

# the mid Missouri <sup>★</sup> Star

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Columbia/Jefferson City, Missouri  
ARMA Chapter

## Steps in Taming the Electronic Records Beast

*Tom Nield, Electronic Records Archivist*

Mention the term electronic records and you get one of two reactions; the glazed eye look which means the person doesn't understand the implications, or the wild-eyed look which means the person fully understands the challenges of electronic records management. This article will describe a few small steps one can take in assisting clients managing their electronic records and how it impacts the records retention schedule.



### *Step 1*

The first step is conveying to the client that the media and the format in which the record is stored is irrelevant to the schedule. What is important is that the client ensures that accessibility and trustworthiness can be guaranteed over the life span of the record. In other words, just because the primary record is now stored electronically where it used to be stored on paper, doesn't mean it merits a new retention period or a new record series description.

Next Meeting:

**ARMA Bucks Auction**

June 19, 2001

The Pasta Factory

1020 E. Broadway

Columbia, MO

Dinner 6:30

Auction to Follow Dinner

*Want to Earn more Bucks*

*Before the Auction??*

*See page 4 & 5*

### Step 2

The second step is finding out what type of support clients IT/IS department provides. Useful information to know is what kind of back-ups are performed, what is the disaster recovery plan for the network, does the clients IT/IS department provide public and/or private space on the network for employees to store things (this will help you and the client determine where the primary records are located), how often is the e-mail server purged, etc. This information will help you with the next step.


### Step 3

During the initial survey you discover that your client does indeed have primary records stored electronically. The records are already annotated on the retention schedule. What now? You must help the client create a migration plan that will ensure the usability of the records over their life span. This plan must be added to the retention schedule as a new

records series. The plan must include a timetable of when the client will evaluate the usability of the records in the following areas – file formats, media formats, application version, operating system version, and hardware usability.



These steps are just the beginning. In the next article I will focus on the nitty gritty of the migration plan itself!

<b>TREASURER'S REPORT</b>	
	
<b>Balance End of March</b>	<b>\$ 4,191.59</b>
<b>Interest Rec'd /Bank</b>	<b>5.81</b>
<b>Deposits:</b>	<b>120.00</b>
<b>Disbursements:</b>	<b><u>686.00</u></b>
<b>Balance Forward:</b>	<b><u>\$ 3,634.40</u></b>

## President's Pen



It's hard to believe we are already wrapping up the chapter year again. I would like to thank the current Board of Directors for their help in making this year a success.

In preparing for the Leadership Conference in Bismarck, ND in early June, I was filling out an information sheet form summarizing the program year. I was asked to list the "highlights" and "lowlights" of the year. In my response, a highlight of our year was that we had a relatively inexpensive year, due to the fact that we went with the afternoon meeting format instead of the evening program which usually included meals. On the other hand it was suggested at a recent board meeting that this could be a reason our chapter has been unable to attract new members, as well as enlist the attendance and support of more of our current members.

This brings us to what I listed as our "low." That would be that with few exceptions, only our "core" group of members attended our monthly meetings. I would like to send an extra thanks to the regular attendees (you know who you are). Without your dedication and support we would not have a chapter.

For all the members that haven't been able to attend a monthly meeting, I would like to personally invite and encourage you to attend our June Chapter Meeting. It will be our Awards Banquet and ARMA Bucks Auction. It will be a good chance to meet and socialize with other chapter members in a relaxed setting. It will be held at the Pasta Factory June 19 at 6:30 PM.

Will Masters  
President

### 2000 – 2001 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	Judy Benish	573-751-9402
Board Member	Kathy Nichols	573-874-8539
Board Member	Liz Hussey	573-526-6927

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

## Who Wants to be a Buckinaire?

Finally! A chance to earn some real bucks - ARMA Bucks that is. **For each correct answer you'll earn \$25.** That's a possible **\$250** just for playing our game. There are no weak links here! You *ARE* the records manager.

Answers to the quiz will be announced at our June ARMA Bucks Auction. You must be present to win and have your completed answer sheet in hand (no sympathy bucks for anyone whose dog ate their paper). If you can't join us, you can still test your knowledge and earn the intrinsic reward of knowing that you could have been a contender. Answers will also be published in the next edition of the *Mid-Missouri Star*.

Since this is an open notes quiz, we can tell you that these questions come from the March 2001 edition of *Info Pro*, the April 2001 edition of the *Information Management Journal*, and the ICRM's *Preparing for the CRM Examination: a Handbook*. Good luck!



