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Columbia/Jefferson City, Missouri
ARMA Chapter

Missouri Senate Proposes Adoption of UETA

*Craig Kelso, Electronic Records
Archivist*

As private industries and government agencies begin to conduct more business through electronic means, many states are beginning to pass laws that address the legality of electronic records and digital signatures. One measure that is having a national impact is the Uniform Electronic Transactions Act (UETA). The UETA was designed as a means of producing uniformity among states as to the legal validity of electronic transactions and establishing that digital signatures are as valid as paper signatures in most cases.

Senate Bill 220 seeks to add Missouri to the list of 23 other states that have adopted the UETA. The Bill will be known as the "Missouri Digital Signatures Act."

While this will help define legally binding electronic transactions for businesses and state agencies

in Missouri, the Act could also have an enormous impact on records managers as well. The Act and Senate Bill both have as an underlying principle that a ". . . record is content, not the media. A contract is still a contract and a signature is still a signature, regardless of the medium in which it is created or retained, and the legal rules that apply to these issues are still in place." (Cogar, 30).

"Section 12: Retention of Electronic Records; Originals" of the UETA is the section of greatest interest to records managers in any industry. This section asserts that electronic records are legally binding if the information in the record accurately reflects the information in the final draft of the document **and remains accessible for later reference**. The UETA does not specifically require that the structure and context of the record be maintained if it is not relevant to the document. This is a tricky proposition because determining how much information concerning an electronic record will be relevant

at a later date is almost impossible to know.

How much information to maintain and how to make electronic records accessible will be a topic of debate among records managers in Missouri and across the country for some time

See UETA page 2. . .

Our Next Chapter Meeting:

Tuesday February 20, 2001

Presentation:

Electronic Records

by

Marry-Ellyn Strauser, CRM
Regional Coordinator Midwest/Rocky
Mountain Region, ARMA International

Interpretive Center
Kirkpatrick State Information Center
Jefferson City, Missouri

3:30 – 5:00

For more details see:
www.showmearma.org

UETA con't. . .

to come. As the issues develop, the prospects for an increase in the amount of electronic records retained by businesses and agencies in Missouri will surely grow with the adoption of the UETA. The UETA provides a framework for addressing the legal issues associated with electronic records, and is a document all records managers in Missouri should become familiar with as the State Senate proposes to adopt the Act in the form of Senate Bill 220.

Want to know more about the UETA and Senate Bill 220? Examine the legislation for yourself on the Web. And for a more in-depth look at the impact of the UETA on records managers be sure and read Rae Cogar's article in the December issue of InfoPro.

Sources Cited:
Rae N. Cogar, J.D. "Uniformity via UETA." *InfoPro*. Vol. 2 No. 4. ARMA International. December 2000. p. 30-33. Senate Bill NO. 220. <http://www.senate.state.mo.us/01info/billtext/intro/SB220.htm>. (20 January 2001).

Uniform Electronic Transactions Act (1999). Drafted by the National Conference of Commissioners on Uniform State Laws. <http://www.law.upenn.edu/bll/ulc/fnact99/1990s/ueta99.htm>. (29 January 2001).

My Thoughts on the ARMA 2000 Las Vegas Conference

Willie M. Jones, UM Records Analyst

Las Vegas was great fun and all of the sites made it a time that I will long remember. The food, the Award's Banquet, and the people were all wonderful. However, there were some problems with the conference itself.

I found many of the sessions to be more complex and overly technical even for some who were veterans, and very difficult for anyone new to the Records and Information profession. Based on some of the information provided by speakers and their handouts, I see a need to offer some basic information on

making the transitions/changes in today's businesses.

We received much on the subject of change that must take place, but not enough on the types of changes and the implementation of the technologies driving those business trends. There seems to be a clearer picture on the issues surrounding the entire exploration of the future of business and information in the ARMA publications than what I heard from speakers at the 2000 Las Vegas Conference.

In an article in the December Infopro entitled "Exploring the Visible Future" Bill Tillman wrote; "*So, what do the 21st century and the New Economy hold for today's records and information management professional? The first step to*

answering that question is to gain a clearer understanding of the business trends that are – and will be affecting organizations."

