



The Western RIM

Newsletter of the Wyoming Chapter of ARMA International
<http://www.armawyoming.org>

September 2010



Pres Talk



Pat Newbern
Wyoming Chapter President

Welcome-Welcome everyone to our 2010-2011 Chapter year. This new Chapter year promises lots of great educational events, activities, and opportunities.

Barb Thomasee thanked the board and expressed how much she appreciated the opportunity to attend the Midwest-Rocky Mountain Region Leadership Conference in Wichita, Kansas in July. She said it was a great conference and educational opportunity. One of the highlights was a tour of the underground vaults and storage in the "Hutchinson Facility Salt Mine," located 650 feet below

the surface of the ground! The Hutchinson Underground Vaults were established in the unused portions of a working mine, during the height of Cold War nuclear concerns, as a safe haven for sensitive information and assets. Since 1959, Fortune 500 companies and small businesses alike have stored here, from every industry, around the world. It is currently the largest single storage facility for movie and television film internationally.

At the Leadership Conference, Sheila Isaacson, our region manager (Minneapolis, MN), turned over the reins as our Region Manager to JoAnn Looten from Jefferson, MO. JoAnn, Brian Stark, our region treasurer, (Denver, CO), and our region coordinators, Sheri Nystedt (Denver, CO), and John Down from Lee's Summit, MO, were officially installed as our Region Leadership. Thank you Sheila, for your many years of dedication,

time, effort, and hard work. Thank you to JoAnn, Brian, Sheri and John for your leadership bringing us into this new ARMA year. For more information about the Midwest-Rocky Mountain please check the website at: <http://armamrm.org/>.

A huge **Thank You** to each and every one of our last year's Board members for all of your work and efforts which made our 2008-2009 year so very successful.

Please join me in welcoming our 2009-2010 Board of Directors. This year, Barbara Thomasee (our 2009-2010 Chapter Member of the Year) will be our Vice-President, with Lisa Lane, Secretary, Deanne Widauf, Treasurer, Wendy Kinkade, Programs Chairperson, Kathy LeVasseur Programs Co-Chair, Tim Tyler, Membership Chairman, Debbie Leonard, Scholarship Chairperson, Mary Burby (Bausserman), Newsletter Editor, and Donna Crock, Chairperson of the Board &

Webmaster. Thank you everyone, for your continued commitment. This is going to be a **FANTASTIC** Year!

Our first General meeting will be our visitation from Nick DeLaurentis, ARMA President. Nick will share his presentation, "Applying the G.A.R.P. Maturity Model to Your Organization," at Poor Richards, September 22nd beginning at 11:30 a.m. ARMA International developed the Generally Accepted Recordkeeping Principles (G.A.R.P.) for organizations to adhere to records and information management standards and principles. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and (potentially) become a mask for improper or illegal activities.

Visit Poor Richard's web site at www.poorrichardscheyenne.com to choose your lunch item. R.S.V.P. with your lunch choice to Wendy Kinkade - before the close of business, Monday,

Board of Directors

Chairperson of the Board and Webmaster

Donna Crock
President

Pat Newbern
Vice-President

Barb Thomassee
Secretary

Lisa Lane
Treasurer

Deanne Widauf

Programs /Public Relations

Wendy Kinkade
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Debbie Leonard

Membership
Tim Tyler

Newsletter
Mary Burby

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Pres Talk...continued



September 20thth, at 637-6329 **or** E-mail: wkinkade@cheyennecity.org.

In October our Chapter will be co-sponsoring with the Wyoming State Archives for Wyoming Archives Month with a full day Wyoming Archives Day Workshop on Wednesday, October 27th, at the Kiwanis Community House. Please look to next month's Newsletter for more information and registration form.

