it a few years ago. In one of the sessions I attended about “the

cloud,” I learned some important things that you need to know if you are going to store in the cloud. One is to make sure you understand your contract with the company, another is that you know where your information is stored (ie: in the U.S. or overseas), and who has access to your information - along with that, making sure the company is a credible company. There have been horror stories about not-so-credible companies that get caught and shut down by the government - when that happens, if you are a customer of that company, you loose all your information you have stored with them. So again, please make sure you know all you can about the company you plan on going with.

Speaking of the Cloud, we are looking at that to be the topic of our March Seminar, so watch for the announcement.

We have some exciting idea’s coming up for our monthly meetings; in November we are visiting Driver Services of the Department of Wyoming Transportation

and finding out how they now do your drivers license and what we need to bring with us when we get renewals or new licenses. It will be at 11:30 AM on November 8th, at Driver Services/WYDOT, 5300 Bishop Blvd. Lunch is on your own, but you are welcome to eat at the WYDOT cafeteria.

Another meeting we are looking at doing is about retention/archiving 101(what do I do with that document!?!?). We came up with this idea by the suggestions on the Oct 8th workshop evaluation forms for future workshops/seminars, and how some people aren’t sure what to do with their various documents.

The world seems like it’s changing faster and faster, and records managers have come a long way; from managing the hard copy documents to managing documents in the clouds.

Barb Thomassee

Board of Directors

Chairperson of the Board Pat Newbern	Programs /Public Relations Wendy Kinkade
President Barb Thomassee	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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September 2011 Board Meeting

WYOMING CHAPTER Association of Records Managers and Administrators

BOARD MEETING MINUTES SEPTEMBER 27, 2011

2101 O'NEIL AVENUE
CHEYENNE, WY

Board Members Present: Mary Burby, Donna Crock, Maxine Hernandez, Wendy Kincade, Lisa Lane, Pat Newbern, Barbara Thomasee, Tim Tyler and Rich Wilson.

11:30 a.m. President Barb Thomasee called the meeting to order.

Minutes of previous meetings were reviewed, Pat Newbern asked to make correction to 8/23/11 minutes, to read "Upon Shaun Hubble's suggestion the member of the year award will be awarded to Kristy and Leader of the year will be presented to Donna." Correct spelling of Kathy Levasseur and Ramona Christensen's names on 9/13/11 minutes. Rich motioned to accept the meeting minutes, Tim seconded the motion. Motion carried.

Lisa Lane gave the treasurer's report; Beginning balance=\$3,540.26 – total expenses in the amount of \$1,049.13 + total deposits in the amount of \$1,715.00 = Ending balance in the amount of \$4,206.13 for the checking account. Term Share Account #436 = \$5,260.12; Term Share Account #10412 = \$4,000.00; Share Savings Account = \$6,802.05. The total ending balance is \$20,268.30.

She also, reported that she will make deposit of registration fees this month.

Tim Tyler gave the membership report, we still have 32 members.

Rich Wilson reported he has made contact with Aleta at the department of education and has obtained a current

list names and email addresses of counselors for all schools, so he can notify them of our scholarship(s) and send them a (current/updated) copy of our application. Donna will look at the application and make certain it is updated. He has not made contact with James Schellenberger.

Mary Burby reported that the photos we want to use for our newsletter are courtesy of the Wyoming Tourism and have granted us permission to use them for our newsletter and website. Mary asked Maxine Hernandez if she would submit a bio and photo for the newsletter for the member spotlight. Maxine will submit that by the end of the week.

Donna Crock reported she had posted the Archives Day Workshop on the website.

Old business: Lisa showed us example questions of surveys (Survey Monkey) from the Greater Kansas City and Northern Colorado chapters. Lisa said she could work on survey questions and Rich said he could help her with the questions. Donna would help by putting the questions on (Survey) Monkey. It was agreed October 14th will be the target date, so that the results would be available by the end of November.