From an insert in the same article, Mr. Tillman says, "*It is the control of business practices, not technology, which is driving the New Economy.*"

Personally, I would like to see future conferences address some of the initial challenges and applications for managing the ever-growing and ever-changing information flow. With the cost to individuals and their businesses for attending conferences in today's economy, we want more than to just be dazzled with the latest technology trends and how far big-money organizations have advanced.

President's Pen



Hello present and future members of the Mid-MO Chapter of ARMA. I can't believe how fast this year is going by. Our January 2001 meeting was a success. We toured the US Postal Distribution Center next to the Columbia Airport. I had no idea the volume of mail that is handled each day on such a short deadline. It makes me appreciate the service we receive from the

Postal Service. All attendees were in agreement that the recent penny increase in postage was well worth the money.

Planning continues for the Heartland RIM Conference. We should have brochures mailed soon. Looks like our speakers will provide a wide range of topics for the sessions this year. The committee has worked hard to make this year's conference a success. The change in setting to the Metro Kansas City area is bound to spark some interest and should bring in some more local attendees. Let's all think about potential attendees we can add to our mailing list for our seminar brochure as well.

A big thanks to Craig Kelso for putting together the newsletter, in addition, I would like to thank the board of directors for their hard work and thank the members of this chapter for their support and participation in our local meetings. We have a strong core group of members and with a little work, we can expand this even more!

Let's remember that this is *our* chapter and we will get back out of it what *we* put into it.

Will Masters
president

2000-2001 Board of Directors

President	Will Masters	573/751-2397
Vice President	Pam Bax	573/751-4219
Secretary	Marry-Ellyn Strauser	573/751-4502
Treasurer	Judy Benish	573/751-9402
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Board Member	Liz Connell	573/526-6927

Please feel free to call them any time you have any questions about ARMA.

Records Management Resources on the World Wide Web

Craig Kelso, Electronic Records Archivist

For individuals with Internet access at work, there is ample opportunity to get into trouble. With game, joke, and news sites, it's easy to be distracted at work (though I'm sure no one in our chapter has ever had that problem). However, the World Wide Web is also a great source for professional development.

Then you think, yea, but there are so many web sites with valuable information where do I begin? In an effort to help sort through the multitude of sites, the Mid-Missouri ARMA Chapter will begin a new feature of resources found by members or given to members.

So for those of you who enjoy surfing the net, or for those of you looking for a reason to start, here are some resources you might want to check out.



NARA Records Management
<http://www.nara.gov/records/>.

Submitted by Craig Kelso

This page gives you links to the National Archives and Records Administration's major initiatives, policies and guidelines, communications, and resources regarding records management. This is the site to check out if you are interested in what the Federal government is thinking about records management.

Virginia Tech

<http://www.rms.vt.edu/>.

Submitted by Craig Kelso

The Records Management homepage where you can get forms, retention schedules, contacts and learn more about their program.

Disaster Preparedness

<http://palimpsest.stanford.edu/bytopic/disasters/index.html>.

Submitted by Craig Kelso

Conservation Online's (COOL) Disaster Preparedness and Response Links. The hyperlinks on this page include agency disaster recovery plans, links to disaster recovery theory, and articles from some of the leading authors and organizations who concentrate on disaster recovery issues.

Ohio Electronic Records Committee

<http://www.ohiojunction.net/erc/>.

Submitted by Craig Kelso

"The Goal of the Electronic Records Committee is to draft policy for the creation, maintenance, long term preservation of and access to electronic records created by Ohio's state government." Site includes links to Electronic Records Management Guidelines, E-mail Guidelines, and subcommittees working on a variety of electronic records issues.

Introduction to Metadata

<http://www.getty.edu/gri/standard/intrometadata/>.

Submitted by Craig Kelso

This is a great site for anyone interested in learning more about metadata and how to incorporate it into electronic records. The articles are helpful in understanding what metadata is and how it works. The site includes a glossary of common terms and has a list of hyperlinks to organizations developing metadata standards.

Do you know of any websites that might be of interest to our ARMA chapter? If so, please submit the website, with a brief 2 to 3 sentence description of the content, to the editor so we can include it in future publications. We are looking for records management websites from various industries, on a variety of topics, and sites that are good examples of web presentations of records management material. Want to promote your own site, that's great too.

Test Your RIM Knowledge!

Marry-Ellyn Strauser, CRM

Are you a professional records and information manager or do you just play one on TV? Flex your gray matter here. These questions come from the December 2000 edition of *Info Pro*, the October 2000 edition of the *Information Management Journal*, and the ICRM's ever popular, *Preparing for the CRM Examination: a Handbook*. Good luck!




- 1) The major purpose of a records retention and disposition schedule is to:
 - a) retain records having continuing business and historical value.
 - b) restrict the use of filing equipment and space to the house of active records.
 - c) destroy records that have served their usefulness.
 - d) all of the above.
 - e) a and c above.
- 2) In his article entitled, "Exploring the Visible Future," Bob Tillman suggests that the future is bright for RIM professionals who are able to:
 - a) look at data and information not as knowledge, but as wisdom.
 - b) speak several languages so they can do business in the global economy.
 - c) dance, dance, dance.
 - d) interface with people in every level of the organization.
 - e) manage information as a product.
- 3) Which two record types represent the most volume of **stored** records?
 - a) correspondence and forms.
 - b) memoranda and data.
 - c) reports and forms.
 - d) reports and letters.
 - e) memoranda and reports.
- 4) The Life Cycle concept of a record is **best** defined as:
 - a) controlling reproduction of records.
 - b) controlling the creation, usage, maintenance, retention, preservation, and disposition of records.
 - c) controlling creation.
 - d) controlling disposition.
 - e) none of the above.
- 5) In the RIM world, ASPs are:
 - a) architecture simplified protocols.
 - b) application specific packages.
 - c) application service providers.
 - d) all of the above.
 - e) none of the above.
- 6) The primary objective of a vital records program is to:
 - a) prove to regulatory authorities that a program has been established.
 - b) establish which records should be transferred to the records center.
 - c) satisfy insurance requirements.
 - d) enable the organization to continue business in the event of a disaster.
 - e) establish record retention period criteria for the retention center.
- 7) According to David O. Stephens and Roderick C. Wallace, in the October 2000 *Information Management Journal*, there are 14 basic principles to electronic records retention. Which of the following statements **is not** one of those principles?
 - a) collect appropriate data that describe existing computer applications.
 - b) determine retention periods based on conceptually sound methodology and the medium on which the records are stored.
 - c) solicit data from applications developers by questionnaire.
 - d) determine whether data migration and deletion occur automatically.
 - e) retain e-mail under stringent records management controls.

- 8) The term “disposition” as defined in records management:
- a) includes by is not synonymous with the term “disposal.”
 - b) means destruction.
 - c) is synonymous with “disposal”.
 - d) relates only to paper records.
 - e) implies shredding.
- 9) All of the following benefits will result from a successful records management training program except:
- a) a boost in employee morale.
 - b) a decrease in employee mistakes.
 - c) an elimination of supervisory responsibility.
 - d) an increase work output.
 - e) an increase in work quality

- 10) When budgeting for a digital imaging system, you should include all of the following items except:
- a) IT labor.
 - b) user labor.
 - c) a contingency plan of at least 20% of the total cost of the system.
 - d) a Mercedes 4x4.
 - e) testing and documentation.

Answers:

- 1) d
- 2) a
- 3) a
- 4) b
- 5) c –see Julie Gable’s article in 12/00, *Info Pro*.
- 6) d
- 7) b
- 8) a
- 9) c
- 10)d –see Michael S. Adler’s article in the 10/00 *IMJ*.