- 1) Vital records are usually protected by:
  - a) armed guards.
  - b) use of remote storage locations.
  - c) dispersal of duplicate copies to branch offices.
  - d) vaulting the records.
  - e) a combination of b, c, and d.
- 2) In his article entitled, "Risky Business" (*InfoPro*, March 2001) Barry J. Terenna, CRM suggests that each of following is associated with records management risk *except*:
  - a) the misplacement of records.
  - b) the inability to retrieve records easily.
  - c) the organization of paper and electronic records repositories.
  - d) physical damage to records.
  - e) confounding of legal positions.

- 3) Optimum temperature and humidity conditions for the storage of paper records are:
  - a) humidity, 10-20%; temperature, 15-25° F.
  - b) humidity, 30-40%; temperature, 35-45° F.
  - c) humidity, 40-50%; temperature, 65-75° F.
  - d) humidity, 50-60%; temperature, 75-85° F.
  - e) none of the above
- 4) Which of the following is the term used to describe thin, glass-like tubes that are as fine as human hair and are used to send light from one location to another?
  - a) microprocessors.
  - b) fiber optics.
  - c) lasers.
  - d) satellites.
  - e) narrowband cable.
- 5) In his article entitled, "XML for Content and E-Commerce" (*IMJ*, April 2001) John T. Phillips, CRM states which of following are required with all new technologies?
  - a) some education.
  - b) infrastructure retooling.
  - c) capital investments.
  - d) all of the above.
  - e) none of the above.
- 6) The person widely known for his pioneer study of the production function in business and also recognized as the founder of scientific management is:
  - a) Frank Gilbreth.
  - b) Wayne Duncan.
  - c) Henri Fayol.
  - d) Abe Vigoda.
  - e) Frederick Taylor.

- 7) Form letters should be used mainly when:
  - a) an office has to reply to many similar inquiries.
  - b) the type of correspondence varies widely.
  - c) it is necessary to have letters which are well phrased and grammatically correct.
  - d) letters of inquiry have to be answered by top management.
  - e) postage is a factor.
  
- 8) A large flatbed camera used to microfilm engineering drawings and other large documents is a:
  - a) processor camera.
  - b) planetary camera.
  - c) rotary camera.
  - d) step-and-repeat camera.
  - e) Polaroid camera.
  
- 9) The file arrangement generally the most costly to maintain is the:
  - a) subject.
  - b) alpha-numeric.
  - c) chronological.
  - d) straight numeric.
  - e) corporate.
  
- 10) Many of the principles upon which modern records management systems are based originated in the:
  - a) Administrative Management Society.
  - b) federal government.
  - c) universities.
  - d) booth in the back, in the corner, in the dark.
  - e) Association of Records Managers and Administrators.

## New Record Set

Wayne Duncan

Under the watchful eye of Tom “ the auctioneer” Nield, the ARMA Bucks auction held last June set a new record for dollars spent by members. Members bid on 72 items ranging from VCR’s to gift certificates from hotels and restaurants, totaling **\$47,370**, which is almost \$12,000 more than the previous year’s \$35,000 bids on auction items.

Can we top that amount again this year? Maybe, but we need your help in securing items for this year’s auction. And remember, for every item you contribute, you can earn additional bucks to spend on yourself.

Here's what you earn *in bucks* for your donations to the auction.

Item up to \$10 in value – \$100

\$10-\$20 in value – \$300

\$20-\$30 in value – \$800

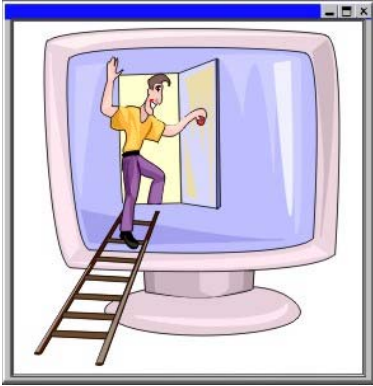
\$30-\$40 in value – \$1000

Items over \$40 in value – **\$2000**

The following is a partial list of items, winning bid prices and buyers:

