



The Western RIM



Newsletter of the Wyoming ARMA Chapter
September 2003

<http://www.armawyoming.org>

Pres Talk



It is time to begin our Chapter year for 2003-2004. I'm looking forward to my new role as President of the Chapter and working with all the board members as well as everyone in the Chapter. We have two new board members I would like to welcome, Barbara Thomasee who is our Education Chair, and Deanne Widauf, our Program Chair. Our other board members this year are Rich Wilson, Vice President/ Newsletter/Public Relations, Vicci Carter, Secretary, Ramona Christensen, Treasurer, Wendy Kinkade, Membership Chair, and Donna Crock, Chairman of the Board. Without these

individuals to help, our Chapter would not be able to function. I would encourage all members of our chapter to volunteer and provide input if you feel there is something you would like to see our Chapter doing. I am always open to suggestions on program and seminar topics, ways to expand, change, or improve our chapter. You will be receiving a survey by e-



Kristy, Barbara, and Rich at Leadership Conference

mail to help us plan for our upcoming meetings and seminar. Please feel free to contact either myself or one of the board members at any time. Rich Wilson, Barbara Thomasee, and myself,

were fortunate enough to represent our chapter at the Midwest Rocky Mountain Region Leadership Conference that was held in Denver on July 17-19. What an enlightening experience. It was great getting to meet our region's leaders as well as board members from our region's chapters and getting ideas from the other chapters. The chapters with members representing them were Montana, Twin Cities (Minnesota), Denver, Kansas City (Missouri), Omaha (Nebraska), Northern Colorado (which includes Greeley, Ft. Collins, Loveland, Longmont), Columbia/Jefferson City (Missouri), Bismarck/Mandan (North Dakota) with about 30 people in attendance. The only chapters not *(continued page 2)*

Board of Directors

President

Kristy Anderson

Vice-President/Public Relations/Newsletter

Rich Wilson

Treasurer

Ramona Christensen

Secretary

Vicci Carter

Programs

Deanne Widauf

Education

Barbara Thomasee

Membership

Wendy Kinkade

Chairman of the Board/Webmaster

Donna Crock

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represented in our region were St. Louis and Iowa. This year the region decided to award the "Hall of Fame" award which is for the chapters the region felt contributed the most to their community through ARMA. They selected two chapters to receive this award and much to my surprise Wyoming was selected as one of those chapters. The other chapter selected was Twin Cities. They will select two chapters each year to receive this award.

We have an exciting year ahead of us and the Board is just now in the planning phase for it. Some of the highlights planned to date are as follows: In September we will have a "kick-off" picnic to get the year started. October we are looking at holding our business meeting in

Casper where it would be more centralized with the hopes of some of our "outlying" members being able to attend the meeting. We have several ARMA members in Casper that have volunteered to plan and coordinate a half-day workshop and I look forward to having as many members from around the state attend as possible. November will be time to plan our charity donations and start working on the seminar, and December will be our Christmas party. January we will plan a guest speaker for our meeting and will be gearing up for our seminar in February. March, April and May we will plan for guest speakers or possibly a tour for our monthly program, and June will be our annual banquet and awards dinner. So if you have any ideas you would like to see for a program, please let me know.

We try to hold our monthly business meetings on the second Thursday of the month, usually over the lunch hour (11:30-1:00) with the exception of a few evening meetings (i.e. Christmas Party and Awards Banquet). Our Board meetings are held the fourth Tuesday of the month (11:30-1:00) and all members are always welcome to attend these as well.

I look forward to getting to know each and every one of you and hope to see you at one of our meetings during the year, if not all of them!

Kristy

Kick Off Picnic—September 14, 2003 1:00 p.m.

When: Sunday, September 14,
2003 1:00 p.m. to 4:00
p.m.

Where: Kristy Anderson's Home
7604 Ketcham Road
Cheyenne, WY

Please join fellow Chapter members at this kick off meeting for the year. Spouse, significant others and children are welcome

Please bring a side dish or desert and your choice of beverage. The

main dish: BBQ from the
Cheyenne Smokehouse.

Please RSVP to Kristy by 4:00
p.m. September 11th at phone
number:
637-6346.

See you
there!!



Vacations are ending

Directions to Kristy's home:
*Take Happy Jack Road to Round
Top Road. North on Round Top
to Ketcham Rd.*

Home Phone: 637-5044

April Board Minutes

**Association of Records Managers and Administrators
Holland and Hart:
Cheyenne, Wyoming
April 22, 2003 11:30am**

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, and Rich Wilson

Minutes: Kristy Anderson, seconded by Rich Wilson, moved to approve the March 25, 2003 Chapter Board Meeting Minutes and the April 10, 2003 Chapter Meeting Minutes as presented. Motion carried.

Treasurer's Report: Ramona Christensen presented the April, 2003 Treasurer's Report showing a balance of \$16,378.82 which includes term share accounts. Kristy Anderson seconded by Rich Wilson, moved to approve the report as presented. Motion carried.

COMMITTEE REPORTS:

Education: No Report

Scholarship Committee: There has been seven scholarship applications submitted - five from high school seniors and two from community college students. The committee will meet on or before May 1, 2003 to review the applications and make a determination as to who to award the scholarship to.

Membership: Kristy Anderson gave an update of membership, reporting there are 37 members, with two new members - Molly Davis and Terri Weinhandle.

Newsletter: Rich Wilson advised the newsletter will be published by May 1, 2003.

Programs: Kristy Anderson reported that Wendy Kinkade is still working on the May program.

Public Relations: Rich Wilson reported that he is going to contact the radio stations and place the meeting and contact information in the Community Bulletin Program.

Web Site: No Report.

OLD BUSINESS:

MRM Region Leadership

Conference: Rich Wilson, seconded by Kristy Anderson, moved to ask the two new Board members, Barbara Thomasee and Deanne Widhauf, if they would like to attend the leadership conference. Motion carried. Donna Crock volunteered to contact Barbara Thomasee and Kristy Anderson volunteered to contact Deanne Widhauf.

RIM Month Followup: Vicci Carter Reported that an exhibit had been setup in the Barrett Building for the week of April 14th through the 18th and that the Wyoming State Archives held a records management workshop and an Awards Ceremony acknowledging individuals, government entities, and private businesses who have promoted and practiced good records management during the year.

June Awards Banquet: It was determined that the original date of the banquet, June 12, was not a viable date. Donna Crock advised she would contact the Hitching Post Inn regarding the date of the banquet.

Secretary of State: Donna Crock reported that she had contacted Jeanne Sawyer of the Secretary of State's Office regarding the date our annual report is due. Donna was advised by Jeanne that the date could not be changed, but there was not a problem with the chapter sending in an updated followup letter with a list

of the newly elected officers.

NEW BUSINESS:

Chapter Dues: Since the ARMA, International is increasing their dues, Donna Crock asked if we wanted to increase our local chapter dues at this time. Ramona Christensen, seconded by Kristy Anderson, moved that we not increase our local chapter dues at this time. Motion carried.

Next Board Meeting: The next Board meeting will be held at Holland and Hart on May 20, 2003 at 11:30a.m.

Meeting was adjourned at 12:24p.m.

Submitted by,

Vicci Carter
Chapter Secretary

Chapter members may join Warren Federal Credit Union

Since our ARMA Chapter has banking services at WFCU, all members of the ARMA Chapter are eligible to join the Credit Union and use their services. Kristy has membership packets if anyone is interested or you may contact Warren Federal Credit Union at 307-432-5400, membership services, for more information.

June General Meeting Minutes — Annual Dinner Meeting

**Wyoming Chapter
Association of Records Managers
and Administrators
Chapter Meeting - June 3, 2003
Annual Business and Awards
Dinner Meeting
Hitching Post Inn, CCR West
Room, Cheyenne, WY**

Members Present: Tony Adams, Dolores Crock, Donna Crock, Jess Sheely, Rich Wilson, Ramona Christensen, Kristy Anderson, Wendy Kinkade, Barbara Thomasee

Guests: Wendy Soto, Dale Crock, Eric Crock, Shirley Sheely, Bob Christensen, Pat Anderson, Tom Thomasee

Donna Crock opened the meeting by welcoming everyone in attendance. Donna summarized the accomplishments of the chapter during the last year including our programs with interesting guest speakers including Janie Wait, CRM, MBA, President Intermountain Records Center, Inc., Casper WY "Disaster Recovery, A Tale of Three Technologies"; Chris VanSickle, Manager for Vandenburg Federal Credit Union of Lompac, California. "What is Identity Theft: How They Do It"; Carol Rookstool, U.S. Postmaster, several tours of various facilities including Sierra Trading Post's new Catalog Fulfillment Center and the Sherard Water Treatment Plant. Our annual seminar "Records And Information Management (RIM) Concerns For The 21st Century" was a great success with a net profit of \$3600.00. We awarded a \$500.00 scholarship to Sharon Meixner a Sheridan Community College student majoring in Administrative Information Coordinator program with a medical records emphasis. The chapter will be a Co-Sponsor of the

Wyoming State Historical Records Advisory Board (SHRAB) in August, 2003. We adopted a Safehouse family this year and also donated to the Big Brothers and Big Sisters of Sheridan and Hospice in Rock Springs. The chapter has increased membership from 33 members to 37 members.

Ramona Christensen presented a brief accounting of the Treasurer's Report and Balance Sheet. The chapter started out with a balance of \$4,839.27 as of 7/1/02 and ended with a balance \$4,061.72 as of 6/03/02 in the checking account. Expenses for the year were \$8,615.92. Revenues for the year were \$7,838.37. The Term Share Account has a balance of \$5260.12 and the Share Savings Account has a balance of \$2,221.79, for a total Checking and Share Account balance of \$15,543.63 as of 6/03/03.

Donna Crock presented Jess Sheely with his plaque attachment and thanked him for all his contributions to the chapter and

WYOMING CHAPTER ARMA TREASURER'S REPORT August 2003

Beginning Balance Checking Account 7/01/03:	\$ 3844.92
Ending Balance Checking Account 8/18/03:	\$ 1884.10
Balance Term Share Account #4396	\$ 5260.12
Balance Term Share Account #8435	\$ 4000.00
Share Savings Account	\$ 2290.66
Total Ending Balance 8/18/03	<u>\$ 13,434.88</u>

Prepared By:
Ramona Christensen, Treasurer,
Wyoming Chapter of ARMA

ARMA. Jess Sheely presented the awards to recognize the work of the board members for the last year, which included the distribution of Certificates of Appreciation to: Donna Crock, Ramona Christensen, Vicci Carter, and Rich Wilson. Plaque attachments were presented to: Kristy Anderson, Wendy Kinkade, and Lesley Espinosa. Special certificates of appreciation were presented to: Holland & Hart for Chapter Newsletter support and chapter meeting facilities, Department of State Parks and Cultural Resources / State Archives for seminar support services and RIM display, City of Cheyenne for seminar support services, and Laramie County Clerk's office for seminar support services. A longevity award pin was presented to Wendy Kinkade for five years of service. Vicci Carter and Alice Garvin were not present to receive their ten-year pins. Chapter member of the year was presented to Rich Wilson for his dedication to the profession and his outstanding contributions to the chapter for the year.

Donna Crock announced the slate of officers for the 2003 – 2004 chapter year. They are: Kristy Anderson – President, Rich Wilson – Vice President / Newsletter / Public Relations, Vicci Carter – Secretary, Ramona Christensen – Treasurer, Barbara Thomasee – Education, Wendy Kinkade – Membership, Deanne Widauf – Programs, and Donna Crock – Chairman of the Board. Jess Sheely, seconded by Tony Adams moved to approve the slate of officers for the 2003 – 2004 chapter year. Motion carried.

The meeting was adjourned at 8:00 p.m.
Submitted by,

Donna Crock, Outgoing President
Wyoming Chapter of ARMA

E-Mail: The Ghost Record Contributed by Janie Wait

E-mail blurs the line between written and oral worlds because people use e-mail as if they are speaking. However, e-mail is potentially more permanent than a telephone call or even a written memorandum. While paper documents can be gathered up and destroyed, the problem of multiple copies digitally lying around is always present and most companies regularly back up all their computer data including e-mail. Backed up e-mails are what brought down Oliver North and John Poindexter in the Iran Contra scandal.

In many corporations, employees use e-mail as their primary mode of intra-office communication. E-mail has inherent in its nature the potential for abuse and disaster. If litigation occurs, an adversary may be able to obtain any digital information that flows through a company's network and reside in its systems.

As an employee you need to know that The Electronic Communications Privacy Act of 1986 allows your employer to monitor employees e-mail transmissions. Why would an employer invade your privacy like that? That seems so unfair until you consider the position your

employer is in.

As an employer you need to be aware of the fact that you are liable for anything you allow to exist in your computer systems, including your employee's e-mails. What if the information doesn't have anything to do with your business? Doesn't matter!

E-mail evidence has been used in cases involving child pornographers, hate groups, cellular telephone fraud and even sexual assault and murder. The potential for liability increases as the use of e-mail increases. Even the federal government has been notified through the Federal Records Act that they cannot discard their e-mails in order to assure complete and accurate documentation of their agency's business.

E-mail is successfully being used as evidence because it automatically creates a complete record. Privacy becomes important when you consider the types of information that can be gathered from a simple e-mail message. The metadata of any e-mail transmission includes information about the sender and all recipients, dates and times of sending and receipt and even on retrieval of the message in addition to the message

content. This information can be integral to a case and the courts have used the need for it to rationalize and legitimize the use of e-mail as evidence in trials.

The discovery of e-mail for use as evidence is a trend that has only recently taken root. The greater the use of e-mail in the business world, the more attractive e-mail becomes to law enforcement, legislators and attorneys. Even though the processes by which e-mail is used in court are expensive and complex, they are becoming more readily available. E-mail discovery has become a lucrative professional field and several companies have been formed to find potentially useful and damaging electronic information in e-mails.

The primary message of this article is that the potential for liability exists for anyone carelessly using e-mail, whether at home or on the job. E-mail users should be aware of the risks they take when using this electronic medium and conduct themselves appropriately. Scary, isn't it?

Janie Wait, CRM, MBA, is an ARMA member and President and Director of Marketing for Intermountain Record Center, Inc/Intermountain Record Center, Inc

Experience the Power of One!

ARMA International's second-annual member-get-a-member campaign has begun! The Power of One campaign kicked off August 1, 2003.

The new program advocates the power of one individual - you - to make a profound difference. By helping a colleague realize the benefits that membership in a professional association can bring, you can realize the power

you have to make a difference in the RIM community. The Power of One campaign is a great way to support your colleagues, your profession, and your association.

Each recruiter becomes a member of the CORE Club. Prizes will be awarded to top recruiters when the campaign ends, June 30, 2004.

More details are available on the Power of One Web site at <http://www.arma.org/powerofone/index.cfm>. Chapters will receive flyers in the mail.