WYOMING CHAPTER ARMA TREASURER'S REPORT September 2011	
Checking Account Beginning Balance:	\$3,540.26
Balance Term Share Account #4396	\$ 5,260.12
Balance Term Share Account #10412	\$ 4,000.00
Share Savings Account	\$ 6,802.43
Total Ending Balance 9/27/2011	\$ 20,268.30

Barb reported that Geoffrey Huth, speaker for archives day workshop, will arrive in Denver at Thursday, 10/6/11 at 1:45 p.m. and it would be nice for members to have dinner with him. He told Barb that because of the floods he has been extremely busy. He was very pleased with the number of people registered for the workshop. Due to the number of people registered Pat reported that the location of the workshop needed to be changed to LCCC. The WFS location could only seat 85 people, we have 138 people registered so far. LCCC will provide the meals & breaks at the same cost as quoted by Culver's. SHRAB has approved a \$1,000 grant to use towards the workshop.

Pat motioned that the chapter pay up to \$15.00 per meal per night for board members who wish to have dinner with Mr. Huth. Rich seconded the motion. Motion carried.

State Archives will donate pencils, blue books, and WYDOT, pens for workshop.

Rich reported that he had purchased the door prizes for the ARMA National Conference. He purchased a basket which contains Wyoming made products; a cookbook, hat, a Wyoming picture book, around 15 items. Donna suggested that Rich complete the inventory sheet to turn in for the conference.

Barb reported that she had been speaking with the Denver Chapter in regards to President, Galina Datskovsky, Ph.D., C.R.M. visit for our November meeting; however after discussion about the day and time Galina would be available it was determined that it would not work for our chapter.

Mary suggested that we invite, Gus Lopez from the city/county health back, to speak about the flu season.

Wendy will check with the Mexican restaurant for a meeting (location-

September 2011 Board Meeting, continued...

where Lucky 7 was, next to Nagle-Warren Mansion).

Janie Wait has selected the Blues & Jazz Society to receive the holiday donation.

Donna reported that we do have email available through Lonetree and could set up addresses for board members. No action was taken at this time.

Donna suggested we need to think of speakers for upcoming meetings. Lisa reported that we could use ARMA sponsored "Session of the Month". These are webinars that could either be viewed in a group setting or they could be used individually. Donna thought that would be great for the members in outlying areas. Lisa will get the details and we will use a webinar for the January meeting. Rich said he could speak at the May meeting.

Barb reminded everyone to send news and minutes to Mary.

The next board meeting will be 10/25/11 at Rich's home, 3102 Green Valley Road.

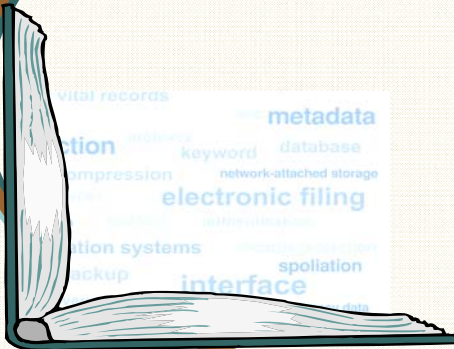
Respectfully submitted,

Maxine Hernandez

Glossary Corner

magnetic ink character recognition (MICR)

A technique that enables special characters printed in magnetic ink to be read and input rapidly and accurately into a computer.



November General Meeting

Do you know the new driver license security requirements?

Find out at our November general meeting. We will be touring the Wyoming Driver License Services

November 8, 2011

11:30 AM

WYDOT Driver Services

5300 Bishop Blvd



Please RSVP to Barb Thomasee by e-mail -barbara.thomasee@wyo.gov by November 7, 2011 if you will be attending.

Lunch is own your own. WYDOT has a cafeteria on the premises, or you may bring your own.

Northern Colorado Chapter

Northern Colorado Chapter of ARMA

Presents

Governance in the Cloud

Tuesday, November 15, 2011

3:30—5:00 p.m.

