



# The Western RIM



Newsletter of the Wyoming ARMA Chapter  
March 2007

<http://www.armawyoming.org>

## Pres Talk



If you're like me and wait for the last minute to register for our chapter's March 6<sup>th</sup> workshop, there is still time. The title of the workshop is: *The Role of IT and Records Managers In Managing Electronic Records: Capturing Content Management*. Not only is this a good workshop we will be having our Silent Auction as well.

It looks like we will have a very good assortment of items to bid on this year. There is everything from pizza dinners to theater tickets to overnight stays at a guest

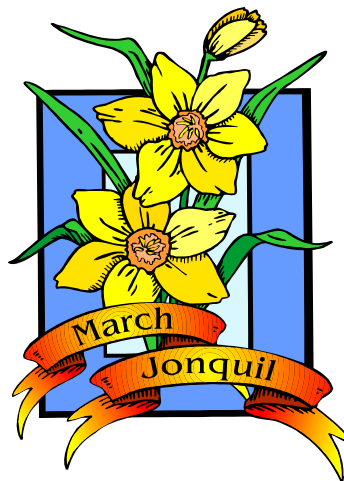
ranch. The proceeds from the auction will go to help support our education scholarship program. Each year this program is able to provide one or two scholarships to deserving Wyoming high school or college students who are in a RIM or IT oriented program. Last year we were raised nearly \$1,000 for the program and were able to provide two scholarships. The bidding will start in the morning and finish at the end of our lunchtime. We are very fortunate to have such a supportive community and such great members who take the time to visit with the businesses and ask for the items. Thanks to all!!!

There are a number of other workshops coming up in April and May. Information about upcoming workshops are



in this month's newsletter. More information will be coming out shortly on the others. We are fortunate to be partnering with the State Historic Records Advisory Board, SHRAB, for two RIM workshops. The first is the end of April, during Records Information Management Week, and will have Dr. Mark Langemo, CRM, as the presenter.

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### Board of Directors

- President  
Rich Wilson
- Vice-President/Webmaster  
Donna Crock
- Treasurer  
Ramona Christensen
- Secretary  
Pat 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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## **Wyoming ARMA Chapter Annual Workshop**

***"Dinner Get-Together March 5, 2007"***

***Where: Snake River Pub & Grill***

***115 W. 15th Street at the Historic Train Depot, Cheyenne, WY***

***When: Monday, March 5, 2007, 2007***

***Time: 6:00 p.m.***

***Come socialize with WY Chapter ARMA members and workshop attendees the evening before the annual workshop. Guests are welcome too. We will ordering off the menu.***

***RSVP to Kristy Anderson***

***(307) 637-6346***

***[kanderson@cheyennecity.org](mailto:kanderson@cheyennecity.org)***



# Finding Solutions: Teamwork for IT and Records Management

**March 6, 2007**  
**8:00 a.m.—4:30 p.m.**  
**Hitching Post Inn**  
**1700 West Lincolnway**  
**Cheyenne, WY**

**Wyoming Chapter of the Association of  
Records Managers and Administrators**

## **Capturing Content Management and other RIM dilemma's .....**

This is an opportunity to hear one of the industry's most current and recognized speaker's, Jesse Wilkins. He knows and most importantly, shares today's requirements for a successful RIM and IT partnership. Mr. Wilkins is energetic and interesting.

In this workshop, Jesse will identify and share successful Electronic Records Management (ERM) implementation, including the processes and technology issues. He will step you through the specific roles records managers and IT play in today's vast world of Records Management as well as define 'capture', why it is so important to ERM, and share techniques to provide information and data integrity. Jesse will walk through a typical capture workflow and identify the key considerations for implementing and optimizing a capture process.

Finally, Jesse will share why we need to know about Instant Messaging, Blogs, Wikis, and RSS, and why record issues associated with these information systems must also be managed.

### **Presenter: Jesse Wilkins**

Jesse Wilkins has worked in the RIM industry for 11 years, most recently as a Principal with IMERGE Consulting in Denver, Colorado. He is a member of the ARMA Mile Hi Denver Chapter and President of the AIIM Rocky Mountain Chapter. His areas of expertise include needs analysis; requirements definition; process analysis; project management; email management; digital preservation; document imaging; collaborative tools; electronic records management; policy and procedures development; procurement; and system implementation. He is also active in ARMA, serving as Chair of the Glossary Task Force and a member of the Competencies Task Force, the Member Relations Committee, and on the 2003, 2004, and 2006 Program Committees.

\$135 Non-ARMA Member  
 \$100 ARMA Member  
 \$55 Full time Student  
 w/valid ID

For information please contact: Rich Wilson. 307-777-5586  
 ([rwilson2@state.wy.us](mailto:rwilson2@state.wy.us)) or Donna Crock, 307-777-5751  
 ([dcrock@state.wy.us](mailto:dcrock@state.wy.us))

Or check the WY ARMA Chapter Website: [www.armawyoming.org](http://www.armawyoming.org)

# January 2007 Board Meeting Minutes

**WYOMING CHAPTER  
Association of Records Managers  
& Administrators  
Municipal Building, 2101 O'Neil  
Ave-Rm. 208, Cheyenne, Wyo-  
ming  
Board Meeting Minutes  
January 23, 2007, 11:40am**

**Members Present:** Kristy Anderson, Ramona Christensen, Donna Crock, Wendy Kinkade, Pat Newbern, Tim Tyler, Rich Wilson, Barb Thomasee.

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

**Minutes:** Donna Crock moved to accept the Minutes of the December 19, 2006 Board Meeting and the January 17, 2007 General Meeting, as submitted. Motion seconded by Wendy Kinkade. Motion Carried.

**Treasurer's Report:** Ramona Christensen presented the January 2007 Treasurer's Report with checking account deposits of \$411.00, disbursements of \$737.98, and a balance of \$2,200.94. Term Share accounts Investment total were \$10,595.83, for a current total balance ending January 23, 2007 of \$12,796.77. Donna Crock distributed the final details from the Member Holiday Charity. The chapter collected \$710.00 in gift cards and monetary donations. Tim Tyler moved to approve the chapter absorbing the \$10.33 difference for the charity for items that were purchased for the family. Motion seconded by Kristy Ander-

son. Motion carried.

**Committee Reports - Education:** Barbara Thomasee had no new activity to report.

**Membership:** Tim Tyler reported on membership. He advised Sue Laymen, with the Cheyenne Police Department, would be taking over Vicki Seals membership since she was retiring, and Vicki would become a retired member. Tim stated he would be sending a new member packet to Sue that includes a copy of our Chapter Bylaws and Constitution as well as a chapter pin.

**Newsletter:** Rich Wilson will be getting his president talk information to Donna Baur.

**Programs:** It was noted there would not be a program in February or March due to the proximity of the Chapter's annual seminar scheduled for March

6th which would constitute the program for both months. Ideas for the April program were discussed. Wendy Kinkade will contact Cindy at United Blood Services to arrange our next meeting to discuss their records program.

**Web Site:** Donna Crock will be updating the website with the seminar information and will place the fill-able form for registrations on the website.

**Old Business:** Wendy brought up a request from a vendor for our March Seminar.

Because of the Board's previous decision to not include a 'vendor show', it was agreed that Wendy would contact the vendor and let him know to attend would be the same as other attendees (\$135.00), and should he determine he would like to attend as a vendor, Kristy will contact vendor members to let them know of a vendor attending and options should they care to do the same as a vendor and not solely as an attendee.

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WYOMING CHAPTER ARMA TREASURER'S REPORT January 2007	
<b>Beginning Balance Checking Account 12/19/06:</b>	<b>\$ 2,527.92</b>
<b>Ending Balance Checking Account 1/23/07:</b>	<b>\$ 2,200.94</b>
<b>Balance Term Share Account #4396</b>	<b>\$ 5,260.12</b>
<b>Balance Term Share Account #10412</b>	<b>\$ 4,000.00</b>
<b>Share Savings Account</b>	<b>\$ 1,335.71</b>
<b>Total Ending Balance 1/23/07</b>	<b><u>\$ 12,796.77</u></b>
<b>Prepared By: Ramona Christensen, Treasurer, Wyoming Chapter of ARMA</b>	



# January Board Meeting Minutes

Continued from page 4

Discussion followed on whether to continue with the policy of allowing board members to attend the seminar at no charge, and allowing the agencies providing assistance with copying handouts, postage for mailings, printing of brochures, badges and certificates, to be allowed a reduced price for a certain number of attendees from that agency. Donna Crock moved that all Board members be allowed to attend at no charge, City of Cheyenne be allowed 2 attendees at the reduced rate of \$55.00, the County to receive 1 attendee at the reduced rate of \$55.00, and Archives to receive 1 attendee at the reduced rate of \$55.00. (WYDOT waived the attendance of any other people at a reduced rate since they had 2 board members attending at no charge). Seconded by Kristy. Motion passed.

For Seminar Publicity, Wendy,

Kristy, Rich and Donna Crock will make contacts with LCCC, Television stations, newspaper, and various IT support organizations respectively.

Ramona reported she has already received five registrations and Rich will forward two more additional registrations he received.

Rich reported Bob Curtis has expressed an interest to assist with our Seminar. Donna Crock will be in touch with Bob to see if he would assist with the Silent Auction.