TREASURER’S REPORT	
<i>Submitted by Judy Benish</i>	
	
Previous Balance October	\$ 4,276.39
Interest Rec’d /Bank	
Nov 2000	\$ 4.15
Dec 2000	\$ 4.22
Deposits:	
Membership Dues	<u>\$ 60.00</u>
	\$ 68.37
Disbursements:	
Best Western Meeting/Nov	\$ - 128.50
Postage & Envelopes	\$ - 47.56
Hotel Deville	<u>\$ - 301.99</u>
	<u>\$ - 478.05</u>
Balance Forward:	<u>\$ 3,866.71</u>

ARMA Bucks

What's more fun than an ARMA Bucks auction?
Earning the bucks, of course! To make it more fun and interesting during the Bidding Wars (yes, that's **wars** with a capital "W") your board has upped the ante.

Attend a Mid-Missouri meeting:
increase from \$100 to **\$125**

Write an article for the newsletter or web page:
increase from \$100 to **\$150**

Serve on the Mid-Missouri Board of Directors:
new item \$175

Chair a Mid-Missouri Committee:
increase from \$100 to **\$150**



Ways to Earn Bucks:

◆ Attend Mid-Missouri meeting	\$125
◆ Attend all monthly meetings	400
◆ Attend board meeting	25
◆ Bring a guest to monthly meeting	50
◆ Write an article for the newsletter	150
◆ Recruit a new member	500
◆ Serve on the Mid-Missouri Board of Directors	175
◆ Attend the Heartland Conference	200
◆ Serve on the Heartland Conference Committee	150
◆ Attend the ARMA International Conference	150
◆ Serve on an ARMA International Committee	100
◆ Attend an ISG Conference or other ARMA sponsored event	100
◆ Chair a Mid-Missouri committee	150
◆ Serve on a Mid-Missouri committee	100

Bank o' ARMA Bucks Statement of Accounts as of January 31, 2001

Account Holder	Account Balance
Larry Barrett	500
Pam Bax	1,525
Judy Benish	1,025
Cheri Bechtel	-
Amy Bexten	200
Linda Calvert	-
Liz Connell	325
Wayne Duncan	1,150
Ron Elkins	-
Linda Gentry	-
Robin Gibson	-
Nila Hagemeyer	250
Sally Hager	175
Michael Holland	-
Debbi Hombs	175
Willie Jones	925
Craig Kelso	800
John Larkin	625
Will Masters	1,975
Ernie Matson	375
Kathy Nichols	700
Tom Nield	500
Cyndie Parks	625
Joanna Perkins	-
Rob Perkins	125
Phyllis Powell	-
Laura Samek	-
Marry-Ellyn Strauser	1,100
Zen Thomas	-

If you notice a discrepancy with your account, please contact your Account Representative, Marry-Ellyn Strauser (573) 751-4502.

ARMA International: The Benefits of Membership*

ARMA International is a not-for-profit association serving more than 10,000 information management professionals and 150 chapters in the United States, Canada, and over 30 nations worldwide. ARMA International members include records and information managers, MIS and ADP professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, and educators. ARMA, its chapters, and its members are dedicated to helping individuals, organizations, and government agencies successfully meet the challenges of the increasingly complex records and information management field.

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes.

Benefits Include:

Access - Your Connection to a Global Network

- Electronic access to members and information through ARMA listserves, Web site, and Fax on Demand Service
- Local chapters to connect you to professionals in your geographic area
- Membership Directory provides you with contact information for members
- Quarterly newsmagazine, InfoPro, keeps you informed of ARMA activities as well as developments and trends in the records and information management field

Expertise - Links to a World of Ideas and Solutions

- Industry Specific Groups: 32 ISGs focusing on your industry's issues
- Professional Resources: More than 200 member-discounted RIM resources, including books and videos
- Annual Conference and Expo: Dozens of educational sessions, plus conference proceedings

- Solution Providers and Users: At ARMA's Annual Conference and Expo, as well as local chapter meetings
- The Information Management Journal: In-depth articles by leading RIM and Knowledge Management experts

Professional Development - At Every Stage of Your Career

- ICRM Study Groups and Exam Preparation Resources
- RIM Home Study Courses
- CareerLink Placement Services
- ARMA Salary and Compensation Survey
- Leadership Opportunities - Develop your leadership skills through service on ARMA's Committees and Board of Directors, as well as on Chapter Boards of Directors

* ARMA International.
<http://www.ama.org/membership/membership.htm>.
(30 January 2001).