



# The Western RIM



Newsletter of the Wyoming ARMA Chapter  
September 2006

<http://www.armawyoming.org>

## Pres Talk



As our Chapter starts its year, September through June, are you as excited as I am to think of the possibilities we have? Records Management continues to be a hot topic in both government and private industry. Whether it is a request for public records, company merger, or a litigation case, records are taking center stage. We in ARMA have the opportunity to establish our profession and our organization as the ones who will protect the records of the organization and insure the management of the organization's records is efficiently controlled.

For us to be the "go-to" people, we will need to keep up with what is going on in the profession and learn about the new technologies that will assist us. We can do that by

reading the *Information Management Journal*, *Infopro* and other articles on the profession, joining in webinars, attending our monthly meetings, networking with other members, and attending our February seminar. There is one other resource you should try to take advantage of; if you have been thinking about attending the International Conference, now is the time to register. This year our conference is in San Antonio, Texas, from October 22nd – 25th. To get more information and to register, please visit URL: <https://www.arma.org/conference/2006/index.cfm>. The theme for this year's conferences is: "The Business of Managing Records and Information." Have you asked yourself; "Are my records and information being managed consistently and effectively throughout the organization? Are we up-to-date on the latest technologies and best practices? Are our RIM, IT, legal, and compliance departments working together on e-mail management and electronic records management in general?" These are the areas

that will be the primary focus of the conference. I would encourage as many members as possible to join me as we work on the answers to these and other questions. This year, during the poster session, one of our members, Janie Wait, will be presenting "Media Mix Evaluation." The conference will feature more than 90 educational events in four major tracks: Business of Managing Information as Assets, Legal & Compliance, Information Technology, and Career Development.

If you are able to have your IT staff join you at Conference, this will be a great opportunity to start or continue the dialog which will better equip your organization in the management of your records. Each year more and more Information Technology professionals are attending the conference and finding that ARMA is as important to them as it is to the RIM professional.

*Continued on Page 4*



## Board of Directors

- President  
Rich Wilson
- Vice-President/Webmaster  
Donna Crock
- Treasurer  
Ramona Christensen
- Secretary  
Patricia 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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## **September Chapter Meeting - September 12, 2006 Planning for a Successful Community in Cheyenne**

**Where:** Poor Richards Restaurant  
2233 E. Lincolnway, Cheyenne, WY

**When:** September 12, 2006

**Time:** 11:30 a.m.

**The monthly meeting will feature a discussion on the City of Cheyenne's planning and development projects that are currently taking place and keys to planning for a successful community by Matt Ashby, Urban Planning Director for the City of Cheyenne. Matt Ashby is Project Manager for PlanCheyenne - the Comprehensive Plan update for the Cheyenne Urban Area. Matt has been named one of Wyoming's "40 Under 40" by the Casper Star Tribune, highlighting active young leaders who have distinguished themselves through professional efforts and community service.**

**Lunch will be off the menu. RSVP to Wendy Kinkade by September 11, 2006 at 12:00 noon.**

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

# May 2006 Board Meeting Minutes

**WYOMING CHAPTER  
Association of Records Managers  
& Administrators  
Cheyenne City Hall, 2101 O'Neil,  
Room 208, Cheyenne, Wyoming  
Board Meeting Minutes  
May 23, 2006, 11:40am**

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

**Meeting was called to order:** By Rich Wilson at 11:40 a.m.

**Minutes:** Donna Crock moved to accept the Minutes of the April 18, 2006 Board Meeting and the May 10, 2006 General Meeting Minutes as submitted. Motion seconded by Wendy Kinkade. Motion Carried.

**Treasurer's Report:** Ramona Christensen presented the May 2006 Treasurer's Report with checking account deposits of \$30.00, disbursements of \$200.00, and a balance of \$6,624.82.

Total funds balance (includes term share accounts), is \$16,972.58.

### COMMITTEE REPORTS:

**Education:** Reporting for Education, Barb Thomasee related two - \$500.00 Scholarships will be awarded for the 2006-2007 school year to the following recipients:

Lindsey Serres, a 2006 graduate of Niobrara Co. H.S. (Lusk, WY), will be attending U.W. this fall majoring in Business Administration & Accounting.

Ross Bellinghiere, a 2006 graduate of Jackson Hole H.S., (Jackson,

WY), will be attending U.W. majoring in Business and History.

Barbara expressed her thanks to Wendy Kinkade, Donna Crock and Rich Wilson for their time, assistance, review and assessment of each of the 14 applications for the final decision.

**Membership:** Following a discussion on continued membership renewal questions; Wendy Kinkade and Rich Wilson will continue to follow up with membership renewals/expirations. Rich will also relay our concerns regarding lack of communication from ARMA International for membership renewals at the Leadership Conference this July in Omaha, NE

**Newsletter:** Donna Baur requested approval from the Board to include all information and photos from the June 8<sup>th</sup> Annual Election and Awards Banquet by June 12<sup>th</sup>. Donna also re-

quested any additional information be sent to her in time to be included in the June 12<sup>th</sup> Newsletter. Approval was granted unanimously.

