

the mid **S**missouri Star

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Columbia/Jefferson City, Missouri
ARMA Chapter

A Record, Is a Record, Is a Record

Willie Jones, UM Records Analyst

When we set out to develop a retention schedule in a records and information management program, we are not all that concerned with the media type. No, we are looking at the value of the record (s) and for how long to keep them, what will the final disposition of this information be (at the end of life)? Is this a vital record? Does it have life long historical value to the organization?

Like wise, when we are planning to protect information in a disaster recovery program, we must not be overly concerned with the media format or characteristics. The information must be protected regardless of its format. It may be located on a mainframe computer, personal computer, file cabinet, a computer tape, CD, or on microfilm.

The records may be dental x-rays, cast of some ones teeth, blue prints, photographs or even information written on a rock, but they are all records of what was done, when, why and who did it. Recorded information is often the best way to remember events that have taken place, it is our memory recorded in various ways. We must determine the value of this information and the course of its life cycle and a method of protection it, or does it even need to be protected?

To most people creating records, whether vital research or a simple fiscal transaction, we tend to think, it is vital and must be preserved just in case we need to reference it sometime in the further.

In today's world of perspective threats to our information, we now must look farther than the common types that we all are use to such as fires and natural disasters. One of the threats we should keep in mind is a new form of potential terrorism that information technology has now delivered into the hands of terrorist --- cyber-terrorism.

Next Meeting:

Tour:

Missouri State Archives

*Researching in the Missouri
State Archives*

**First Floor Conference Room
Kirkpatrick State Information Center**

**Wednesday
April 17, 2002**


| | |
|----------------------|--------------------|
| Board Meeting | 2:30 – 3:30 |
| Tour | 3:30 – 4:30 |

State governments are all required now to come up with counter-terrorism plans, according to Matthew G. Devost in an interview in the February 2002 "INFORMATION WARFARE" issue of Government Technology. When asked what he identified as the major cyber-security challenges today? Mr. Devost responded: "Major challenges are recognizing, despite the absence of a threat, our interconnectivity, and then determining which structures are vulnerable and what the impact would be if they went down."

He went on to say that, "recognizing that security is not about throwing technology, such as firewalls, at

networks. It is about putting programs, policies and procedures into place that ensure a dynamic security posture".

This I might add, is the proper procedure with any information, be it in a complicated system, our personal computers, digital camera or in a file cabinet at our office or home. We must plan to protect our records and information regardless of location or the particular system type they are housed.

| TREASURER'S REPORT | |
|--|--------------------|
|  | |
| Previous Balance | \$ 4,057.80 |
| Deposits: | |
| Membership | \$ 140.00 |
| Mar. Meeting | \$ 221.00 |
| Bank Int. | <u>\$ 3.14</u> |
| Total | \$ 364.14 |
| Expenses: | |
| Mar. Meeting | <u>\$ - 298.63</u> |
| Total | \$ - 298.63 |
| Current Balance | <u>\$ 4,123.31</u> |

12th Annual Missouri Heartland RIM Seminar – *Fountains of Knowledge* May 8-9, 2002 Kansas City, Missouri

Craig Kelso, Electronic Records Archivist

Once again this year the Annual Heartland Conference will be held in Kansas City at the Embassy Suites Country Club Plaza Hotel.

The Heartland Conference provides an excellent opportunity to network with records managers working in Missouri, Kansas and other Midwestern states. Speakers from Hawaii, Kansas, Missouri, Nebraska, Texas, Virginia and Wisconsin will offer their perspective on many of the issues confronting records managers every day.

If your organization is considering purchasing new equipment, upgrading services or just interested in exploring some of the latest records management technology, the Heartland Conference is a perfect opportunity to check out some of the most innovative solutions available today. Seventeen vendors from around the nation will have display booths and be available to answer any questions you might have.

The cost is only \$199 for individual registration, \$185 for multiple registrations from the same organization. The registration fee covers all workshops, seminars and the buffet luncheon on May 8.

The Heartland Conference is co-sponsored by the Kansas City, St. Louis and Columbia/Jefferson City Chapters of ARMA International. For additional information about the conference or reservations at the

Embassy Suites Country Club Plaza Hotel, you can call Wayne Duncan at 573-882-6541 or Will Masters at 573-751-2397 to have brochures with registration forms mailed or faxed to your office.

Heartland Seminar Sessions and Workshops at a Glance

May 8

Session 1, 8:30 – 10:00 AM

- ◆ Electronic Signatures
- ◆ Preserving Digital Images
- ◆ DeskTop Publishing and Documentation, Using the Tools of the Next Century to Improve Communication

Session 2, 10:30 AM – 12:00 PM

- ◆ Shredding 101- One Man's Trash is Another Man's Treasure
- ◆ Convergence of Document and Electronic Records Management
- ◆ "Your E-Mail's Got You!" Legal Issues in Managing E-Mail Use and Data

Lunch Presentation – Vendor Spotlighting and Exhibition

Session 3, 1:45 – 3:15 PM

- ◆ A Hat for All Occasions: RM in Today's World
- ◆ Managing Information: Records Management & Privacy in 21st Century – Part 1
- ◆ Redefining the Document: Putting the Pieces Together

Session 4, 3:45 – 5:15 PM

- ◆ How to Select a Records Center
- ◆ Managing Information: Records Management & Privacy in 21st Century – Part 2
- ◆ Hybrid Systems

May 9

Session 5, 8:30 – 10:00 AM

- ◆ Basic Filing – Part 1
- ◆ Functional Analysis Chart: What is it? How is it Used?
- ◆ Vital Records Protection

Session 6, 10:30 AM – 12:00 PM

- ◆ Basic Filing – Part 2
- ◆ Selecting an Electronic Records Management System
- ◆ Terrorism and Records Management

Workshops and Tours, 1:30 – 5:00 PM

- ◆ Disaster Recovery and Prevention, and Security in Records Management
- ◆ Tour: Blackwell, Sanders, Peper, and Martin
- ◆ Tour: National Archives and Records Administration – Bannister Facility

President's Pen



Hello Chapter Members!

