

Wyoming Chapter of ARMA  
Wednesday, October 27, 2010  
8:00 a.m. - 4:30 p.m.  
Kiwanis Community House  
Lions Park Drive  
Cheyenne, WY

Please note: these minutes are abridged.

WYOMING ARCHIVES DAY WORKSHOP

Members Present: Tony Adams, Kristy Anderson, Mark Browne, Ramona Christensen, Donna Crock, Lisa Hastings, Wendy Kinkade, Lisa Lane, Debbie Leonard, Pat Newbern, Diane Nyffler, Barb Thomasee, Tim Tyler, Deanne Widauf and Rich Wilson.

ARMA International Board Member and Northern Colorado ARMA Chapter member:  
Paula Sutton.

Attendees were from: Wyoming State Archives, Department of Transportation, Department of Environmental Equality, Military Department, Office of State Engineers, Public Service Commission, Department of Insurance, Department of Audit, Department of Corrections, Department of Health, Department of Homeland Security, Wyoming SHRAB, Platte River Power, City of Cheyenne, City of Greeley, City of Englewood, City of Lakewood, City of Aurora and ASM Affiliates.

Special Guests: Director of State Parks and Cultural Resources, Milward Simpson; Guest Speaker Candy Moulton, Historian & Author; Guest Speaker: Gayla Mead, General Case Administrator, Big Horn River Adjudication; Guest Speaker Donald Skupsky, JD, CRM, FAI, MIT.

This all day event was hosted by the Wyoming Chapter of ARMA. We would like to express our sincerest appreciation to the City of Cheyenne, Wyoming State Archives, Wyoming SHRAB and the Wyoming Chapter of ARMA in their Support and Partnership to bring you this event. We would also like to thank the Cheyenne Texas Roadhouse for catering the lunch.

Welcome by Director Milward Simpson.

Welcome and introduction of Archives, Records Management and Technical Services Staff by State Archivist, Roger Joyce.

Curtis Greubel, Supervisor of Archives and Technical Services made introduction of Candy Moulton.

Candy Moulton, Historian and Author, related to attendees, stories of the Westward Expansion through Wyoming and neighboring states along the different trails and the

establishment of forts and trading posts that provided the traveling settlers their essentials wood, water, sage and grass and wild game and protection from the Indians. She related stories of Jim Bridger and Fremont and others who made Wyoming their home and in quite a few cases their final resting place either by choice or by military orders. Candy also related a bit of her 14 year historical research of Valentine T McGillicuddy , a Surgeon, Cartographer, Doctor, Topographer, Engineer and Indian Agent for her last book. McGillicuddy was the Doctor that treated Crazy Horse at Fort Robinson. He also traveled with Calamity Jane and knew Buffalo Bill Cody. Candy related her research experiences in other states as well as Wyoming and some of the problems and “finds” she found in doing her research. She is a big fan of digitized records so she can stay at home in Encampment, WY and not have to travel to Cheyenne, Kansas City, Kansas or another state and incur the expenses of travel to do her research. She also touched on some historical re-enactments of wagon trains she has participated in with young people from urban areas.

Gayla Mead related she had quite a time just getting to Cheyenne from Thermopolis incurring a flat tire, and without a key to unlock the hub of her vehicle, then calling a dealership to come rescue her, she continued on her trip. But she would encounter another delay with a wayward deer that jumped into her path and disabling her vehicle altogether she was able to call upon friends in Wheatland and finally make it to Cheyenne. Thank goodness for cell phones and the good people in Wyoming. We are all grateful she made the trip in one piece.

Gayla related that the Big Horn River Adjudication suit began back in the 1970's with the town of Riverton, Wyoming wanting to drill a new well for the town bringing to the forefront the fight for water rights. Who has the rights, who has jurisdiction for the distribution of the water, how much water can be used, for what purposes? Gayla related that the Big Horn River Adjudication covers 8 counties and Yellowstone Park and many, many landowners and just as many lawyers. The venue has been moved a couple of times and several judges have been appointed and left and there have been several “Special Masters” as well. So as you may have guessed there is an incredible amount of paper generated, some of which was in the two-room office in the basement of the Herschler Building, here in Cheyenne, at the time of the flood in 1985. The records were then put in a 24-foot rental truck and moved to the Worland Courthouse and using prisoners, the records were carried up to the attic, four floors up. Now some of the records from the Big Horn Phase II that had a final decree have been moved to the Wyoming State Archives for permanent storage. There are several more phases that need to be finalized before all is said and done which could take several more years. Some of the records have been scanned and added to a database for easier research. The website is located at [BHRAC@courts.state.wy.us](mailto:BHRAC@courts.state.wy.us)

After a delicious lunch catered by Texas Roadhouse, Paula Sutton introduced our final speaker, Donald Skupsky, JD, CRM, FAI, MIT from Denver, Colorado. Mr. Skupsky introduced us to Uniform Laws, which were prepared by the National Conference of Commissioners on Uniform State Laws, which included representatives from all 50 states, who came up with standardized language that could be adopted by states or a

version thereof. Wyoming has adopted 2 of these Uniform Laws, the Uniform Rules of Evidence and The Uniform Electronic Transactions Act (UETA). Mr. Skupsky related to us that a good system of records is generally a legal system of records. If we have procedures, or a system, in place and we have training so that our people know what to do and we audit ourselves to make sure we are doing what our procedures tell us to do then we should have all the components for compliance in a litigation situation and not just for litigation but a working system for record keeping. We need to keep the good stuff and get rid of the junk. The same applies for electronic records. Electronic records have the same retention schedules as paper documents. Mr. Skupsky related his recommendation for retention of electronic mail as: initially define email as “non-record material”; employees must manage E-mail “records” by identifying records, assign record series code plus retention period; store in electronic filing system or print and store in paper file; Self-destruct email in 30 45 days; recycle backups in same 30-45 days. He also stated that no backup should exist longer than the self-destruct cycle. Mr. Skupsky provided his e-mail address and website information as well. Those being: [dskupsky@irch.com](mailto:dskupsky@irch.com) and [www.irch.com](http://www.irch.com)

Door prizes were awarded at the end of each break and lunch. Thank you gifts were given to each speaker.

Respectfully submitted by,  
Lisa Lane, Secretary