Coming up the first part of November will be the ARMA International Conference in San Francisco, CA. Leadership and Pre-Conference days will be before with the Conference proceedings. Due to the current economic picture, there may only be three of our Wyoming Chapter members attending this year. If you can attend, but have not registered for the ARMA International's 54th Annual Conference in San Francisco – it's not too late. The ARMA International Conference is **the place** of the

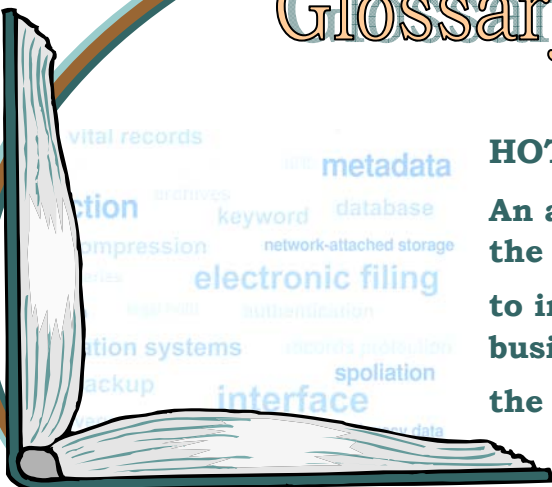
most concentrated training, educational, and networking opportunities available to those of us in **RIM**. For more information and to register, please visit the the ARMA conference website: <http://www.arma.org/conference/2009/index.cfm>.

There is always a lot to do, see, and learn at the ARMA International Conference and this year's San Francisco venue promises to do all that *and more!*

If I (or any member) can assist you in any way, please feel free to contact me. My phone number at the Archives is 777-8907. I look forward to hearing from you and seeing you at our chapter meetings and **RIM** activities during the year.

Pat

Glossary Corner



vital records
metadata
archives
keyword database
compression
network-attached storage
electronic filing
authentication
backup
interface
spoliation
data

HOT SITE

An alternate facility that has the equipment and resources to immediately recover the business functions affected by the occurrence of a disaster.

Wyoming Chapter September General Meeting

Nick De Laurentis, C.R.M., and our 2010-2011 ARMA International President is coming to the Rocky Mountains to visit each of the ARMA Chapters the week of September 20. He will be visiting our chapter on September 22.



Wednesday, September 22, 2010

11:30 AM

POOR RICHARD'S RESTAURANT
2233 E Lincolnway — Large Dining Room

PLEASE Visit Poor Richard's web site at www.poorrichardschevonne.com to choose your lunch item.
R.S.V.P. with your lunch choice to Wendy Kinkade before the close of business, Monday, September 21st.
(wkinkade@cheyennecity.org or 637-6329)

Nick's presentation will be about **G.A.R.P.** (Generally Accepted Recordkeeping Principles ®), which has been an important initiative of ARMA International this past couple years, and will focus on:

1. Describing the purpose of the Generally Accepted Recordkeeping Principles
2. Explaining the intent of the GARP maturity model and various levels
3. Identifying the process to measure the maturity level of an organization
4. Providing insight into the possible future of GARP

Nick works in the Systems Technology – Enterprise Content Management area of State Farm at their Corporate Headquarters in Bloomington, IL. There he serves in a technical analyst and team lead role on the Information Retention Infrastructure and Services team – providing analytical, consulting, and research expertise on enterprise records and information management (RIM) initiatives.

An active leader in the **RIM** profession and current President of ARMA International's Board of Directors, Nick also currently serves on both the Association Infrastructure and the Member & Practice Support Committee, the Program Planning Task Force, and chairs the Executive Director Compensation Task Force. He is a frequent speaker at ARMA International meetings, seminars and conference at the local, regional and association level. He currently is a Certified Records Manager (CRM) and holds a Senior Claim Law Associate (SCLA) designation and is pursuing his Chartered Financial Consultant (ChFC) designations.

Records and recordkeeping are inextricably linked with any organized activity. As a key resource in every operation of today's business environment, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization. These needs can be fulfilled only if recordkeeping is at the root of all activity. To achieve this transparency, ARMA International developed the Generally Accepted Recordkeeping Principles (GARP) for organizations to adhere to records and information management standards and principles. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and – potentially – a mask for improper or illegal activities.



Nick De Laurentis, CRM, Technical Analyst
State Farm | Systems Technology | Enterprise Content Management
Information Retention Infrastructure & Services
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Email: nick.delarentis.gmkj@statefarm.com

Wyoming Chapter October General Meeting

Plan now to attend!!

WYOMING ARCHIVES DAY WORKSHOP

OCTOBER 27, 2010

8:00 A.M.—4:30 P.M.