It sure feels like spring has arrived here in central Missouri.

A big thank you goes out to Willie Jones for coordinating the slate of candidates for next year's board of directors. I can tell by looking at the list of prospective candidates that we are going to have a great program for next year.

Next month we are celebrating the 15th anniversary of our chapter. I know that many of the original charter members are still involved in the chapter and I want to thank them for their years of service to our chapter. We have a special dinner planned next month to celebrate our milestone.

We have received several registrations from new members and I'd like to welcome all our new folks and encourage you to get involved with our chapter. It may be a cliché but it is true that you only get back out of the chapter what you can put into it.

I hope to see many of you at the Heartland Records Management Conference next month. Our registrations have been down a little from previous years, but I'm sure it's going to be a great conference. It's not too late to register and we have waived all late registration fee's for anyone still considering attending

Until next time,

Will Masters
Chapter President

2001-2002 Board of Directors

| | | |
|--------------------------|----------------------|--------------|
| President | Will Masters | 573/751-2397 |
| Immediate Past President | Wayne Duncan | 573/882-6541 |
| Vice President | Pam Bax | 573/751-4219 |
| Secretary | Marry-Ellyn Strauser | 573/751-4502 |
| Treasurer | Craig Kelso | 573/526-1258 |
| Board Member | Kathy Nichols | 573/874-8539 |
| Board Member | Willie Jones | 573/882-6541 |

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

Records Management Resources on the World Wide Web



For those of you who are new to our chapter, or for those who may have missed some of the previous issues, here are a few of the best web resources that have been submitted in the past for you to check out.

The Columbia/Jefferson City ARMA Chapter does not endorse these sites or their contents. Links are provided for informational purposes only.

Vital Records and Records Disaster Mitigation and Recovery

<http://www.nara.gov/records/pubs/vital.html>

“The guides are intended to assist senior agency officials, program managers, records officers, information resource managers and their staffs in creating and maintaining accurate and complete records of an agency's functions and activities and in ensuring the authorized, timely, and appropriate disposition of documentary materials that are no longer needed to conduct business.”

The Cost of Print, Fiche, and Digital Access

<http://www.dlib.org/dlib/february00/kingma/02kingma.html>

Have you been asked about the cost difference between keeping records in paper form verses imaging your records? Well check out this report to take a look at a study completed in 1999 about this cost difference. It's a real eye-opener.

Kansas State Historical Society, Electronic Recordkeeping Resources

<http://www.kshs.org/archives/ermlinks/ermlinks.htm>

This is a very large list of links on topics ranging from access and retrieval to system management. For those looking for resource material about electronic records management this is a great place to start.

South Carolina Archives Technical Leaflets

<http://www.state.sc.us/scdah/techfl/t.htm - general>

This is a great site if you are pressed for time but are looking for some quality information on various subjects in records management. Each technical leaflet is concise and well written. Most of the leaflets are in PDF format.

Indiana Commission on Public Records Retention Schedule Database: Introduction

<http://www.ai.org/icpr/webfile/recman/rsintro.html>

The state of Indiana has placed their records retention schedules for each state agency online. This is a concept that will probably be adopted by other state records managers in the future.

Yale University Library Management System Migration

<http://www.library.yale.edu/orbis2/public/orbis2.htm>

For anyone who is contemplating migrating substantial amounts of records this is “a site to see.” Yale University is upgrading their library management system (implemented in 1989) and have been unveiling the process on this Website. The information includes background information, working group notes, activity reports, and a project timeline.

ARMA Bucks

It's time to check your account. The auction will be here before you know it! If there's a problem with your account, please call your friendly banker, Marry-Ellyn Strauser, at (573) 751-4502. As always, thank you for banking with us!



How to Earn Bucks:

| | |
|--|------------|
| ◆ Attend a Mid-Missouri meeting | \$125 |
| ◆ Attend all monthly meetings | 400 |
| ◆ Attend a board meeting | 25 |
| ◆ Bring a guest to monthly meeting | 50 |
| ◆ Write an article for the newsletter | 150 |
| ◆ Submit Website with description | 25 |
| ◆ 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

| Account Holder | Total |
|-----------------------|--------------|
| Barrett, Larry | \$650 |
| Bax, Pam | \$450 |
| Benish, Judy | \$1,075 |
| Clavert, Linda | \$450 |
| Duncan, Wayne | \$1,975 |
| Elkins, Ron | |
| Gentry, Linda | |
| Gibson, Robin | \$225 |
| Gilman, Maxine | \$125 |
| Hagemeyer, Nila | |
| Hager, Sally | |
| Harper, Connie | \$125 |
| Harrison, Kim | \$125 |
| Hayes, Barbara | |
| Holland, Michael | |
| Hombs, Debbi | |
| Hussey, Liz | \$275 |
| Jones, Willie | \$1,275 |
| Kelso, Craig | \$1,700 |
| Kirchner, Dawn | |
| Larkin, John | \$900 |
| Looten, Joann | |
| Masters, Will | \$1,900 |
| Matson, Ernie | \$625 |
| Nichols, Kathy | \$1,325 |
| Nield, Tom | \$450 |
| Parks, Cyndie | \$750 |
| Perkins, Joanna | |
| Wihite, Reggie | |

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, Website, 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.arma.org/membership/membership.htm>.
(30 January 2001).