Platte River Power Authority

2000 E Horsetooth Rd, Fort Collins CO 80525

No Charge to attend this Session

Beverages and Snacks will be available



Cloud revenue is predicted to increase globally by \$100 billion over the next three years. As companies turn to "the cloud" to expand their technology resources on smaller budgets, they are enjoying its cost savings, ease of use and greater accessibility, but struggling with new security, privacy and e-discovery risks. This presentation will explain where cloud data lives, how it is accessed, the key benefits and the new risks and challenges the cloud presents. It will also examine how information governance professionals can leverage their skills and help their companies in making the right decisions when selecting cloud technologies.



Galina Datskovsky, Ph.D., CRM

**Senior Vice President Information Governance
Autonomy**

Dr. Galina Datskovsky is Senior Vice President of Information Governance at Autonomy. She is currently the President of ARMA International. Formerly she was Senior Vice-President of Architecture at CA Technologies, responsible for corporate-wide architecture and design initiatives, General Manager of the Information Governance Business Unit and a Distinguished Engineer. Galina is a Certified Records Manager (CRM) and is recognized around the world as an expert in records management and associated tech-

nologies, including the convergence of records and document management, email and physical records management, and federated records management. She has been widely published in academic journals and speaks frequently for industry organizations such as AIIM, ARMA International, The Association of Legal Administrators, Gilbane Conferences, The Association for Work Process Improvement, ILTA and Cohasset Associates/MER. She received the NJBIZ: Best 50 Women in Business Award in April 2010. Prior to founding MDY, Galina consulted for IBM and Bell Labs and taught at the Fordham University Graduate School of Business and the Graduate School of Arts and Sciences at Columbia University. She received her CRM certification in 2004 and earned doctoral and master's degrees in Computer Science from Columbia University.



A Matter of Record...

1830

Sarah J. Hale published her nursery rhyme, "Mary had a Little Lamb."

She is also credited as the individual most responsible for making Thanksgiving a national holiday in the United States; it had previously been celebrated only in New England. In support of the proposed national holiday, she wrote letters to five Presidents of the United States -- to Zachary Taylor, to Millard Fillmore, to Franklin Pierce, to James Buchanan and to Abraham Lincoln. Her initial letters failed to persuade; but the letter she wrote to Lincoln did convince him to support legislation establishing a national holiday of thanksgiving in 1863.



Private
 Philadelphia Sept. 28th 1863.
 Hon. Abraham Lincoln
 President of the United States
 Sir -
 Permit me, as Editor of the "Lady's Book," to request a few minutes of your precious time, while laying before you a subject of deep interest to myself and - as I trust - even to the President of our Republic, of some importance. This subject is to have the day of our annual - at Thanksgiving - made a National and fixed American Festival.
 You may have observed that for some years past, there has been an increasing interest felt in our land to have the Thanksgiving held on the same day in all the States; it now needs National recognition and authoritative fixation only to become permanently an American custom and institution. Enclosed are three papers (being printed these in every news sheet) which will make the idea and its proper value clear and show also the popularity of the plan. For the last fifteen years I have set forth this idea in the "Lady's Book" and placed the paper before the Governors of all the States and Territories - also I have sent these to our Ministers abroad and our Ministers to the Courts and Consuls in the Army. From the recipients I have received uniformly the most kind approval. Two of these letters - one from Governor (now General) Banks and one from

Preparing for the CRM Examination: Handbook

Institute of Certified Records Managers

11th Edition — 2007 Revision 2011

Section 3 - Sample Examination

FACILITIES, EQUIPMENT, SUPPLIES AND TECHNOLOGY

1. 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.

2. 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

3. A _____-area network covers a limited geographic distance, such as an office, a building or groups of buildings within close proximity of each other.
 - a. wide
 - b. single
 - c. local
 - d. defined
 - e. digital

4. Businesses create web sites to do all of the following, **except**:
 - a. sell products.
 - b. provide services.
 - c. provide support information.
 - d. deliver company contact information.
 - e. share trade secrets.

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



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

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To our Members and Colleagues: