



The Western RIM

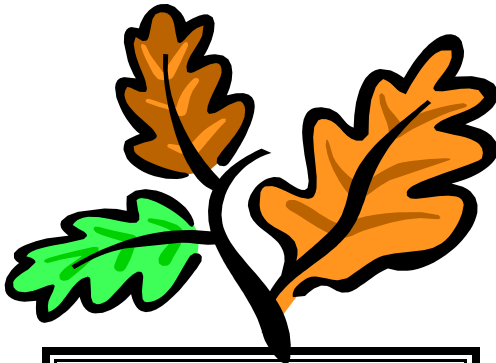


Newsletter of the Wyoming ARMA Chapter

www.armawyoming.org

OCT 2001

Welcome Back!!



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Chairman of the Board
Jess Sheely

Newsletter
Rich Wilson



October Chapter Meeting

When: October 11, 2001

Time: 11:30 p.m. – 12:30 p.m.

Where: 2600 Missile Drive, Cheyenne, WY

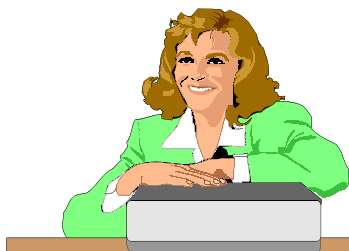
Program: Tour of Magic City Recycling Center

Mr. Bill Cushing will be conducting the tour. He has been working for Magic City since 1989. Mr. Cushing is the Contract Manager and is in charge of all recycling and custodial contracts. The tour will give users of Magic City's services an opportunity to see how their obsolete records are recycled.

Lunch will be on your own.

Please RSVP to Wendy Kinkade by 5:00 p.m. on October 9th.

e-mail: wkinkade@cheyennecity.org or phone: 637-6329.

Pres Talk...

First I would
like to say my

sympathy and my condolences go out to all those directly affected in New York and Washington, D.C. I have watched in shock, like the rest of you, as this disaster unfolds into world history. We are Americans and we must stick together and carry on. The chapter has made a contribution of \$50 to the Red Cross to help those that have been affected in the tragedy in New York City and Washington, D.C.

As you read this article, Jess Sheely and I will be in Montreal at the ARMA International Annual Conference. As always we will be searching for a speaker and topics for our annual seminar in February. If anyone has ideas for the seminar please let one of the board members know.

I would like to welcome Cindy Nelson, who is an Administrative Assistant for S F Phosphores, LC in Rock Springs. It is good to see that we are getting new members from around the state. Our membership is currently at 30 members. If you know of any potential members please let Debbye Lathrop, Membership Chair, or any one of the board members know so we can get them a package.

The Membership Committee will be mailing an announcement of our next chapter meeting to records officers of several state agencies.

I would like to thank Wendy Kinkade for organizing our Programs for the chapter year. We have a great selection to choose from. Our next program will be a tour of Magic City to tour the recycling center. I hope to see you there.

The board is currently in the process of updating our chapter brochure. I would like to thank Vicci Carter

for volunteering to do these updates.

The weather has been wonderful. Enjoy it while you can, because winter is just around the corner.

Donna

**Wyoming Chapter
Association of Records Managers and
Administrators
Chapter Meeting - September 14, 2001
Kick-Off Picnic**

Members Present: Jess Sheely, Rich Wilson, Tony Adams, Dolores Crock, Vicki Carroll, and Donna Crock

Guests: Shirley Sheely, Sue Wilson, Julia Adams, Dale Crock, Tim Carroll, and Eric Crock

The fall Kick-Off Picnic was held at the home of Donna and Eric Crock. Donna Crock donated the Hamburgers, Bratwurst, Chicken, buns, condiments and plates, napkins and utensils. Each member carried in a side dish.

Everyone reflected on the tragedies that have been happening in our country and also showed their patriotism by wearing red, white, and blue.

Submitted by:

Donna Crock President

WYOMING CHAPTER
Association of Records Managers & Administrators
Holland & Hart; Cheyenne, Wyoming
Board Meeting Minutes
August 28, 2001, 11:30am

Members Present: Kristy Anderson, Vicci Carter, Ramona Christensen, Donna Crock, Ann Halter, Wendy Kinkade, Debbye Lathrop, Kathy Murphy, Jess Sheely and Rich Wilson.

Minutes: Kristy Anderson, seconded by Rich Wilson, moved to approve the June 26, 2001 Board meeting minutes. Motion carried.

Treasurer's Report: : Kristy Anderson presented the June 2001 Amended Treasurer's Report showing a balance of \$13,891.60 and the July/August Treasurer's Report showing a balance of \$13,439.70 which includes term share accounts. Jess Sheely, seconded by Vicci Carter, moved to approve the reports as presented. Motion carried. Kristy explained The Group Return 990 Form is the end of the year form that is turned in to the ARMA Headquarters. The form lists our accounts and what balances we have in each one. Kristy also mentioned that Vicci Carter and Ramona Christensen audited the books for 2000-2001 and everything is in order.

The signature card needs to be updated with Vicci Carter's signature. Kristy prepared a letter for Donna's signature requesting to add Vicci Carter to the signature card at the bank and remove Jess Sheely's name.

COMMITTEE REPORTS:

Education: Ann Halter announced that the scholarship check for \$500.00 has been sent to LCCC for the fall semester for Julie Baker. Julie is registered for the fall semester.

Membership: Donna Crock gave an update of membership, reporting that there are 29 members in the Wyoming Chapter. Vicci Carter transferred all membership materials to Debbye Lathrop, including packets for potential new members.

Programs: Wendy Kinkade announced several possibilities for programs for the year. She plans to e-mail the list to Donna Crock to review. Among the suggestions, was a Magic City Tour and Recycle Center. Wendy plans to check into this further for a possible program for October.

Public Relations: Wendy Kinkade plans to e-mail her contact list to Kathy Murphy.

Newsletter: Rich Wilson announced that there will be an article on SIM (Strategic Information Management) in the newsletter.

Web Site: Donna mentioned our web site which is www.armawyoming.org. Donna wants to update the site with our chapter activities. If anyone has any ideas, please let Donna know so she can add to the web site.

OLD BUSINESS:

September 18 Denver Meeting: Jess Sheely and Rich Wilson plan to

attend the program "Exploring Our Visual Future" featuring Terry Coan as the guest speaker. The program will be held at the Denver Radisson from 3:00pm to 6:00pm. This session will address the business needs of the 21st Century organization, and discuss how ARMA, by adding a new dimension to the organization, called "Strategic Information Management," can help members position themselves as key strategic players. Jess Sheely explained that attendant to this concept is a "for profit" arm called "Strategic Information Institute," which has generated a lot of discussion among ARMA members.

NRIMW Proclamation Committee and Archive Retention

Schedule: Jess Sheely asked what the board wanted to do with the proclamations from the Governor and Mayor on National Records and Information Management Week. How long should we keep them? Vicci Carter, seconded by Kathy Murphy, moved to keep the proclamations permanently. Motion carried. Donna Crock will update the retention schedule and distribute the schedule at the next board meeting. The proclamations will be kept with the President's records.

Membership Committee: Kristy explained the committee goals to Debbye Lathrop. The board decided to hold off until the beginning of this chapter year to pursue this issue. Debbye will get with the committee members to discuss this issue.

NEW BUSINESS:

Beginning of Chapter Year Picnic: The picnic will be held on September 14 at the home of Donna Crock. Details will follow in the newsletter. Vicci Carter, seconded by Jess Sheely, moved to approve the Chapter purchase meat, condiments, buns and soda for the picnic. Motion carried.

ARMA Intranet UserID and Password: Donna Crock discussed the web site for ARMA International which is: <http://www.arma.org/intranet>. There are many useful areas on the web site under the Chapter Presidents. The board members were encouraged to use this site for their various positions within the board.

Announcement on Workshop: Rich Wilson will be conducting a workshop sponsored by WAM (Wyoming Association of Municipalities) and Wyoming State Archives on electronic records and how to handle them. The workshop will be held in Cheyenne on October 1. Other workshops will be held in Rock Springs, Worland, Gillette and Casper. For more information on this workshop, contact WAM at P.O. Box 3110, 300 East 8th Ave., Cheyenne, WY 82003, phone 307-632-0398 or e-mail gnewman@wyomuni.org.

Meeting was adjourned at 12:30pm.

Submitted by,
 Ramona Christensen, Chapter Secretary



New Member Focus

Cindy Nelson is a new Rock Springs member of our chapter. She is an Administrative Assistant to the Vice President of Operations at S F Phosphates, LC. Her responsibilities include project management, records management, employee and public relations, travel planning and office supplies procurement. Cindy started in the mailroom when Chevron owned the facility, has worked as an HR Assistant for 6 years, a Training Assistant for 1 year, and has served as Administrative Assistant. for 3 years.

Cindy, while researching her parent companies' records management policies and procedures, met Fred Pauls, an ARMA member residing in Boise. Fred suggested she consider joining. This is Cindy's first experience with ARMA.

She is a member of IAAP (International Association of Administrative Professionals) and has served as the local chapter Treasurer, Vice President and President. Cindy is also a member of Sweetwater Business and Professional Woman and has served as Recording Secretary and President. She also spends quite a bit of time as a Cub Scout and Girl Scout Leader.

Cindy's support of the Scouting programs allows her to spend more time with her son, Christopher (8), and daughter, Anna (11). She is also trying her hand at coaching soccer this year. Cindy loves to read, travel, cross stitch, and enjoys singing and listening to music.

Cindy married George "Scott" Nelson in 1990. Their two children are their pride and joy, not to mention the cause for many sleepless nights while planning for college tuition! They also have a 2-year-old Chinese Pug named Sugar. Cindy's in-laws live in Rock Springs. Her father-in-law, Bud Nelson, is currently a member of the Wyoming House of Representatives, and Cindy's mother-in-law continues her career as a successful mother, grandmother and homemaker.

Cindy's mother, Patsy Colton, lives in Salt Lake City and is excitedly awaiting the 2002 Winter Olympics.

ARMA on the Web

If you have not visited the ARMA website <http://www.arma.org/> recently, it might be worth your time to see what is in the future for ARMA. The ARMA board is moving forward with an initiative called Strategic Information Management (SIM) and The Strategic Information Institute (SII). This initiative is a for profit sub-organization of ARMA. You can learn more about SIM and SII at http://www.arma.org/about/sii_faq.cfm

Also on the ARMA site is a member forum for the discussion of issues within our organization. You may want to checkout the InfoPro Magazine online at the site. ARMA has a number of member services and an online bookstore with discounts for ARMA members. To use your member benefits, you need your Member ID number and a password.

If you are a member, but have never used one of ARMA's password-protected or password-enhanced Web features, a few simple steps are required for full functionality. NOTE: If you have entered a personalized password on any section of the ARMA site, you can use that password to access all member features.

- First, enter your Member ID number when prompted. Your Member ID number can be found on your Membership Certificate.
- Next, enter the following password: guest
- On the following screens, you will be asked to choose a new, personalized password

Keep your Member ID number and password handy, since you will be required to enter this information when requesting member discounts and member features throughout the ARMA Web site.

NOTE: This newsletter is now on our Web Site at <http://www.armawyoming.org/news.htm>

Recman Meets Judge Judy...

By Phil Wallace

Judge: Mr. Recman, are you telling me that you "aren't sure" you can provide all the records the prosecutor has asked for in the discovery?

Mr. Recman: That's correct your honor. We have several hard drives and several dozen compact disks which "may" contain relevant records, but we've erased the index information for those disks so we can't determine if they are relevant and if they were, we couldn't retrieve them with our current technology.

Prosecutor: Your honor, there are several firms, such as Computer Forensics in Seattle, which have been very successful in capturing and producing supposedly "lost" records from old floppy disks, tape drives, etc. It would be quite expensive for the defendant to do so, but it would meet the laws of discovery.

Judge: Mr. Recman, are you aware that in similar cases, I have ordered sanctions against companies which have not complied with my orders to produce evidence and that I have gone so far as to padlock and secure computers room and confiscate personal computers from companies that used excuses similar to yours?

Mr. Recman: Well, uh...yeah...yes, your honor, I've heard war stories like that at ARMA conferences, but I thought that sanctions would only be imposed for willfull non-compliance. What about the budget restrictions on our records management department?

Judge: Sir, from the court's perspective, why should it matter whether the contempt of court was prompted by willfull neglect, professional incompetence or miserly management?

Mr. Recman: Ummm...well...

Judge: That was a rhetorical question Mr. Recman, you don't need to answer. I'm sure that, even if your CEO has to pawn the company jet...by the way, I find for the complainant...your company will find a way to pay the

judgement. Case closed.

Need a Smile?

If a packet hits a pocket on a socket on a port, and bus is interrupted as a very last resort, and the address of the memory makes your floppy disk abort, then the socket packet pocket has an error to report.

If your cursor finds a menu item followed by a dash, and the double-clicking icon puts your window in the trash, and your data is corrupted 'cause the index doesn't hash, then your situation's hopeless and your system's gonna crash!

If the label on the cable on the table at your house, says the network is connected to the button on your mouse, but your packets want to tunnel on another protocol that's repeatedly rejected by the printer down the hall, and your screen is all distorted by the side effects of gauss, so your icons in the window are as wavy as a souse, then you may as well reboot and go out with a bang, 'cause as sure as I'm a poet, the sucker's gonna hang!

*When the copy of your floppy's getting sloppy on the disk, and the microcode instructions cause unnecessary risk, then you have to flash your memory and you'll want to RAM your ROM,
Quickly turn off the computer and be sure to tell your mom.*

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Websites of interest:

For weather information: www.weather.com

To refine a search: www.infoseek.go.com

For surfing assistance: www.about.com

For net newbies: www.suite101.com

***Copies and Paper provided
by
The Wyoming State Archives***

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