Donna Crock will E-Mail everyone a copy of the form and information for our Silent Auction, so we can all hopefully get out and obtain as many nice items as possible. Last year our Silent Auction proceeds allowed for us to fund a second scholarship.

Donna reported she would be getting the certificates and gift for Vicki Seals for her retirement.

**New Business:** There was no new business.

There being no further business, the meeting was adjourned at 12:40 p.m.

Next Board meeting will be held February 20th at 11:30 a.m., at the PSC (Hansen Bldg.).

Respectfully submitted by:

Pat Newbern  
Secretary



## **PRES TALK**

CONTINUED FROM PAGE 1

Dr. Langemo has a vast experience in records management and developed the RIM program at the University of North Dakota.

If you are new to the profession, this two-day workshop is very valuable to learn the basics of RIM.

In May, there will be a hands-on disaster recovery workshop conducted by experts in the field. This workshop will give you an understanding of what

goes into planning and executing a disaster recovery plan. It is better to be prepared for the disaster than to try to figure out what to do after it hits. We are very fortunate to have this training provided in Wyoming.

See you on March 6<sup>th</sup>,

Rich Wilson  
President





## Silent Auction - Scholarship Fundraiser

The Chapter's second Silent Auction will be held in conjunction with the Chapter's annual seminar on March 6, 2007. Last year we raised almost \$1,000.00 which allowed us to award two \$500 scholarships. The Silent Auction is a fund-raiser for the Chapter's Scholarship Fund that was established for the purposes of financial assistance to the recipient toward the records and information management profession. This year we awarded two \$500.00 scholarships. Funds are raised during the chapter's annual seminar by means of a silent auction.

This year we are asking our members to gather donated items to be auctioned off. We ask that each member obtain at least one item for the auction. If each member takes a moment to gather (or make) just one item, we'd have over 30 items in our auction. I can tell you from last years experience that the auctions can be really exciting as attendees try to get the last bid in on their favorite item. Some ideas of donated items include dinner certificates, blankets, gift baskets, jewelry, tanning appointments, ceramics, books, pictures, artwork, wreaths, pen sets, massages, tote bags, caps, sweatshirts, etc.

You can mail your item or drop it off at the Wyoming Public Service Commission office at: 2515 Warren Avenue, Suite 300, Cheyenne, WY 82002 or contact one of the board members to make other arrangements.

We will be sending out an Auction Inventory sheet file in an e-mail message that can be used to help seek donations. Please complete one sheet for each item being donated. We will also have a supply of the forms at the seminar.

Thank you in advance for your support of the scholarship fund. Let's all do our part to help out individuals who are interested in records and information management.

Please don't hesitate to e-mail or call me with any questions you might have. We hope to see all of you at the next chapter meeting and at the seminar.

Donna Crock, Vice President  
Wyoming Chapter of ARMA  
dbcrock@state.wy.us  
307-777-5751



## NEW MEMBERS CORNER

**Sue Layman**

Where do you live?

Cheyenne, WY

Where do you work?

Cheyenne Police Department

What is your position?

Records Supervisor

How does it relate to Records Management?

My position includes management of all Departmental Records.

How long have you worked in your position?

I have been in my current

position for 2 years and prior to that I was in Dispatch for 14 years.

What do you like about your job?

The most enjoyable thing about my job is the variety of things I do each day. It keeps me on my toes.

Why did you decide to join ARMA?

I joined ARMA as a result of Vick Seals retiring.

What do you hope to get through your affiliation with ARMA?

I enjoy what I have done with ARMA so far and expect to learn more as time goes on. I know that I have a lot to learn and I am sure that ARMA will be very beneficial to me.

Do you have a family?

Yes, I have a wonderful and very supportive husband, Dennis, 5 wonderful children and 4 fantastic grandsons.

Do you have any hobbies?

In my free time, I enjoy spending time with my family camping, motorcycle riding and spoiling the grandchildren.





# Scholarships

**The Wyoming Chapter of ARMA is offering two scholarships for the forthcoming school year, beginning August 2007. The scholarship opportunities relate to enrollees at Wyoming community colleges or the University of Wyoming. One scholarship is offered each year and the second scholarship is offered as funds are available.**

## **Vicki Carroll Memorial - Business Scholarship**

**Available to:** Students currently enrolled in a WYOMING community college or the University of Wyoming in good academic standing who are pursuing a career in office systems/business/records management or a student who is currently a senior in a Wyoming High School with a GPA of 2.5 or higher who will be pursuing a career in business, records and/or information management and will be enrolled as a full time student (minimum of 12 credit hours) at a Wyoming community college or the University of Wyoming in the fall 2007 semester.

**Provided by:** Wyoming Chapter Association of Records Managers and Administrators

**Number of Awards:** One - Vicki Carroll Memorial - Business Scholarship (offered each year); Second - Business Scholarship (offered as funds are available)

**Value:** Tuition only for one semester or \$500 whichever is less.

**Selected by:** Donor

**Information:** Applicant must provide a transcript that shows successful completion of at least one 3-credit-hour course in records and/or information management or if you are a high school senior provide transcript showing GPA of 2.5 or higher. If currently enrolled in a records and/or information management course, please provide a statement from the instructor indicating successful completion to that point in the semester. Submit completed application to the college Financial Aid Office by the deadline, April 2 or if you are a high school senior mail completed application post-marked by April 2 to:

**Wyoming Chapter of ARMA  
Attn: Education Chair  
P.O. Box 474  
Cheyenne, WY 82003**

The Application Form is available at [www.armawyoming.org/scholarship.htm](http://www.armawyoming.org/scholarship.htm) to fill out on-line and print to submit to the above address.



Northern Colorado Chapter  
Association of Records Managers & Administrators

## **Managing Ourselves, Employees and Data**

***The Northern Colorado ARMA Chapter is hosting a spring seminar  
April 20th in Fort Collins, Colorado***

***The morning will feature Michele Faris discussing the top ten big mistakes employees make at work.***

***In the afternoon, John Mallery will present on terminated employees, corporate data and computer forensics.***

***For Information, please see <http://northerncoloradoarma.org>***

**Contact:**

***Nancy Freeman, Records Manager/Archivist***

***National Wildlife Research Center***

***4101 LaPorte Ave.***

***Fort Collins, CO 80521***

***(970) 266-6023***

***[Nancy.a.freeman@aphis.usda.gov](mailto:Nancy.a.freeman@aphis.usda.gov)***



# Don't let your records go up in smoke

## Expecting the Unexpected Disaster Preparedness & Effective Response Procedures

with expert Barbara Moore

May 7, 2007

The Training Center, Room TC-112, Laramie County Community College, 1400 East College

You are invited to attend a day seminar on ...

### Expecting the Unexpected: Disaster Preparedness & Effective Response Procedures

Planning for a disaster is a difficult task for staff members of libraries, archives, and government agencies who are busy with their daily work. This one-day workshop will help with the planning process by focusing on preparedness using dPlan™, a free online disaster planning tool developed by the Northeast Document Conservation Center.

You will first learn how to assess risks to your collection, and how to lessen the likelihood of an event that causes them damage. Next, the contents of an emergency plan will be explained, and participants will leave the workshop with concrete knowledge (and a template) for how to write a successful plan. In addition, we will discuss effective response procedures, including interaction with first responders (fire, police), FEMA, and the Wyoming Office of Homeland Security.

The workshop will also introduce you to the pros and cons of different drying methods (air drying, freeze drying, etc.). A "water emergency demonstration" will give you an understanding of the techniques used to salvage wet books and documents, as well as the supplies that you will need to recover from an event involving water.

**Registration fee: \$15 (includes lunch and handouts).**

**Deadline: May 2, 2007 (limited seating).**

**Event sign-in at 8 a.m.**

To register by e-mail ... [tadams@state.wy.us](mailto:tadams@state.wy.us)

By phone ... (307) 777-7035

By fax ... (307) 777-7044

**About the speaker:** Barbara P. Moore studied conservation at the University of London, and has headed conservation laboratories at the Pitt Rivers Museum in Oxford, England, the Arizona State Museum, the Peabody Museum at Yale University, and the Strong Museum, Rochester, NY. She works now as a consultant for museums, archives and other cultural institutions

**Preparing for the CRM Examination - A Handbook**

**Institute of Certified Records Managers**

**April 2002**

**Section 3 - Sample Examination**



**Part 3**  
**RECORDS SYSTEMS, STORAGE, AND RETRIEVAL**

**1. An advantage of a minimal index is:**

- a. reduced indexing costs.
- b. reduced indexing errors.
- c. decreased refile time.
- d. reduced search time.
- e. decreased file volume.

**2. The most logical indexing arrangement for names, places and things is:**

- a. hierarchical.
- b. alpha-numeric.
- c. phonetic.
- d. alphabetical.
- e. numerical.

**3. A computer-assisted retrieval system uses the computer to \_\_\_\_\_ records.**

- a. digitize.
- b. locate.
- c. read.
- d. modify.
- e. transcribe.

Answer Key: 1) a    2) d    3) b

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March 2007



*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](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:**

Wyoming Chapter of ARMA  
Assn. Records Mgrs & Admin Intl.  
PO Box 474  
Cheyenne WY 82003