Kiwanis Community House, Lions Park, Cheyenne, WY

Speakers:

Candy Moulton, Historian & Author, Encampment, WY
Westward Expansion/John Fremont in Wyoming

Gayla Mead, Big Horn River Adjudication General Case Administrator,
Thermopolis, WY
Records & History of the Big Horn River Adjudication Processes

Donald Skupsky, JD, CRM, FAI, MIT, Denver, CO
Electronic Records & Retention Schedules for Hard and Digital Format Records

~~ Registration Form ~~

Everyone must pre-register

Name: _____

Title/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Make checks payable to Wyoming Chapter of ARMA and
send with registration form by October 22, 2010 to:
Wyoming Archives Day Workshop
c/o Records Management Unit - 2301 Central Ave. - Rm. 173
Cheyenne, WY 82002
(credit card payment not accepted)
State of Wyoming Vendor #VC0000008886

For Information Please Contact:

Donna Crock at 777-5751 or dcrock@state.wy.us Or Pat Newbern at 777-8907 or pnewber1@state.wy.us

In Celebration of Archives Month, Wyoming Chapter of ARMA is pleased to offer this workshop
in partnership with Wyoming SHRAB and Wyoming State Archives.

Wyoming Chapter November General Meeting

Coming Up!

Wills & Trusts

November 9, 2010

Watch for details in next month's Newsletter!

Wyoming Chapter Member Spotlight

I was born and raised in Indiana and am a first generation Lithuanian. I have three brothers, one sister, eleven nieces and nephews, and six great nieces and nephews. After finishing high school at Andean in Merriville, Indiana, I attended Indiana University Northwest starting out as an Accounting major. I then quickly decided that I enjoyed computers and changed my major to Computer Science. My sister moved away to Colorado while I was in high school and I visited the area every chance I could. I

loved the mountains and outdoors and decided to move to Colorado in 1984. I met my husband, Eric, in Colorado when we opened the first franchise restaurant, Pizza Hut, in Lafayette, Colorado. We have been happily married for over 23 years.



In our spare time, Eric and I enjoy traveling, scuba diving, making wine, and hunting. We have traveled to several areas in Europe, Caribbean destinations for scuba diving, and have visited a lot of states in this country most recently traveling to Alaska. I enjoy photography and have been taking underwater photos while scuba diving.



With my Lithuanian heritage I enjoy sharing the art of Lithuanian Easter egg decorating with family and friends every spring. After continuing my education I received my Bachelor of Science degree in Computer Management Science from Metropolitan State College of Denver. I have worked in the computer industry since 1987. We relocated to Cheyenne, Wyoming in 1992 where I was the network administrator for a mortgage company. I started with the State of Wyoming in 1995 at the State Engineer's Office and have been with the Public Service Commission since 2000 and currently hold the position as IT Manager.



My aunt, Dolores Crock, was an ARMA member and encouraged me to join ARMA in 1997. ARMA has given me opportunities to increase my knowledge in many areas in records management and electronic records. I have attended ARMA International conferences over the years and have met wonderful people and have made long lasting friendships along the way. These individuals are wonderful to network with as well and ARMA has also given me the opportunity to gain knowledge about current issues that challenge the industry. I have held several board positions with our local Wyoming chapter including Secretary (1998-2000), Vice President (1999-2001 and 2005-2007), President (2001-2003 and 2007-2008), Education (2002-2003), Treasurer (2009-2010), Webmaster (2000-present) and Chairperson of the Board (2003-2005 and 2008-Present).



Northern Colorado Chapter



The Northern Colorado
Chapter of ARMA
Proudly Presents:

“Applying The GARP® Maturity Model To Your Organization”

With:

Nick De Laurentis
President
ARMA International

September 21, 2010
3:30 – 5:00 p.m.
Platte River Power Authority
2000 East Horsetooth Road
Fort Collins CO

RSVP:

Michelle Becker at MBecker@fcgov.com

By September 18th

Cost: FREE!

ARMA International 2010 Conference



The premier event in the records and information management field, ARMA International's 55th Conference & Expo, will be held November 7-10, 2010, at the Moscone Center West in San Francisco, Calif. It's never too early to start planning for the 2010 ARMA International Conference & Expo, which delivers the resources and tools you need to better govern your information. [Register online now!](#)

Real Solutions

If you want solutions to the challenges the records and information management profession faces today, such as developing automated accurate retention schedules or establishing a metadata framework, this conference is a must. The education and face-to-face networking opportunities offered by the conference are stellar. You'll find all the tools you need — including leading-edge education from the top thought leaders in their fields, as well as the best practices, tactics, and technologies — for governing records and information seamlessly throughout your organization.

ARMA Expo

See the industry's emerging technologies as the [ARMA Expo](#) hosts over 200 exhibitors serving the records and information management community. This is a one-time chance to visit with companies offering solutions for electronic content management (ECM), e-records solutions, e-mail management, compliance, and archiving solutions. The exposition is open November 7-8 and free to all attendees.

Where It's Happening

The 2010 ARMA International Conference & Expo is located in the heart of downtown San Francisco, at Moscone Center West. The San Francisco Marriott Marquis is the headquarters hotel, with the Parc 55 as an additional hotel. Close to Union Square, you can hop on a trolley to take in the breath-taking sights on the way to Pier 39 and Alcatraz. Chinatown, historic North Beach, and the Embarcadero are just a few blocks away. There are many excellent and ethnically-diverse restaurants and cafes close by to satisfy every taste. Plan on great food, coffee, and company —in addition to polishing your professional pedigree.

Follow the official ARMA2010 Twitter Feed and join the conversations on our virtual conference network: [ARMA iConference](#).

General Inquiries:

ARMA International
800.422.2762 / +1 913.341.3808

Conference@armaintl.org



ARMA International

Washington Policy Brief

News & Analysis of U.S. Legislation Affecting IM

Electronic Health Records Standards, Incentives Issued

The federal government issued new rules set to "reward doctors and hospitals for the 'meaningful use' of electronic health records," *The New York Times* reported. The Department of Health and Human Services said doctors and hospitals could receive as much as \$27 billion over the next decade to purchase equipment to computerize medical records. That is the carrot. Here is the stick: starting in 2015 "hospitals and doctors will be subject to financial penalties under Medicare if they are not using electronic health records."

New Privacy Rules Proposed to HIPAA

The Department of Health and Human Services (HHS) proposed new rules intended to strengthen the privacy of health records in a notice issued July 8, 2010. "To improve the health of individuals and communities, health information must be available to those making critical decisions, including individuals and their caregivers. While health information technology will help America move its health care system forward, the privacy and security of personal health data is at the core of all our work," Kathleen Sebelius, secretary of HHS, said.

"Added to current rules are provisions about individual rights and protections when third parties handle individually identifiable health information," *Occupation Health & Safety* reported. The new rules modify the Health Insurance Portability and Accountability Act (HIPAA) by:

- ✦ Expanding the rights of patients to access their information
- ✦ Restricting some types of disclosures of protected health information to health plans
- ✦ Requiring business associates of HIPAA-covered entities to be under most of the same rules as the covered entities
- ✦ Setting new limitations on the use and disclosure of protected health information for marketing and fund-raising
- ✦ Prohibiting the sale of protected health information without patient authorization



ARMA International

Canadian Policy Brief

News & Analysis of Canadian Legislation Affecting IM

Facebook to Face Up to Privacy, Commissioner Says

September 07, 2010

A year after warning the company that it was operating outside Canada's privacy laws, Privacy Commissioner Jennifer Stoddart told Facebook it is time to comply. In July 2009, Stoddart gave the company one year "to change or face being hauled before a federal judge to compel it to provide users with more detailed control over their personal information and to curtail the access of outside software and website developers to their data," the Vancouver Sun reported.

According to the article, the changes Facebook had made in the previous year had brought it into compliance with Canadian privacy law, the company contended. The Canadian Internet Policy and Public Interest Clinic, who launched the privacy complaint, conceded that Facebook had increased transparency in some key areas, but disagreed with the company's overall assessment that it was in compliance.

Canadian Med School Applicants' Biometrics Stored in the U.S.

