

WYOMING CHAPTER OF ARMA INTERNATIONAL
Chapter Meeting
October 2, 2009
Conference Room B-63, Herschler Building, Cheyenne, WY

Please Note: These minutes are abridged.

Members Present: Mary Bausserman, Mark Browne, Ramona Christensen, Donna Crock, Lisa Hastings, Wendy Kinkade, Kathy Levasseur, Pat Newbern, Barb Thomasee, Rich Wilson, Janie Wait

Speakers: Janie Wait, CRM, Intermountain Records Center, Casper, WY
Rich Wilson, CMSP, Wyoming State Archives, Cheyenne, WY

Topic: Disaster Recovery & Media Mix Workshop

Rich Wilson welcomed everyone in attendance, introduced Roger Joyce, Wyoming State Archivist and began the Workshop with the first session on Disaster Recovery at 10:00 a.m..

The first two hours of the Disaster Recovery portion of the workshop were divided into multiple sessions dealing with records and information management (RIM) procedures to determine records, vital records and the processes required to deal with the event of a disaster. Because there can be so many different kinds of disasters, workshop attendees participated in problem solving, planning, and procedure sessions as part of the workshop process interaction, helping attendees to understand the importance of what must be done to protect vital records as well as set the ground work for organization survival in the event of any disaster.

Following lunch, Janie Wait addressed Media Mix and Conversions. This session addressed different types/series of records, methods to determine and classify them, and why and approximately how long each record series should be maintained and the best, most economical means to do so. For illustration, Janie addressed the three primary methods of maintaining records: Hard copy (paper); Digital (electronic records or ESI/Electronically Stored Information); and Microfilm. Janie requested interacting information from workshop attendees as she diagramed the criteria which best illustrated each of the three formats and why each may in fact, may need to be moved to/mixed or possibly converted to a different format for correct compliance or maintenance.

This general meeting and workshop offering was made possible through the support and assistance from the State Archives, Wyoming SHRAB, and Wyoming Chapter of ARMA. The 4 hour Workshop format was well received with a total of 68 attendees. A majority of attendees asked for more of this kind of educational opportunity.

Workshop was adjourned at 2:15 p.m.

Respectfully submitted by:
Pat Newbern
President