Night at Embassy Suites	Will	\$ 825
Showme State Game Pin	Marry-Ellyn	\$1,000
Book on Bess Truman	Judy	\$1,600
VCR	Willie	\$3,100
Columbia Prints	Marry-Ellyn	\$1,500
\$100 Cash	Wayne	\$6,000
Handmade Fish Fly	Kathy	\$1,050
2 Nights at Holiday Inn	Pam	\$2,100
Coffee Table Book	Mike	\$1,250
5 Hollywood Theater Passes	Kathy	\$1,000
Work Light	Larry	\$ 600
Pizza Baking Stone	Cyndie	\$1,200
Sony Boom Box	Mary-Ellyn	\$2,575
Red Lobster Cert.	Tom	\$1,700
CD Carrier	Liz	\$1,000
Chow Buffet Cert	Ernie	\$ 800
Hotel DeVille T-shirt	Carol	\$ 875
Schlozsky’s Cert.	Linda	\$ 400
VCR	Cyndie	\$2,000
Garfield Cert	Craig	\$ 325

## Records Management Resources on the World Wide Web



Looking for some new resources on records management to add to your collection? Need an example of what other organizations are doing about their records retention schedules? Well look no further, because here are some Websites that are just full of useful information. Enjoy.

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

*Metadata and Cataloging Internet Resources*  
<http://www.uwm.edu/~mll/resource.html>

*Submitted by Craig Kelso*

A good list of selected articles, reference documents, and Websites about cataloging and metadata. It is a great resource guide for anyone researching metadata issues.

*Indiana Commission on Public Records Retention Schedule Database: Introduction*  
<http://www.ai.org/icpr/webfile/recman/rsintro.html>

*Submitted by Craig Kelso*

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.

*Records Management for Central Government*  
<http://www.pro.gov.uk/recordsmanagement/default.htm>

*Submitted by Craig Kelso*

The Public Records Office is the national archive of England, Wales, and the United Kingdom. They advise government agencies on best practices for both short term records and long term permanent records. The site contains links to standards and guidelines used in establishing records management policies.

*Mississippi Department of Archives and History: Electronic Records Draft Guidelines*  
<http://www.mdah.state.ms.us/arlib/erglnav.html>

*Submitted by Craig Kelso*

The state of Mississippi has developed a set of draft guidelines for state agencies to follow in their efforts to retain records electronically. The Electronic Records Initiative task force's guidelines are presented in seven parts and also contains a link to the initial survey conducted by the state about issues related to electronic record keeping.

*The Making of America II*  
<http://sunsite.berkeley.edu/moa2/>  
*Submitted by Craig Kelso*

“The Making of America II is a Digital Library Federation project to create a proposed digital library object standard by encoding defined descriptive, administrative and structural metadata, along with the primary content, inside a digital library object.” The site includes tutorials, the database and several articles and papers related to the project.

*Do you know of any Websites? 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/or sites that are good examples of web presentations of records management material.*

## ARMA Bucks

It's about that time. Time to reward our members for the work they have done this year and a thank you to all the members who participated in Chapter events throughout the year. Do you know what your balance is? Check it out with the "official" bank statement in the next column. If there's a problem with your account, please call your friendly banker Marry-Ellyn Strauser at (573) 751-4502. Feeling kind of blue because you've just joined our Chapter? Well don't be upset, because there is some loose change at the bank that has been earmarked for just such an occurrence.

### Ways to Earn *Bucks*:

◆ Attend Mid-Missouri meeting	\$125
◆ Attend <b>all</b> 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	<b>500</b>
◆ 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 Conference 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

<i>Bank o' ARMA Bucks</i>	
Account Holder	Total
Barrett, Larry	1,075
Bax, Pam	2,200
Bechtel, Cheri	125
Benish, Judy	1,725
Bexten, Amy	-
Calvert, Linda	-
Duncan, Wayne	1,300
Elkins, Ron	-
Gentry, Linda	-
Gibson, Robin	1,850
Hagemeyer, Nila	575
Hager, Sally	375
Holland, Michael	-
Hombs, Debbi	175
Hussey, Liz	675
Jones, Willie	1,800
Kelso, Craig	1,875
Kirchner, Dawn	-
Larkin, John	1,400
Marthers, Sandi	-
Masters, Will	3,925
Matson, Ernie	375
Nichols, Kathy	1,500
Nield, Tom	1,125
Parks, Cyndie	875
Joanna Perkins	350
Perkins, Rob	125
Powell, Phyllis	-
Samek, Laura	-
Shellman, Michael	275
Strauser, Marry-Ellyn	3,075
Thomas, Zen	-
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).