September 07, 2010

Jennifer Stoddart, Canada's privacy commissioner, asked the Federal Court to compel a test administration company to stop collecting and storing the fingerprint images of Canadian medical school applicants. The court filing also accused the Association of American Medical Colleges (AAMC) of violating Personal Information Protection and Electronic Documents Act. The AAMC administers the Medical College Admission Test (MCAT) for schools in both the United States and Canada.

AAMC uses biometric identity verification to prevent cheating. The problem is, according to a story in the *Ottawa Citizen*, "the fingerprints and photographs of Canadian students who write the MCAT in Canada — even if they plan to attend medical school in Canada — could later be accessed by U.S. authorities under the Patriot Act."

The article continued: "Because the records are retained in a warehouse in the U.S., the anti-terrorism law could allow American authorities access to fingerprints — even if the students were from Canada and had applied only to Canadian schools." What's more, the AAMC says "it retains the electronic data for 10 years."

Stoddart's court filings said the AAMC agreed to make changes but has not stopped collecting the biometric data. She is, according to the article, "asking the court to order AAMC to develop an alternative procedure for verifying the identity of people registering for the MCAT in Canada that does not involving collecting fingerprints."

A Matter of Record...

1892

The first night football game in the United States was played in Mansfield, Pennsylvania. The game was between Mansfield State Normal School and Wyoming Seminary¹ (Kingston, PA).

The game was called at the end of the first half (due to fog and poor lighting) and was followed by fireworks both on and off the field. 'Sem's' team manager, J.H. Race, was the umpire and Mansfield's Smith the referee. Wyoming accused Mansfield of using ineligible players, and the officiating was controversial.²

The world's first night football game ended bitterly in a 0-0 tie.²



¹coolquiz.com/trivia/history

²1890weekend.com/

From Wyoming State Archives...

The Photography of Thomas G. Carrigen - 1896-1967



North Side of East Second Street
CASPER, WYOMING
C-192
T. CARRIGEN

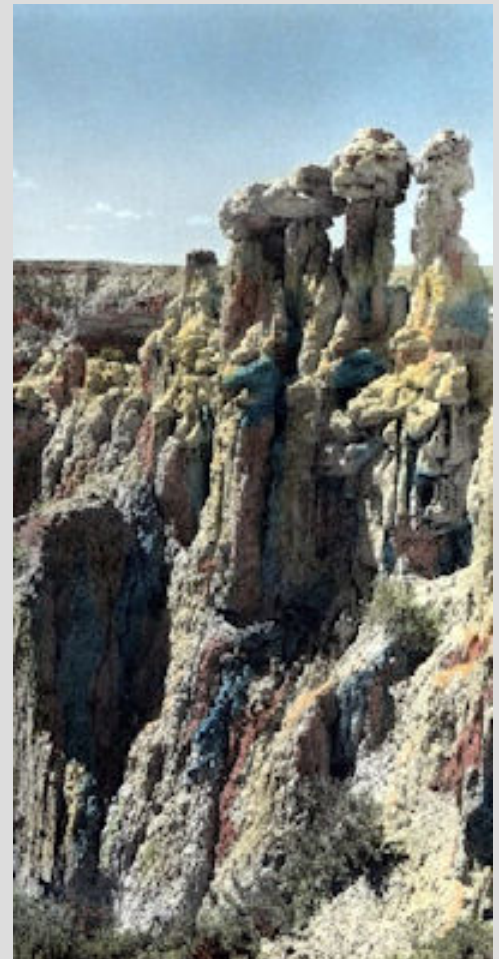
2nd and Center Street

machines in Casper he took a job as a draftsman. In 1921, Carrigen married Eva Woodhams in Denver and returned to Casper to work as a projectionist at one of the local motion picture theatres.

In 1922, he opened a photography business in Casper. Operating the studio as a family business Carrigen worked together with Eva and daughter Eleanor for more than thirty-five years. During that time Carrigen amassed a large collection of images that included studio portraits, high school graduation photographs, social events, businesses, and natural and cultural landscapes. Carrigen suffered a stroke in 1958 ending his career and died in 1967.