**Programs/Public Relations:** Following a short discussion about our last General Meeting at the the Cheyenne VAMC center and a review and demonstration of their electronic records system, everyone agreed it was indeed a very interesting program.

Kristy Anderson advised everything is in order for the Annual Awards Banquet at the Plains Hotel, Thursday, June 8, 2006. Kristy reported she now needs R.S.V.P.'s for those planning to attend. Please contact Kristy at your earliest convenience.

Donna Crock related Paula Sutton, ARMA Regional Manager has confirmed she will be in attendance June 8<sup>th</sup>, and will swear in our new Board.

*Continued on Page 4*

## WYOMING CHAPTER ARMA TREASURER'S REPORT May 2006

**Beginning Balance Checking  
Account 4/18/06: \$ 6,794.82**

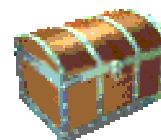
**Ending Balance Checking  
Account 5/23/06: \$ 6,624.82**

**Balance Term Share Account  
#4396 \$ 5,260.00**

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

**Share Savings Account  
\$ 1,087.76**

**Total Ending Balance  
5/23/06 \$ 16,972.58**



## May Board Meeting Minutes

*Continued from page 3*

**Web Site:** Donna Crock advised there wasn't anything new to report this month. She will update the Web site with information about our two Scholarship winners.

### Old Business:

Rich began by thanking each of the WY ARMA Board for their hard work, communications and for a successful and full year of continued professional records information sharing.

Kristy Anderson related Member of the Year nominations have been given to the committee (Tony Adams and Vicki Sealy), with the Member of the Year to be announced at our June 8<sup>th</sup> meeting.

The new slate of officers for the upcoming Chapter Year 2006-2007 is as follows: President: Rich Wilson, Vice-President-Donna Crock, Treasurer-Ramona Christensen, Secretary-Pat Newbern, Newsletter-Donna Baur, Webmaster-Donna Crock; Programs-Wendy Kinkade, Membership-Tim Tyler, Education-Barb Thomasee, and Chairman of the Board-Kristy Anderson.

Rich related he would be sharing our full year of activities at the Omaha ARMA Leadership Conference, July 13-15, and highlighting our Workshop, our Scholarships, and multi-media coverage through out the state for RIMM Week (observed April 24-30, 2006).

### New Business:

Following discussion about our past February Workshop and upcoming 2007 Workshop and possible formats, it was agreed that we would like to keep looking for ideas/suggestions. Everyone agreed they would like to know more from subjects highlighted at the ARMA International Conference as well as any other suggestions we receive.

Rich Wilson will be attending this fall's ARMA International Conference in San Antonio, Texas. Kristy moved the WY ARMA Chapter pay for Rich's registration and expenses as our Chapter President and representative. Motion seconded by Donna Crock. Motion carried.

Next board meeting will be held August 22, 2006. Rich offered this Transition Board Meeting to be at his house

with a Barbeque dinner.

Rich Wilson presented a plant from the WY ARMA Chapter to Kristy Anderson in memory of her mother-in-law, who recently passed away.

Kristy Anderson moved a \$25.00 memorial gift be sent to the United Medical Center Hospice in memory of Vicki Carroll. Donna Crock seconded. Motion carried. Vicki Carroll, was named WY ARMA Member of the Year in 1989 and held multiple offices during her membership including president from 1997-1999.

Meeting was adjourned at 12:35 p.m.

Respectfully submitted by:

Pat Newbern  
Secretary

## PRES TALK

*CONTINUED FROM PAGE 1*

There are a number of pre-conference workshops and special workshops during the conferences that focus on current issues. These workshops fill up rapidly, so it is important to plan ahead. The cut-off for early registration is **September 9<sup>th</sup>**. After that date, the cost will go up \$150. If you have any questions about the conference, please contact me.

This year your Board members are; Chairperson of the Board, Kristy Anderson, Vice-President/Webmaster,

Donna Crock, Treasurer, Ramona Christensen, Secretary, Pat Newbern, Programs/Public Relations, Wendy Kinkade, Education, Barbara Thomasee, Membership, Tim Tyler, and Newsletter, Donna Baur. They will be moving our chapter in the right direction. Please thank your board members when you see them. If you are interested in becoming more active in our chapter, we are starting a new program that will allow you to shadow a Board member for a year to learn the duties of the position. After the year, you would step into the position. If you are

thinking about joining the Board and would be interested in the shadowing program, please contact any Board member.

Rich Wilson  
President





**WYOMING CHAPTER OF ARMA  
BALANCE SHEET  
July 1, 2005 through June 30, 2006**

<b>Checking Account</b>			
7/1/05	Beginning Balance		\$ 6,363.10
	Revenues	\$8,849.09	
	Expenses		\$9,523.39
6/30/06	Balance		<b>\$ 5,350.79</b>
<b>Term Share Account #10412</b>			
7/1/05	Beginning Balance	\$4,000.00	
	Interest Earned	142.15	
	Transferred to Share Acct.	<142.15 >	
6/30/06	Ending Balance		\$ 4,000.00
<b>Term Share Account #4396</b>			
7/1/05	Beginning Balance	\$5,260.12	
	Interest Earned	186.92	
	Transferred to Share Acct.	<186.92>	
6/30/06	Ending Balance		\$ 5,260.12
<b>Share Savings Account</b>			
7/1/05	Beginning Balance	\$ 824.74	
	Dividends Transferred #10412	142.15	
	Dividend Transferred #4396	186.92	
	Dividend Credit	<u>8.94</u>	
6/30/06	Ending Balance		<u>\$ 1,162.75</u>
	<b>Total Share Account Investments</b>		<b>\$ 10,422.87</b>
	<b>Total Checking and Share Account Balances</b>		<b><u>\$ 15,773.66</u></b>

Prepared By:

Ramona Christensen, Treasurer  
Wyoming Chapter of ARMA



**WYOMING CHAPTER OF ARMA  
SLATE OF OFFICERS  
CHAPTER YEAR 2006-2007**

On Thursday, June 8, 2006, the Wyoming Chapter of ARMA (Association of Records Managers and Administrators) held its annual business and awards dinner meeting, which included election of the 2006-2007 chapter officers.

The meeting was held at The Plains Hotel, 1600 Central Avenue, Cheyenne, Wyoming. The election results of Chapter Officers is listed below:

***President: Rich Wilson***

***Vice President: Donna Crock***

***Secretary: Patricia Newbern***

***Treasurer: Ramona Christensen***

***Education: Barbara Thomasee***

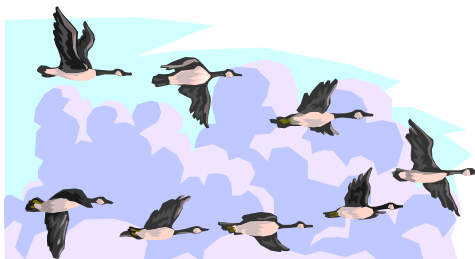
***Membership: Tim Tyler***

***Programs / Public Relations: Wendy Kinkade***

***Newsletter: Donna Baur***

***Chairperson of the Board: Kristy Anderson***

***Webmaster: Donna Crock***



## Governor Freudenthal Signs RIMM Proclamation



*WY ARMA Chapter Members Pat Newbern, Rich Wilson and Tony Adams with Governor Freudenthal*

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### RECORDS AND INFORMATION MANAGEMENT WEEK

**WHEREAS**, the Wyoming Chapter of ARMA and the Wyoming State Archives are celebrating Records and Information

Management Week the week of April 24-30, 2006; and

**WHEREAS**, the management of records and information is critical to every business, organization and government agency in facing the complexities of competition, customer service and globalization; and

**WHEREAS**, constantly changing technologies provide an array of information storage media from paper to electronic storage and are expanding the amounts of information that can be acquired, with increased longevity, and that require a concerted effort to assure proper retention and control; and

**WHEREAS**, the need to use information to create value and plan strategically is a driving force in today's world; and

**WHEREAS**, control of records and information is necessary for reduction of risk and liability as well as for compliance with global standards; and

**WHEREAS**, the citizens of the city of Cheyenne, Wyoming should recognize the significant and important service performed by records and information professionals;

NOW, THEREFORE, I, DAVE FREUDENTHAL, GOVERNOR of the State of Wyoming, declare the week of April 24-30, 2006 as

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### RECORDS AND INFORMATION MANAGEMENT WEEK

in Wyoming and encourage all citizens to recognize this event

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Executive Seal of the Governor of Wyoming to be affixed this 13th day of April, 2006.

## ARMA International Conference October 22<sup>nd</sup> – 25<sup>th</sup>



If you haven't started to plan for the International Conference in October, now is the time to start. This year our conference is in San Antonio, Texas, from October 22<sup>nd</sup> – 25<sup>th</sup>. For more information and to register, please visit URL: <https://www.arma.org/conference/2006/index.cfm>. The theme for this year's conferences is: "The Business of Managing Records and Information."

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- Legal & Compliance
- Information Technology

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Rich Wilson

President, Wyoming Chapter ARMA International

2301 Central Ave

Cheyenne, WY 82002-0001

Phone: 307-777-5586 Fax: 307-777-7044

**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. In order to distinguish previous revisions of a form, each page should include a (an):**
  - a. date of publication.
  - b. edition date.
  - c. form number.
  - d. footnote.
  - e. obsolete date.
  
- 2. A complete picture of each form from its development to its current status is provided by:**
  - a. forms development file.
  - b. forms specification file.
  - c. functional classification file.
  - d. numeric history file.
  - e. forms order file.
  
- 3. The most appropriate identification (coding) scheme for directives in a large system is:**
  - a. a sequence of serially numbered memos and other issuances.
  - b. a coding to indicate department and Julian date.
  - c. an alphabetical sequence based on author or originating office.
  - d. a numeric code based on functional classification.
  - e. the Dewey Decimal coding system.

Answer Key: 1) b    2) d    3) d

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<http://www.armawyoming.org>  
September 2006



*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](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  
Assn. Records Mgrs & Admin Intl.  
PO Box 474  
Cheyenne WY 82003