The Thomas G. Carrigen Collection contains approximately 30,000 images. Carrigen's work is an amazing representation of a self-trained professional photographer. His photographs are also a significant record that illustrates the evolution of the city of Casper. The cultural landscape images capture the energy and development of an oil producing city and its citizens through the early to mid twentieth century.

Tom Carrigen was born on February 20, 1896 in East Chicago, Indiana and moved to Denver as a child with his family. After graduating from North Denver High he attended the University of Denver. With America's entry into World War I, Carrigen served in the U.S. Army for two years. Following the end of the war he became a traveling salesman selling washing machines. After being fired demonstrating washing



Hell's Half Acre

Just for Fun!

This word find puzzle contains words associated with Records Management. Words will appear across, down, or diagonally and can be either forward or backwards. Once you have located a word, circle that word. Keep in mind that part of that word may be used with another word. (Not an online puzzle.)

C	G	N	I	G	A	M	I	L	A	T	I	G	I	D
U	K	G	I	S	F	A	G	B	G	T	N	D	I	S
D	R	J	W	Q	P	S	M	R	W	I	C	I	S	E
S	U	N	C	H	C	P	O	W	K	O	I	H	M	L
D	T	C	S	A	C	U	L	N	M	A	L	T	E	I
W	X	S	N	S	P	A	A	Z	M	I	E	M	T	F
K	V	X	I	W	N	B	X	D	D	X	B	Y	S	E
M	J	W	A	V	E	U	O	E	T	L	K	C	Y	G
G	X	R	C	N	I	F	A	F	D	K	U	B	S	A
F	E	H	I	O	A	H	I	L	J	S	J	U	L	M
M	C	L	P	I	R	L	C	X	G	M	X	B	I	I
W	N	N	I	L	E	B	R	R	H	D	V	G	A	U
O	C	M	M	S	S	V	A	O	A	E	E	D	M	W
S	R	E	G	A	N	A	M	S	D	R	O	C	E	R
D	M	A	G	H	Q	I	T	S	I	E	G	V	D	S

Word List

- | | | | | |
|-------------------------|-------------------|------------------|-----------------------|-------------------|
| RECORDS MANAGERS | ARCHIVISTS | EIS | SCAN | TEXT FILES |
| IMAGE FILES | EDMS | LAN | ONLINE BANKING | EDI |
| DIGITAL IMAGING | GIS | GROUPWARE | IT | ODMA |
| EMAIL SYSTEMS | CORBA | DCOM | AIIM | DMA |

Preparing for the CRM Examination - A Handbook**Institute of Certified Records Managers****October 2007****Section 3 - Sample Examination****Part 2****RECORDS CREATION AND USE**

1. _____ is the part of the litigation process in which opposing parties exchange relevant documents, testimony, and other information.
 - a. Investigation
 - b. Disposition
 - c. Transmission
 - d. Discovery
 - e. Compilation

2. One advantage of using written policy manuals is:
 - a. innovation is discouraged.
 - b. training new staff is no longer required.
 - c. employees can function freely within the framework of a policy.
 - d. a status quo may be established that resists change.
 - e. emphasis can be placed on adding resources.

3. A permanent directive remains in effect until:
 - a. cancelled or superseded.
 - b. a new director is hired.
 - c. a termination date is reached.
 - d. a merger of companies takes place.
 - e. it causes problems.

4. One objective of forms management is:
 - a. use only legal-size paper.
 - b. eliminate legal paper.
 - c. eliminate unnecessary forms and combine forms where possible.
 - d. establish a stock control system to eliminate storage.
 - e. automate all forms to process electronically.

Answer Key: 1) d 2) c 3) a 4) c



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:

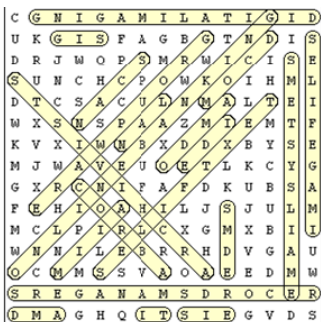
http://wyoming.gov/state/wyoming_news/general/general.asp

To check out other ARMA Chapters:

<http://arma.org/chapters/index.cfm>

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Answers to Word Quiz on Page 12



Wyoming Chapter of ARMA International

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To our Members and Colleagues: